



ATTACHMENT 4

Fiscal Sustainability Plans (FSP)



Fact Sheet

- The **Clean Water State Revolving Fund (CWSRF)** is administered by the Maine DEP to fund wastewater collection and treatment projects across the State of Maine.
- All CWSRF loan recipients are required to prepare a **Fiscal Sustainability Plan (FSP)** for projects that involve repair, replacement, or expansion of a treatment works.
- Fiscal sustainability and asset management are considered **interchangeable** terms.
- **Funding for FSP's:** Maine DEP offers up to \$50,000 of principle forgiveness (PF) to each loan recipient to help fund the cost of developing the FSP.
- **Local Match:** The PF funds for FSP's require a 1 to 1 local match, which can be in the form of in-kind services.
- Funding is also available for **Stand Alone FSP's** that are not associated with a construction project.
- For Maine DEP to approve, the FSP must contain these **essential elements**:
 1. **Inventory of assets** to include type, age, service history and remaining service life
 2. **Condition Assessment** and Prioritization of Assets, and Schedule for Asset Repair/Replacement
 3. Evaluation of **Water and Energy Conservation Efforts**
 4. **Asset Management Plan** Including a **Capital Improvement Plan (CIP)** to maintain, rehabilitate, and replace assets that have reached the end of their service life. Note: to see a sample Capital Improvement Plan which results from the FSP please visit our Maine DEP CWSRF website at <https://www.maine.gov/dep/water/grants/srfparag.html>
 5. **Signed FSP Certification:** sample form included at the end of Attachment 4
 6. Signed **Water and Energy Conservation Certification:** sample form included at the end of Attachment 4. Note: for further guidance on Evaluation and Implementation of Water and Energy Conservation Efforts please visit our Maine DEP CWSRF website at <https://www.maine.gov/dep/water/grants/srfparag.html>.
- FSP's shall utilize computerized **asset management software** to develop a sewer system asset inventory.

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FISCAL SUSTAINABILITY PLAN (FSP) FACT SHEET

- The **asset inventory** shall include all sewer system infrastructure including:
 1. Sewer collection system piping
 2. Pump Stations
 3. Wastewater Treatment Facility (WWTF) including outfall line
 4. SCADA system
- **FSP Approval:** the DEP reviews and approves each original FSP to make sure it contains the necessary elements.
- **FSP Updates:** Loan recipients shall update the asset inventory at least annually.
- **Scope of FSP:** the planning area or scope of the FSP shall at a minimum cover the project being funded and similar assets within the system, e.g. a pump station project would cover all pump stations within the sewer system.
- **Self-Certification:** when a loan recipient has an FSP or asset management system already in place that meets CWSRF requirements, they can self-certify and satisfy CWSRF requirements.
- **Schedule for Completion:** FSP's must be completed prior to final disbursement of loan funds or loan closing date.
- **Eligible Expenses** include:
 1. Asset management software
 2. Staff training on software
 3. Consultant services
 4. Field investigation including sewer flushing, cleaning, and CCTV services to assist in the condition assessment. This category is subject to funding availability.
- **Reimbursement Schedule** –eligible project expenses are reimbursed to the utility upon submittal of a monthly pay requisition. A draft FSP must be submitted at the 80% completion for review at which time the applicant may request reimbursement for up to 70% of the principal forgiveness. Final review and approval will be given at 100 % completion; and at that time, the remaining amount of the principal forgiveness can be reimbursed.
- **Further Guidance:** for more detailed guidance on development and implementation of a Fiscal Sustainability Plan please visit our Maine DEP CWSRF website at <https://www.maine.gov/dep/water/grants/srfparag.html>.