



MARYLAND DEPARTMENT OF THE ENVIRONMENT

Montgomery Park Business Center
1800 Washington Boulevard, Baltimore, MD 21230-1708

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MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA) APPLICATION FOR FFY 2014/SFY 2016 CAPITAL PROJECT FINANCIAL ASSISTANCE

CLEAN WATER [WASTEWATER AND NONPOINT SOURCE (NPS)] PROJECTS

For assistance with this application, please contact

Elaine Dietz (elaine.dietz@maryland.gov, 410-537-3908) or Susan Iaconangelo (susan.iaconangelo@maryland.gov, 410-537-3327)

APPLICATION TYPE (Review the [Funding Eligibility Matrix](#) and select **one** of the following.)

- Consider this project for all MDE sources of funding, including low-interest loan shown in Section VIIa.
- Consider this project for grant funding only. Applicant will assume financial responsibility for any unfunded portion.

PROJECT INFORMATION (Attach a copy of a current street map with the exact project location clearly marked.)

Project Name: _____

Project Address: _____
(Provide for location of the funded activity. If project spans large area, enter street address (9-digit Zip Code required) that best represents center of project area)

County: _____ **Latitude:** (00.000000) _____ **Longitude:** (00.000000) _____
([Click here for latitude/longitude conversion table](#))

Congressional District: _____ See [Supplementary Mapping Instructions](#) for help.

Legislative District: _____ See [Supplementary Mapping Instructions](#) for help.

River Basin Designation: Provide the Numeric eight-digit watershed designation according to the project location (for wastewater treatment plants, identify according to the permitted point of discharge). See [Watershed Profiles](#) for help.

Watershed Name _____ Eight-Digit Designation ____ - ____ - ____ - ____

APPLICANT INFORMATION (Applicant MUST be a public entity. Private entities seeking funding for NPS projects should contact Elaine Dietz (elaine.dietz@maryland.gov, 410-537-3908))

Applicant Name: _____

Applicant Address: (inc. 9-digit Zip Code) _____

County: _____ **Email:** _____

Phone: _____ **Ext:** _____ **Federal Tax Identification Number:** _____

CONTACT INFORMATION

Contact Person: _____ **Title:** _____

Contact Address: (inc. 9-digit Zip Code) _____

Phone: _____ **Ext:** _____ **Email:** _____

I. **CLEAN WATER PROJECT TYPE** (Check appropriate project type.)

Upgrade Existing WWTP at Current Design Capacity (no expansion)

Current Design Capacity (mgd): _____

Current Treatment (2°, BNR, ENR): _____ Proposed Treatment (BNR, ENR): _____

Upgrade Existing WWTP with Expansion

Current Design Capacity (mgd): _____ Expansion Capacity (mgd): _____

Current Treatment (2°, BNR, ENR): _____ Proposed Treatment (BNR, ENR): _____

New WWTP Construction

Sewage Inflow/Infiltration Correction

Combined Sewer Overflow/Sanitary Sewer Overflow Correction

Repair/Rehab Existing Sewerage Collection System

New Sewerage Collection System for Failing On-Site Septic Area

New Sewerage Collection System for New Development

Non-Hazardous Landfill Leachate Collection/Conveyance/Treatment

Municipal Landfill Capping

Stormwater Management Traditional? Y [] N [] Green? Y [] N []

Stream/Shoreline Restoration Traditional? Y [] N [] Green? Y [] N []

Wetland Creation or Restoration

Other: _____

TAKE NOTE OF THE FOLLOWING WHEN COMPLETING THE REMAINDER OF THE APPLICATION

➤ Submittal of requested documentation is necessary for the evaluation of the application. Failing to submit requested documents can **significantly impact the final score and rank** of the project.

➤ When providing additional information on a separate page, please include the applicant and project names, and refer to the corresponding section number and heading of the application as specified.

II. **THRESHOLD CRITERIA** (Please answer the questions below and provide supporting documentation where requested as a clearly labeled attachment to the application.)

a. **Is the project publicly-owned and serving a public purpose?** Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government.

Yes

No – If no, the applicant/project is ineligible for MDE funding. Private entities seeking funding for stormwater management or stream/shoreline restoration (nonpoint source) projects should contact Elaine Dietz (elaine.dietz@maryland.gov, 410-537-3908) to discuss other options.

b. **Is the wastewater project (and the area served by it) located entirely within a Priority Funding Area (PFA)?** (Note: This requirement is not applicable to landfill or NPS projects.) There are two sets of PFA maps for each County: 1) a PFA map prepared by each local jurisdiction for review/certification by Maryland Department of Planning (MDP) and 2) a PFA map created by MDP based on the local map. **Please indicate the location of the project on the MDP PFA map for the appropriate jurisdiction.**

Yes – Attach a **color** copy of the current MDP PFA map that shows the PFAs and PFA Comment Areas, if any, in the vicinity of the project and **mark the location of the project (including linear features) and its service area** on the map. See [Supplementary Mapping Instructions](#) for help.

No – Provide an explanation on a separate page. If the project and the area served by it are not located entirely within a PFA, the project will not be eligible for financial assistance until the PFA consistency issue is

resolved. For guidance on PFA exception, go to the [PFA Exception Procedure](#) or call Brigid Kenney, MDE's Senior Policy Advisor at (410) 537-3085. (Note: If an exception has already been granted, provide a copy of the exception determination.)

- c. **Is the wastewater project included in the MDE-approved County Water & Sewer Plan and consistent with the local Land Use Plan?** (Note: This requirement is not applicable to landfill or NPS projects.) To be considered for funding, the project must be included in the MDE-approved County Water & Sewer Plan and be consistent with the local Land Use Plan. County Water & Sewer Plans and amendments are adopted by the County and then submitted to MDE for review and approval. **The project must be included in the MDE-approved County Water & Sewer Plan or the applicant must provide the amendment that has been approved by MDE.**

Yes – Provide a copy of the applicable page(s) from the current MDE-approved County Water & Sewer Plan and approved amendments. In addition, provide a **color** copy of the service area map and fill in the information below.

Date of MDE-approved County Water & Sewer Plan: _____

Applicable page number(s): _____

Title and date of MDE-approved service area map: _____

Date of MDE approval letter for an amendment: _____

No – If no, the project is ineligible for MDE funding.

III. PROJECT PURPOSE AND SUMMARY (Provide the following information in the requested format. On a separate page titled "Project Purpose and Summary," provide a brief description of the project by answering the following questions in the order shown (labeled III.a through III.c).)

- a. **What is the proposed project?** Include the existing and proposed capacities, length and size of sewer pipes, number of manholes, location of service area, drainage acreage, linear footage, etc. If you have determined that the project fully or partially qualifies as a green project eligible for Green Project Reserve funding based on the [EPA guidance](#), include reference to the specific section of the guidance as part of the project description.
- b. **What is the purpose of the project, why is the project needed, and what problem is being corrected?**
- c. **Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, has the scope of work changed since that submittal (explain how, if so), and was the project selected to receive funding?**

IV. PROJECT SUPPORTING DOCUMENTS (Please answer the questions below and provide supporting documentation as requested. Failing to submit the requested documents can significantly impact the final score and rank of the project.)

- a. **Is the project required due to a final administrative/judicial order, MS-4 Permit or to comply with more restrictive NPDES/State Groundwater Discharge Permit limits?**

Yes – Summarize on a separate page and provide a copy of the administrative/judicial order (including the administrative/judicial order number) or permit.

No

- b. **Is the project necessary to address a public health issue (e.g., contamination of drinking source water supply, surface water, or groundwater)?**

Yes – Summarize on a separate page and provide documentation of contamination, contaminant levels, and frequency of occurrence from an approving authority.

No

c. **Does the project provide for sustainability?** (Please check all that apply. For *every box* checked, supporting documentation must be provided. See [Supplementary Mapping Instructions](#) for help.)

- Project provides for less than 20 percent increase of Equivalent Dwelling Units (EDUs) served (EDU = Population/2.5).
- Project provides for less than 20 percent increase of design capacity at WWTP or “decentralized” wastewater system.
- Project is located within a designated Sustainable Community Area in accordance with the Maryland Sustainable Communities Act of 2010.
- Project is located within a registered Sustainable Maryland Certified municipality.
- Project is located within a Smart Site recommended by the Smart Growth Sub-cabinet and announced by the Governor.
- Project is located within a Base Realignment and Closure (BRAC) Zone.
- Project is located within a Main Street/Maple Street Area.
- Project is located within one-half (½) mile of a transit station.
- Project is part of a Brownfield property redevelopment.
- Project implements reuse/recycling of stormwater, treated wastewater effluent, or wastewater treatment products (e.g., biosolids/biogas for energy generation).
- System owner has an Asset Management and/or Environmental Management System.
- System owner has a full-cost pricing sewer user charge (or a dedicated fee system for non-sewerage projects)
- Project has multiple confirmed funding partners as shown in Section VIIa.
- Project is located in an Environmental Benefits District.
- Project includes green elements (e.g., Leadership in Energy and Environmental Design (LEED) rating, WaterSense-certified products, U.S. Environmental Protection Agency Water Quality Score Card, Positive Climate Change Impact) and/or achieves 20 percent or greater energy/water reduction as demonstrated by calculations provided.

V. **SYSTEM INFORMATION**

Sewerage System Name (if applicable): _____

Treatment Facility Name: _____ **NPDES #:** _____
(For collection/conveyance system projects, enter name and NPDES # of receiving WWTP)

System/Facility Owner: _____

Owner Address: _____

Contact Person: _____ **Phone Number:** _____ **Ext:** _____

Email Address: _____

a. Insert population information in the table below:

| Description | # of users (Population) | # of households (EDUs)* |
|---|-------------------------|-------------------------|
| # of current users served by system (2014) | | |
| # of current users served by proposed project (2014) | | |
| # of future users served by the proposed project (2034) | | |
| * EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated (EDU=Population/2.5). | | |

% Difference: _____
(Automatically calculated once data is inserted in table shown above)

b. The debt on loan taken for the project will be paid by:

Fees collected from all users of system named in Section V

Fees collected from beneficiaries of specific project (Please specify) _____

VI. PROJECT SCHEDULE AND CURRENT STATUS (Provide the project schedule and architectural/engineering (A/E) firm below.)

Current project status: Planning Design Bidding

| Phase | Start (Month/Year) | Completion (Month/Year) | Percent Completion |
|---|--------------------|-------------------------|--------------------|
| Planning | | | |
| Design | | | |
| Bidding | | | |
| Construction* | | | |
| * Construction projects must be in construction by December 31, 2015 to be considered for funding. | | | |

A/E Firm: _____

Planning OR Design

Contact: _____

Phone: _____ Ext: _____

Email Address: _____

VII. PROJECT FUNDING (Provide sources and uses of funding for the project and identify use(s) of the requested funding. Identify revenue sources for loan repayment, if seeking loan funding, on a separate page.)

a. Identify the Project Funding Sources for the project in the tables below:

| MDE Funding Request (this request-FY16) | Amount | Description |
|---|--------|--|
| Total Amount requested from MDE | x. | Includes loan, loan forgiveness, green grant and/or State grant |
| Loan Amount requested from MDE | | Maximum SRF loan applicant is willing to take for this project |
| Green Component(s) Amount | | How much of total above is green-eligible (as id'd in Section III.a.)? |

| Other Funding | Amount | | |
|---------------------------------------|--------|--|--------------------------------|
| MDE Grant Amount(s) FY15 and earlier* | | | |
| MDE Loan Amount(s) FY15 and earlier* | | | |
| | | Funds Secured? | Other |
| Applicant* | | [] Yes [] No | If yes, provide documentation. |
| U.S. Corps of Engineers * | | [] Yes [] No | If yes, provide documentation. |
| Federal (EPA) STAG/SAP* | | [] Yes [] No | If yes, provide documentation. |
| USDA Rural Development * | | [] Yes [] No | If yes, provide documentation. |
| CDBG (DHCD)* | | [] Yes [] No | If yes, provide documentation. |
| Miscellaneous*: _____ | | [] Yes [] No | If yes, provide documentation. |
| Other Funding Total y. | | Total of all Prior and Additional Funding Sources | |

* Include costs of planning/design/construction already completed.

| | | |
|-------------------------------|--|---|
| Source Total (x. + y.) | | Total Amount requested from MDE (FY16) plus Other Funding Total should match the Budget Total total in VII.b |
|-------------------------------|--|---|

b. Identify the cost-breakout of the budget (Project Budget) in the table below:

| Project Funding Use(s) | Amount | Are MDE Grant and/or Loan Funds Requested for this Line Item? | Is this line item already funded by an "Other Funding" source (above)? |
|------------------------------|--------|---|--|
| A/E Planning* | | [] Yes [] No | [] Yes [] No |
| A/E Design* | | [] Yes [] No | [] Yes [] No |
| A/E Construction Management* | | [] Yes [] No | [] Yes [] No |
| Construction* | | [] Yes [] No | [] Yes [] No |
| Land* | | [] Yes [] No | [] Yes [] No |
| Contingency* | | [] Yes [] No | [] Yes [] No |
| Administrative* | | [] Yes [] No | [] Yes [] No |
| Other*: _____ | | [] Yes [] No | [] Yes [] No |
| Budget Total | | Total should match the Source Total in VII.a. | |

* Include costs of planning/design/construction already completed.

VIII. PROJECT NUMERIC BENEFIT/COST-EFFECTIVENESS (Please supply data for the project in the appropriate section below. Provide all calculations (including units and assumptions) as an attachment. Go to Sections II and IV of the [Integrated Project Priority System for Water Quality Capital Projects](#) for additional instructions.)

WWTP Upgrades/WWTP Consolidation Only:

Total Nitrogen (TN) Removed (lbs/yr): _____ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr)*: _____
 Total Phosphorus (TP) Removed (lbs/yr): _____ Capital Cost/lbs TP Removed (Total Project \$/lbs per year)*: _____

* For BNR/ENR upgrade projects, the cost efficiency should be annualized over 20 years

Wastewater/Leachate Projects Only:

Linear Feet (lf) of Sewer Main/Rehab.: _____ Capital Cost/lf (Total Project \$/linear feet): _____
 Sewer Main Diameter (inches): _____ Capital Cost/EDU to be served (Total Project \$/EDU served): \$ _____
 Current Discharge Flow (mgd): _____

Landfill Cap/NPS Projects Only:

Total Nitrogen (TN) Removed (lbs/yr): _____ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr): _____
 Total Phosphorus (TP) Removed (lbs/yr): _____ Capital Cost/lbs TP Removed (Total Project \$/lbs per year): _____
 Stormwater Drainage Area (acres): _____ Capital Cost/acre of drainage area (Total Project \$/acre): _____
 Wetlands Created or Restored (acres): _____ Capital Cost/acre of wetlands (Total Project \$/acre): _____
 Linear Feet (lf) of Restoration: _____ Capital Cost/lf (Total Project \$/linear feet): _____
 Landfill Capping (acres): _____ Capital Cost/acre of landfill capping (Total Project \$/acre): _____

Percent Imperviousness of Drainage of Acres being treated by project: _____ Specify Land Use: _____

I CERTIFY I AM AN AUTHORIZED OFFICIAL PERMITTED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT. I FURTHER CERTIFY ALL INFORMATION IN THIS APPLICATION AND ATTACHED MATERIALS ARE TRUE AND CORRECT.

Name: _____ **Title:** _____

Authorized Official Signature: _____ **Date:** _____

See next page for Application Submission instructions and general information.

GENERAL INFORMATION FOR APPLICANTS

Minority and Women Business Enterprise (M/WBE)/Disadvantaged Business Enterprise (DBE) Participation:

All projects receiving State and federal funding are required to comply with Minority and Women Business Enterprise (grant only projects) and Disadvantaged Business Enterprise (SRF projects) participation requirements. Information regarding the M/WBE and DBE is located at: [M/WBE and DBE Guidance](#) website.

Water Quality State Revolving Loan Fund (SRF) Applicants Only:

Public entities applying for an SRF loan in excess of \$400,000 through the Maryland Water Quality Financing Administration (MWQFA) should declare official intent for reimbursement of costs the applicant wishes to be compensated for from tax-exempt debt (including a loan from MWQFA) prior to making any expenditure associated with the project. The Administration advises the applicant to coordinate those efforts with MDE and local/borrower's bond counsel to ensure satisfaction of SRF loan requirements and IRS regulations.

If this project is funded through the SRF program, your organization will be required to obtain a Data Universal Number System (DUNS) number, which is a unique nine-character identification number provided by D&B. Information regarding the DUNS number is located at [D&B D-U-N-S Request Service](#) website.

APPLICATION SUBMISSION

Submit **two (2) signed hard copies** and **one CD** of the complete application, attachments, and all supporting documents to:

Ms. Elaine Dietz
Maryland Water Quality Financing Administration
Maryland Department of the Environment
Montgomery Park Business Center
1800 Washington Boulevard, Suite 515
Baltimore, MD 21230-1708

Must be received **NO LATER THAN JANUARY 31, 2014**