



# 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 2015/State FY 2017 CAPITAL PROJECT FINANCIAL ASSISTANCE

### DRINKING WATER PROJECTS

*For assistance with this application, please contact Deborah Thomas ([deborah.thomas@maryland.gov](mailto:deborah.thomas@maryland.gov), 410-537-3722)*

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

- Consider this project for sources of MDE funding, including Drinking Water Revolving Loan Fund (DWRLF) low-interest loans, partial loan principal forgiveness, and State grants (see Section VIIa).
- Consider this project for State 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) \_\_\_\_\_

**Congressional District:** \_\_\_\_\_ See [Supplementary Mapping Instructions](#) for help.

**Legislative District:** \_\_\_\_\_ See [Supplementary Mapping Instructions](#) for help.

### 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. **DRINKING 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.)

- Source
- Storage
- Transmission & Distribution
- Treatment
- 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 a public or privately-owned “community” water system (serving at least 25 persons or 15 connections year-round) or a “non-profit non-community” water system?**

- Yes, system is a community water system**
- Yes, system is a non-profit, non-community water system**
- No** – If no, the applicant/project is ineligible for MDE funding.

b. **Is the 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 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 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. Has a Drinking Water Audit been prepared for the water system?** To be considered for funding, water systems serving a population greater than 10,000 must submit a Drinking Water Audit for the previous year in accordance with MDE guidance found at: [Water Conservation and Water Audit Guidance Documents](#). (Water systems that serve a population of 10,000 or fewer are encouraged to prepare a Drinking Water Audit for the previous year in accordance with MDE guidance; doing so may enhance the project's ranking status.)

If system serves a population of > 10,000:  **Yes** – Provide a copy of the audit document.

**No** – The project is ineligible for MDE funding.

If system serves a population of 10,000 or less:  **Yes** – Provide a copy of the audit document.

**No**

- e. Has a Water Conservation Plan been prepared for the water system?** To be considered for funding, water systems serving a population greater than 10,000 must submit a Water Conservation Plan prepared in accordance with MDE guidance found at: [Water Conservation and Water Audit Guidance Documents](#). (Water systems that serve a population of 10,000 or fewer are encouraged to prepare a Water Conservation Plan in accordance with MDE guidance; doing so may enhance the project's ranking status.)

If system serves a population of > 10,000:  **Yes** – Provide a copy of the Water Conservation Plan.

**No** – The project is ineligible for MDE funding

If system serves a population of 10,000 or less:  **Yes** – Provide a copy of the Water Conservation Plan.

**No**

- f. Has a Water Supply Capacity Management Plan (WSCMP) been submitted to MDE?** Community water systems supplying over 20,000 gallons per day (gpd) are required to submit a WSCMP to MDE if the water supply system is: 1) operating at 80 percent or more of its Water Appropriation Permit; 2) failing to meet the Special Conditions of its Water Appropriation Permit; 3) purchasing water and operating at 80 percent of its contractual limit for the purchased water; or 4) subject to a consent order with MDE or the U.S. Environmental Protection Agency/U.S. Department of Justice. WSCMP must be prepared in accordance to MDE guidance found at: [Capacity Plan Guidance](#).

If one or more of the criteria apply:  **Yes** – Provide a copy of the WSCMP

**No** – The project is ineligible for MDE funding

- g. Is the project primarily for fire protection?**  **Yes** – The project is ineligible for MDE funding.

**No**

**III. PROJECT PURPOSE AND SUMMARY** (Provide the following information in the requested format. On a separate page titled "Project Purpose and Summary" immediately following this application, 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 pipes, location of service area, etc. If you have determined that your 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?** Include whether the project is to assist a non-compliant system to achieve compliance; assist a compliant system to maintain compliance; assist a compliant system to meet future requirements; or for other purposes not related to compliance.
- c. Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, how has the scope of work changed since that submittal, 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 requested documents can significantly impact the final score and rank of the project.)

**a. Is the project necessary to address a drinking water “quality” problem (e.g., persistent Maximum Contaminant Level (MCL) exceedances, treatment technique violations, exceedance of action levels or secondary standards)?**

**Yes** – Summarize on a separate page and provide necessary data and documentation indicating frequency of occurrence in the last two years.

**No**

**b. Is the project necessary to address a drinking water “quantity” issue (e.g., water shortage or pressure loss)?**

**Yes** – Summarize on a separate page and provide documentation of frequency and duration of occurrence in the last two years.

**No**

**c. Is the project required due to a final administrative/judicial order or consent agreement?**

**Yes** – Summarize on a separate page and provide a copy of the administrative/judicial order or consent agreement, including the administrative/judicial order or consent agreement number.

**No**

**d. Is the project located in an Environmental Benefits District (EBD)?** (See [Supplementary Mapping Instructions](#) for help.)

**Yes** – Provide a location map showing the project within an EBD.

**No**

**e. Does the proposed project include sustainable green elements or achieve 20 percent or more energy/water reduction?**

**Yes** – Provide supporting sustainable green elements documentation (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) *or* provide current energy/water usage and analysis demonstrating more than 20% reduction.

**No**

**V. SYSTEM INFORMATION**

**System Name:** \_\_\_\_\_ **PWS Number:** \_\_\_\_\_

**System Owner:** \_\_\_\_\_ **System Age (yrs):** \_\_\_\_\_

**System Owner Type:**  Cooperative  County  Federal  Municipal  Private  State

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**a. Does the project consolidate two or more systems?**  **Yes** If yes, how many systems are eliminated? \_\_\_\_  **No**

**b. Does the project create a new system?**  **Yes**  **No**

**c. Insert population information in the table below:**

Description	# of users (Population)	# of households (EDUs)*
# of current users served system-wide (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)

**d. Insert connection information in the table below:**

Description	# of connections (Total)	# of connections (Residential)
# of current connections served system-wide (2015)		
# of current connections served by proposed project (2015)		
# of future connections served by the proposed project (2035)		

**e. The debt on loan taken for this 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)

**f. Water user rate schedule based on EDUs: System Wide: \_\_\_\_ (Y/N) or Proposed project: \_\_ (Y/N)**

- 1. Flat rate per quarter:** \_\_\_\_\_ or;
- 2. Actual water usage: Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_**
  - Minimum use charge: \_\_\_\_\_
  - Additional use charge: \_\_\_\_\_
  - Fixed use charge: \_\_\_\_\_
  - Front foot charge: \_\_\_\_\_
  - Debt service charge: \_\_\_\_\_

**g. Is the user rate based on full-cost pricing (i.e., user fee revenues cover O&M, debt service and/or depreciation)?**

- Yes** – Provide supporting documentation as an attachment (latest audited financial statement)  **No**

**h. Does the system owner have an Asset Management System?**

- Yes** – Provide supporting documentation as an attachment.  **No**

**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 <b>December 31, 2016</b> 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 this 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 your project in the tables below:**

MDE Funding Request (this request-FY17)	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) 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.
<b>Other Funding Total y.</b>		<b>Total of all Prior and Additional Funding Sources</b>	

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

<b>Source Total (x. + y.)</b>		Total Amount requested from MDE (FY17) plus Other Funding Total should match the Budget Total total in VII.b
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**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
<b>Budget Total</b>		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 section below. Provide all calculations, including units and assumptions, as an attachment.)

**Complete as applicable to the project:**

Finished Water Storage (gallons): \_\_\_\_\_ Cost/gallon (Total Project \$/gallon of storage): \$ \_\_\_\_\_  
 Linear Feet (lf) of Water Main/Rehab.: \_\_\_\_\_ Cost/lf (Total Project \$/linear feet): \$ \_\_\_\_\_  
 Water Main Diameter (inches): \_\_\_\_\_ Capital cost/EDU to be served (Total Project \$/EDU served)\*: \$ \_\_\_\_\_  
 Current Water Treatment Flow (mgd): \_\_\_\_\_

\* Mandatory for all projects

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*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 THE ATTACHED MATERIALS ARE TRUE AND CORRECT.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**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.

**Drinking Water State Revolving Loan Fund (SRF) Applicants Only:**

- The DWRLF program can provide loans up to 20 year term (up to 30-year term for Disadvantaged Communities).
- Projects funded with DWRLF 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 DWRLF 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 an DWRLF 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 **three (3) 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**