



MARYLAND DEPARTMENT OF THE ENVIRONMENT

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

(410) 537-3000 • 1-800-633-6101 • www.mde.maryland.gov

MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA) APPLICATION FOR FFY 2015/STATE FY 2017 CAPITAL PROJECT FINANCIAL ASSISTANCE

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

For assistance, please contact Susan Iaconangelo at susan.iaconangelo@maryland.gov or (410) 537-3327

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

- Consider this project for sources of MDE funding, including Water Quality Revolving Loan Fund (WQRLF) low-interest loans, partial loan principal forgiveness, and State grants (see Section VII.a).
- Consider this project for State grant funding only. Applicant will assume financial responsibility for any unfunded portion.

Note: Grants through the WQRLF, including green grants, are no longer available.

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) _____

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 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.] (If the project scope consists of multiple types, it should be split into separate projects with one application submitted per type.)

- Upgrade of existing WWTP at current design capacity (no expansion)
 Current Design Capacity (mgd): _____
 Current Treatment (Secondary, BNR, ENR): _____ Proposed Treatment (BNR, ENR): _____
- Upgrade of existing WWTP with expansion
 Current Design Capacity (mgd): _____ Expansion Capacity (mgd): _____
 Current Treatment (Secondary, 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
- Construct/repair/replace decentralized wastewater treatment systems ^(new)
- Measures to reduce demand for POTW capacity through water conservation, efficiency, or reuse ^(new)
- Measures to reduce energy consumption at POTWs ^(new)
- Measures to increase the security of POTWs (security guards/monitoring activities are ineligible) ^(new)
- Municipal landfill capping
- Measures to reuse/recycle wastewater, stormwater, or subsurface drainage water ^(new)
- Stormwater management BMP Traditional? Y [] N [] Green? Y [] N []
- Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water ^(new)
- 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. Project must meet one of the following definitions to be eligible for funding. Select the appropriate “eligible” category below.

- Project is a **publicly-owned sewerage** treatment works¹ and serves 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. This project must also meet the requirements in Section II.b and II.c; if seeking WQRLF funding, it is also required to meet the requirement of Section II.d.
- Project is a **publicly-owned stormwater** treatment works² and serves 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. If seeking WQRLF funding, this project it is also required to meet the requirement of Section II.d.
- Project is a **privately-owned stormwater** treatment works². This project is exempt from the requirements in Section II.b, II.c, and II.d.

If project does not fall into one of the above-mentioned categories, and it is believed that the applicant/project is eligible for MDE funding, contact Elaine Dietz at elaine.dietz@maryland.gov or (410) 537-3908. **Privately-owned sewerage treatment works project are ineligible for funding.**

¹ **Sewerage treatment works** include such projects as those that provide for advanced wastewater treatment, combined sewer overflow, sanitary overflow, or inflow/infiltration correction, aging sewer system rehabilitation or replacement, sewer extension to sewerage treatment facilities for failing septic system communities, non-hazardous landfill leachate conveyance and/or treatment, sewer system energy conservation, sewerage system security, water conservation/efficiency/reuse.

² **Stormwater treatment works** are those that manage, reduce, treat, or recapture stormwater or subsurface drainage water (such as BMPs required by Municipal Separate Storm Sewer System (MS4) permits) and non-hazardous solid waste landfill capping. Other nonpoint source pollution prevention practices identified under Federal Clean Water Act Section 319 Plan for Maryland (e.g., riparian/stream restoration, brownfield site cleanup, agricultural BMPs, septic system repairs) that are not stormwater BMPs may be funded through the MWQFA Linked Deposit (Bank Loan) Program. For additional information, see www.mde.maryland.gov/wqfa.

b. **Is the sewerage treatment works project (and the area served by it) located entirely within a Priority Funding Area (PFA) as shown on the PFA map created by Maryland Department of Planning (MDP) based on the local map?**

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 MDP 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 sewerage treatment works project included in (or amended to) the MDE-approved County Water & Sewer Plan and consistent with the local Land Use Plan?**

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.

d. **Is there a Fiscal Sustainability Plan for the publicly-owned treatment works projects proposed for WQRLF funding?** A Fiscal Sustainability Plan that includes an inventory of critical assets; an evaluation of the condition and performance of inventoried assets; certification of evaluation/implementation of water and energy conservation efforts; and an asset maintenance, repair, and replacement schedule must be developed and submitted to MDE prior to WQRLF loan closing. ^(new)

Applicant certifies completion of the WQRLF Fiscal Sustainability Plan requirements. The Fiscal Sustainability Plan is included with this application.

Applicant will develop and submit *prior* to loan closing the required Fiscal Sustainability Plan.

Applicant certifies that this application is for WQRLF funding of a privately-owned treatment works; therefore, a Fiscal Sustainability Plan is not required.

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, MS4 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 in order to receive credit. See [Supplementary Mapping Instructions](#) for help.)

Project Benefits Existing Sustainable Community Needs (check area(s) that apply):

Project provides for less than 20 percent increase of Equivalent Dwelling Units (EDUs) served as calculated in Section Va.

Project provides for less than 20 percent increase of design capacity at WWTP or “decentralized” wastewater system.

Project is located within one-half (½) mile of a transit station.

Project is located within a Base Realignment and Closure (BRAC) Zone.

Project is part of a Brownfield property redevelopment.

Project is located within a Department of Housing and Community Development (DHCD)-designated Sustainable Community (including Community Legacy areas) or a DHCD-Designated Maryland Main Street.

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 (2015)		
# of current users served by proposed project (2015)		
# of future users served by the proposed project (2035)		
* 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, 2016 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-FY17)	Amount	Description
Total Amount requested from MDE	x.	Includes loan, loan forgiveness and/or State grant
Loan Amount requested from MDE		Maximum WQRLF 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) FY16 and earlier*			
MDE Loan Amount(s) FY16 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 (FY17) 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 Applicants: All projects receiving State and/or Federal funding are required to comply with Minority and Women Business Enterprise (grant only projects) and Disadvantaged Business Enterprise (WQRLF projects) participation requirements. Please visit the following website: [M/WBE and DBE Guidance](#), requirements, threshold levels, and forms.

Water Quality Revolving Loan Fund (WQRLF) Applicants Only:

- The WQRLF program can now provide loans up to 30-year term (based on the asset's useful life). ^(new)
- Projects funded with WQRLF are required to comply with the Federal prevailing Davis-Bacon wage rates, apply the American Iron and Steel (AIS) provision, and undergo an environmental review (by MDE) of the potential environmental impacts.
- Recipients of WQRLF must 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. Additionally, WQRLF recipients must maintain project accounts according to Generally Accepted Accounting Principles as issued by the Governmental Accounting Standards Board.
- Public entities applying for a WQRLF 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 WQRLF loan requirements and IRS regulations.

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 30, 2015**