

Critical Need Line Extension Review

Critical Need Line Extension requests are competitive in nature with many projects competing for a limited amount of funding. To ensure that such limited funds are used most effectively, the Technical Review and Funding Committee (“Committee”) will evaluate such applications using relevant monetary, nonmonetary and other qualitative criteria as determined by the Committee. Applicants should be prepared to supply information responsive to such criteria and should anticipate additional requests for information from the Committee as their application are being reviewed. Applicants should file all requested information promptly to avoid delay in the review of their requests. Applicants should also anticipate that Critical Need Line Extension requests may take more than one monthly-cycle for proper review.

Filing Requirements

Applicants should file all information requested in the Council’s current policy on Critical Need Line Extension applications (See; IJDC Web page). Applicants should **pay particular attention** to the following.

1. **Applicants must adhere to the allowable maximum project cost established by WV Code.** Projects which exceed the allowable maximum total project cost cannot be funded by the Council. Applicants are advised to carefully consider this maximum cost requirement when developing budgets and establishing contingencies.
2. If **public health hazards** and/or **environmental degradation** issues are present and will be resolved by the project, provide complete documentation of such hazards/issues and how the project will resolve them.
3. Provide commitment letters for all **local funds** proposed for the project including utility, county, municipal, private and other “non-council” funds.
4. All construction cost estimates shall include an **appropriate contingency**. Contingencies should be determined by each applicant and their consulting engineer after considering the current volatile state of construction prices, the project schedule and other factors.
5. A **list of potential customers** proposed to be served by the extension shall be provided. Include customer name, address, parcel numbers, user numbers or other identifying information.

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6. Provide the number of **executed user agreements**. If requested by the Committee, be prepared to supply copies of all executed user agreements.
7. Provide **documentation supportive of the need** for the project. This may include letters of support from elected officials, businesses, local citizens, county or municipal agencies or officials, the County Health Department, the WV DHHR – Bureau for Public Health, the WV-DEP and other agencies.

Review Criteria

It is the intent of the Committee to maximize the positive impact of limited Critical Need Line Extension funds. In doing so, the Committee may consider the following criteria.

- Documented **public health hazards** and/or **environmental degradation** issues. Projects which will eliminate such hazards/issues will be given preference.
- The **cost-per-potential-customer** based on the amount of Critical Need Line Extension funds requested. Preference will be given to projects having the lowest cost-per-potential-customer.
- The documented level of **customer support** for the project as evidenced by the number of signed users as a percentage of the total number of potential customers. Preference will be given to projects having better levels of customer support as evidenced by signed user agreements.
- Additional, relevant criteria as appropriate.