



Maryland

Department of
the Environment

Larry Hogan
Governor

Boyd Rutherford
Lieutenant Governor

Ben Grumbles
Secretary

**MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA)
APPLICATION FOR FFY 2017/STATE FY 2019 CAPITAL PROJECT FINANCIAL ASSISTANCE
WATER QUALITY IMPROVEMENT PROJECTS INVOLVING POINT SOURCES (WASTEWATER) AND NONPOINT SOURCES (NPS)**

For assistance, please contact Elaine Dietz at elaine.dietz@maryland.gov or 410-537-3908

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

[] Consider this project for **ALL sources of MDE funding**: Water Quality Revolving Loan Fund (WQRLF) low-interest loan (with partial loan principal forgiveness, if eligible); Bay Restoration Fund Wastewater Grant; and Biological Nutrient Removal Grants (see Section VII.a).

[] Consider this project for MDE **GRANT funding only**: Bay Restoration Fund Wastewater Grant and Biological Nutrient Removal Grant funding only. Applicant will assume financial responsibility for balance of project costs.

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 [Supplemental Mapping Instructions](#) for help.

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

APPLICANT INFORMATION

Applicant Name: _____

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

County: _____ **Email:** _____

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

CONTACT INFORMATION

Contact Person: _____ **Title:** _____

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

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

I. **WATER QUALITY 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.)

Publicly-Owned Treatment Works (POTW) Projects

- Upgrade of existing wastewater treatment plant (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 Proposed Treatment Capacity (mgd) _____
- Sewage inflow/infiltration correction
- Combined sewer overflow/sanitary sewer overflow correction
- Repair/rehab existing sewerage collection system
- New sewerage collection system for existing onsite septic area
- New sewerage collection system for new development
- Non-hazardous landfill leachate collection/conveyance/treatment
- Construct/repair/replace decentralized/community wastewater treatment systems
- Measures to reduce demand for POTW capacity through water conservation, efficiency, or reuse
- Measures to reduce energy consumption at POTWs
- Measures to increase the security of POTWs (note: guards/monitoring activities are ineligible)

Non-Treatment Works Projects

- Municipal landfill capping
- Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water Green? Yes No
- Stream/shoreline restoration Green? Yes No
- Wetland creation or restoration Green? Yes No
- 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 name, 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 treatment works**¹. 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 meet the requirements in Section II.b and II.c. If seeking WQRLF funding, it must also meet the requirements in Section II.d and II.e.

Project is a **publicly-owned non-treatment works**². 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 is exempt from the requirements of Sections II.b, II.c, and II.d, but must meet the requirement in Section II.e, if applying for WQRLF.

Project is a **privately-owned non-treatment works**². This project is exempt from the requirements in Sections II.b, II.c, II.d, and II.e; however, it is not eligible for Bay Restoration Fund Wastewater Grant unless the private entity is partnering with a local government that has a system of charges and that local government partner is the applicant.

If project does not fall into one of the above-mentioned categories, and the applicant believes that the project is eligible for MDE funding, contact Elaine Dietz at elaine.dietz@maryland.gov or (410) 537-3908.

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 Janice Outen, MDE Water Resources Planning Unit, at (410) 271-8893. (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.

¹ **Treatment works** include projects such as those that provide for advanced wastewater treatment (BNR or ENR), combined sewer overflow (CSO)/sanitary sewer overflow (SSO) correction, storm sewers involved in the separation of CSOs, aging sewer system rehabilitation or replacement, sewer extension to sewerage treatment facilities for septic system communities, non-hazardous landfill leachate conveyance and/or treatment, and sewerage system energy conservation, security, water conservation/efficiency/reuse.

² **Non-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) permit, Stormwater General Discharge Permit (e.g., 12SW, 14GP, etc), 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., leaking storage tanks, 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.

- 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.
- 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 stormwater treatment works; therefore, a Fiscal Sustainability Plan is not required.
 - Not applicable - application is for grant funding only.
- e. **Has a Preliminary Engineering Report been completed that includes a Cost and Effectiveness Analysis for the publicly-owned treatment works projects proposed for WQRLF funding?** A Cost and Effectiveness Analysis including the study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity and selection (to the maximum extent practicable) of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation should be developed prior to initiating design and report must be submitted to MDE prior to WQRLF closing. See [Minimum Funding Participation Requirements for Preliminary Engineering Reports \(PER\)](#) for additional information.
- Applicant certifies completion of the WQRLF Cost and Effectiveness Analysis requirements. The Cost and Effectiveness Analysis is included with this application.
 - Applicant will develop and submit **prior** to loan closing the required Cost and Effectiveness Analysis.
 - Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Cost and Effectiveness Analysis is not required.
 - Not applicable - application is for grant funding only.

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. (Note: If you have determined that the project fully or partially qualifies as a green project 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**

- d. **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**
- e. **Can the project be credited toward a local Watershed Implementation Plan (WIP) for the Chesapeake Bay Total Maximum Daily Load? ^(NEW)**
- Yes** – Summarize on a separate page and provide pertinent section(s) of local WIP.
- No**
- f. **Does the project benefit the water quality of Maryland’s Coastal Bays consistent with the [Comprehensive Conservation Plan for Maryland’s Coastal Bays](#)? ^(NEW)**
- Yes** – Summarize on a separate page and provide pertinent section(s) of the aforementioned Conservation Plan.
- No**
- e. **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 all that apply):
- Project provides for < 20% increase of Equivalent Dwelling Units (EDUs) served as calculated in Section V.a.
 - Project provides for < 20% 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 (inc. 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).
- Project is located in an Environmental Benefits District.
- Project will provide for energy use reduction or alternate energy generation.

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 (2017)		
# of current users served by proposed project (2017)		
# of future users served by the proposed project (2037)		
* EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated		

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

b. System size (for purpose of determining WQRLF subsidy eligibility):

Small - the project will benefit/serve a current population of <10,000 AND that same population will bear debt on loan taken for the project (e.g., back-charge)*.

Name of Small Entity: _____ **Population:** _____

Large – a current population of ≥10,000 will bear debt on loan taken for the project (e.g, back-charge), whether the project benefits/serves a current population of <10,000 or ≥10,000.

Name of Large Entity: _____ **Population:** _____

Not Applicable – application is for grant funding only.

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, 2018 to be considered for funding.			

A/E Firm: _____

Planning OR Design

Contact: _____

Email Address: _____

Phone: _____ Ext: _____

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.)

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

MDE Funding Request (request for FY19)	Amount	Description
Total Amount Requested	x.	Includes loan, loan principal forgiveness and/or State grant
Loan Amount Requested (see footnote)		Maximum WQRLF needed 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	Funds Secured?	
MDE Grant Amount(s) FY18 and earlier*			
MDE Loan Amount(s) FY18 and earlier*			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
U.S. Corps of Engineers *		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Federal (EPA) STAG/SAAP*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
USDA Rural Development *		<input type="checkbox"/> Yes	<input type="checkbox"/> No
CDBG (DHCD)*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Miscellaneous*: _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 (FY19) plus Other Funding Total should match the Budget Total in VII.b.
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V" 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*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A/E Design*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A/E Construction Management*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contingency*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administrative*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other*: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budget Total		Total should match the Source Total in VII.a.	

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

An amount **MUST** be entered for MDE to consider this project for low-interest loan (including partial loan principal forgiveness, if eligible) as indicated by the "Application Type" selection made on Page 1. **If an amount is not entered, the project will only be considered for State grant funding (if eligible).** Please note the following:

- Requesting that a project be considered for WQRLF funding does not commit the applicant to take a loan.
- Projects for WQRLF consideration will be considered for loan principal forgiveness/State grant subsidy based on policies detailed in the Subsidy Funding Eligibility Chart.
- Enter the maximum amount of WQRLF funding (loan/loan principal forgiveness) of interest as a "worst case scenario" if State grant is not available for the project.
- Loan principal forgiveness (if eligible) is not offered without loan.
- Do not reduce the amount by the percentage of possible subsidy indicated by the Subsidy Funding Eligibility Chart. If the project is eligible for loan principal forgiveness, MDE will separate the loan portion from the loan principal forgiveness portion.

VIII. PROJECT NUMERIC BENEFIT/COST-EFFECTIVENESS (Please supply data for the project in the appropriate section below. Go to Step 1 of Section I-A of the [Integrated Project Priority System for Water Quality Capital Projects](#) for additional instructions.)

Provide for all projects:

Total Nitrogen (TN) Removed (lbs/yr): _____

Capital cost \$/lb TN per year reduced: _____

(Total project cost \$/20 years)/lb per year TN reduction

Complete as applicable based on project scope:

Linear Feet (lf) of Sewer Main/Rehab.: _____ Sewer Main Diameter (inches): _____

Current Discharge Flow (mgd): _____

Stormwater Drainage Area (acres): _____

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

Wetland Created or Restored (acres): _____

Stream Restored (linear feet): _____

Landfill Capping (acres): _____

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).
- 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 31, 2017**