



Maryland

Department of the Environment

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Ben Grumbles, Secretary
Horacio Tablada, Deputy Secretary

**MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA)
APPLICATION FOR FFY 2019/STATE FY 2021 CAPITAL PROJECT FINANCIAL ASSISTANCE
WATER QUALITY IMPROVEMENT PROJECTS (i.e. WASTEWATER) AND NONPOINT SOURCE)**

For assistance, please contact Elaine Dietz at elaine.dietz@maryland.gov

All Applicants:

- Projects submitted will be rated, ranked and listed on a Project Priority List (PPL). The draft PPL and the draft Intended Use Plan for Water Quality State Revolving Loan Fund (WQRLF) will be available in April/May 2019 for public review/comment. Applicants will be notified by email of draft PPL/Intended Use Plan availability. Projects for which State grant funds are requested will be included in the Governor's Capital Budget presented in January 2020 during the Legislative Session; official notice of grant funding will be made in Spring 2020.
- WQRLF and State grant funds are generally available on July 1 of the State Fiscal Year specified on the application; however, MDE will not take projects to the Board of Public Works (BPW) to encumber funds until all applicable requirements are met and typically not until construction bids are approved. Loan closings are scheduled following BPW approval.
- 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](#) for requirements, threshold levels, and forms.
- Submit **two (2) signed hard copies** and **one CD or flash drive** of the complete application, attachments, and all supporting documents **NO LATER THAN JANUARY 31, 2019** 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

Do not provide documents in binders or binding and provide only what is requested.

Regarding Water Quality Revolving Loan Fund (WQRLF):

- The WQRLF program can provide loans up to 30-year term (not to exceed the asset's useful life).
- Requesting that a project be considered for WQRLF funding does not commit the applicant to take a loan.
- Projects for WQRLF consideration will also be considered for loan principal forgiveness based on policies detailed in the [Water Quality Funding Subsidy Chart](#). Loan principal forgiveness (if eligible) is not offered without loan.
- Interest rate for a project is based on the average of the Bond Buyer 11-Bond Index for the month preceding loan closing. Rates are posted on the [Interest Rate](#) page of our website and updated monthly.
- Publicly-owned treatment works 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 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.



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

- Consider this project for **best possible MDE funding package**, including Water Quality Revolving Loan Fund (WQRLF) low-interest loan (with partial loan principal forgiveness, if eligible) as well as Bay Restoration Fund Wastewater Grant. See cover page for additional information.
- Consider this project for **Bay Restoration Fund Wastewater 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) _____
 See [Convert Project Address to Latitude/Longitude](#) for help.

Congressional District: _____ See [MD Congressional Districts](#) for help.

Legislative District: _____ See [MD Legislative Districts](#) 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 [MD 8-Digit Watersheds](#) 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

Sewer system rehabilitation (corrective action to maintain integrity of existing sanitary or combined sewers)

Combined sewer overflow (CSO) correction (includes measure used to achieve water quality objectives by preventing or controlling periodic discharges that occur during a wet weather event)

New sewerage collection system (conveys wastewater to Interceptors)

Please check one: For Existing Onsite Septic Area or For New Development

New Interceptors/Pumping Stations (conveys wastewater from collection systems to treatment facility or another interceptor)

Non-hazardous landfill leachate collection/conveyance/treatment

Construct/repair/replace decentralized/community wastewater treatment systems

Measures to provide renewable energy at POTW

Measures to reduce water consumption at POTW

Other: _____

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 [MDP Priority Funding Areas \(PFA\)](#) 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, 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 non-treatment works; therefore, 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 requirement. 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 non-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**

- 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. **Can the project be credited toward a local Watershed Implementation Plan (WIP) for the Chesapeake Bay Total Maximum Daily Load?**
- Yes** – Summarize on a separate page and provide pertinent section(s) of local WIP.
- No**
- d. **Does the project benefit the water quality of Maryland’s Coastal Bays consistent with the [Comprehensive Conservation Plan for Maryland’s Coastal Bays](#)?**
- 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 (2019)		0
# of current users served by proposed project (2019)		0
# of future users served by the proposed project (2039)		0
* 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 WQLRF 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 Bay Restoration Wastewater 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, 2020** 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.)

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

MDE Funding Request (this request)	Amount	Description
Total Amount Requested (x.)		Full amount requested from MDE, regardless of funding source
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) Previous funding*		Yes	No
MDE Loan Amount(s) Previous funding*		Yes	No
Applicant*		Yes	No
U.S. Corps of Engineers *		Yes	No
Federal (EPA) STAG/SAAP*		Yes	No
USDA Rural Development *		Yes	No
CDBG (DHCD)*		Yes	No
Miscellaneous*: _____		Yes	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.)	\$ 0	Total Amount requested from MDE plus Other Funding. Total should match the Budget 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		Is this line item already funded by an "Other Funding"	
		Yes	No	Yes	No
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	\$ 0	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. 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.: _____ S e w e r 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 cover page for **Application Submission** instructions and general information.*