

MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA)
APPLICATION FOR FFY 2022/STATE FY 2024 CAPITAL PROJECT FINANCIAL ASSISTANCE
WATER QUALITY IMPROVEMENT PROJECTS (i.e. WASTEWATER AND NONPOINT SOURCE)

For assistance, please contact Jeff Fretwell at jeffrey.fretwell@maryland.gov

All Applicants:

- **Projects in construction prior to MDE's verification of competitive procurement and compliance with all programmatic requirements will not be funded. Do not submit applications for projects in construction that are, or will be, in construction prior to these reviews being completed by MDE.**
- Projects submitted will be rated, ranked, and listed on a Project Priority List (PPL). The draft PPL and the draft Intended Use Plan (IUP) for Water Quality State Revolving Loan Fund (WQRLF) will be available in April/May 2022 for public review/comment. Applicants will be notified by email when the draft documents are available for review.
- Projects for which State grant funds are requested will be included in the Governor's Capital Budget presented in January 2023 during the Legislative Session; official notice of grant funding will be made in Spring 2023.
- 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. Reimbursement of costs will be contingent upon BPW approval and verification of compliance with all programmatic requirements.
- 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.

Applicants of Water Quality Revolving Loan Fund (WQRLF):

- Publicly-owned treatment works projects funded with the WQRLF must comply with all federal State Revolving Fund (SRF) requirements, including prevailing wage rate requirements under the Davis-Bacon Act, requirements for use of American Iron and Steel (AIS), and approval under the State Environmental Review Process (SERP), a NEPA-like process conducted by MDE that evaluates environmental impacts of the project. Compliance with SRF requirements must be verified by MDE prior to commencement of construction.
- Certain projects funded with the WQRLF will be required to prepare and submit a Financial Sustainability Plan and/or a Cost & Effectiveness Analysis prior to loan closing.
- 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.
- **Recipients of WQRLF must obtain a Unique Entity Identification (UEI) number. This UEI number replaces the DUNS number by D&B. Please Note: DUNS numbers are being phased out and replaced with UEI numbers effective 4/4/2022. A recipient will not be able to accept awards without a UEI number. Information regarding the UEI can be found at SAM.gov.**
- WQRLF recipients must maintain project accounts according to Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB).
- 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.

SEE THE LAST PAGE FOR NEW SUBMITTAL INSTRUCTIONS



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

☐ Consider for **best possible MDE funding package** Water Quality Revolving Loan Fund (WQRLF) and BRF Wastewater Grant.

Dedicated revenue source for WQRLF repayment: _____

☐ Consider for **BRF Wastewater Grant funding only**. Applicant will assume financial responsibility for balance of project costs.

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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)

Latitude: (00.000000) _____ Longitude: (00.000000) _____ See [Convert Project Address to Lat/Long](#) for help

County: _____

Congressional District: _____ Legislative District: _____ See [Supplemental Mapping Instructions](#) for help

Current Project/Infrastructure Owner: _____

Future Project/Infrastructure Owner: _____

**If future owner is not the same as current owner, please provide a copy of the written agreement between the parties.*

APPLICANT INFORMATION (Applicant should be the entity to receive grant/loan funding)

Applicant Legal Name (as would appear on loan/grant agreements): _____

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

County: _____ Email: _____

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

CONTACT INFORMATION (see also last page)

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.)

Treatment Works 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 Treatment _____ Treatment Capacity (mgd) _____
- ☐ Sewage inflow/infiltration correction
- ☐ Sewer system rehabilitation (corrective action to maintain integrity of existing sanitary or combined sewer)
- ☐ Combined Sewer Overflow (CSO) correction
- ☐ 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 publicly-owned treatment works (POTW)¹
- ☐ Measures to reduce water consumption at POTW
- ☐ Measures to increase resilience of a POTW to manmade/natural disasters (e.g. extreme weather events and sea-level rise)
- ☐ 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 Restoration Green? ☐ Yes ☐ No
- ☐ Reforestation and Riparian Buffer Green? Yes No Current Land Use _____
- ☐ Dam repair
- ☐ WQRLF-eligible stormwater project that provides flood control and assists in mitigating flooding events
- ☐ Other: _____

Please refer to [U.S. Environmental Protection Agency's Guidance/Definitions for Green Projects](#)

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** Select one of the ownership/type combinations below and complete the appropriate requirement(s). Provide supporting documentation where requested as a clearly labeled attachment to the application.

☐ Project is a **publicly-owned¹ treatment works²**. This project must meet the requirements in Section II.a and II.b.

☐ Project is a **privately-owned treatment works²**. This project is not eligible for WQRLF. This project must meet the requirements in Section II.b

☐ Project is a **publicly-owned¹ non-treatment works³**. This project is exempt from the requirements of Sections 11.a and 11.b, but must meet the requirement in Section 11.d, if applying for WQRLF.

☐ Project is a **privately-owned non-treatment works³**. This project is not eligible for BRF 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. This project is exempt from the requirements in Sections II.a and II.b.

a. **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 or has a PFA exception been granted?** For guidance on PFA exceptions, go to the [PFA Exception Procedure](#).

☐ **Yes, the project is entirely with a PFA.** 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.

☐ **Yes, a Priority Funding Area (PFA) exception has been granted** – Attach the PFA Exception determination letter.

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

b. **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 only 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 **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.

² **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.

³ **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 the Federal Clean Water Act Section 319 Plan for Maryland may receive credit assistance through the [MWQFA Linked Deposit Program](#).

- 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).
- 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.)
 - What is the purpose of the project, why is the project needed, and what problem is being corrected?**
 - 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 check all that apply and provide supporting documentation as requested. **Failing to submit the requested documents can significantly impact the final score and rank of the project.**

The project is required for compliance with a final administrative/judicial order. **Summarize on a separate page and provide a copy of the administrative/judicial order (including the administrative/judicial order number).**

The project is required for compliance with an MS4 Permit or more restrictive NPDES/State Groundwater Discharge Permit limits. **Summarize on a separate page and provide a copy of the permit.**

The project will address a public health issue (i.e., contamination of drinking source water supply, surface water, or groundwater). **Summarize on a separate page and provide documentation of contamination, contaminant levels, and/or frequency of occurrence.**

The project will address a public safety issue (i.e., provides flood control and assists in mitigating repeated flooding events and/or reduces risk of coastal hazards.) **Summarize on a separate page and provide documentation of frequency and dates of occurrence.**

The project will repair a dam that is unsafe or at risk of imminent failure. **Summarize on a separate page and provide documentation of "unsafe" or "at risk of imminent failure" classification from MDE's Dam Safety Program.**

The project be credited toward meeting the Chesapeake Bay Total Maximum Daily Load (TMDL) (i.e., is located within and/or discharging to the Chesapeake Bay watershed) and is consistent with a local area sector goal. **Summarize on a separate page and provide pertinent section(s) of the [local sector goals](#).**

The project benefits the water quality of Maryland's Coastal Bays (i.e., is located within and/or discharging to a Maryland Coastal Bay watershed) consistent with the [Comprehensive Conservation Plan for Maryland's Coastal Bays](#). **Summarize on a separate page along with a print-out of the pertinent section(s) of the aforementioned Conservation Plan.**

The project can be credited toward meeting a completed TMDL for Total Nitrogen, Total Phosphorus, sediments, bacteria, or temperature as confirmed by a listing category of 4a in the [current final Integrated Report of Surface Water Quality](#). **Summarize on a separate page along with a print-out of the 4a listing for the impairing substance in the applicable 8-digit watershed that the project will address from the webpage.**

The project can be credited toward addressing a listing category of 4c in the [current final Integrated Report of Surface Water Quality](#) where the biological integrity is stressed by stream channelization or lack of riparian buffer. **Summarize on a separate page along with a print-out of the 4c listing in the applicable 8-digit watershed that the project will address from the webpage.**

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). [MD 8-digit watershed maps are here](#).

Watershed Name _____

Eight-Digit Designation _____-_____-_____-_____

The project provides for climate mitigation, adaptation, and resiliency because it:

Increases the resilience of treatment works to manmade or natural disasters, such as extreme weather events and sea-level rise as shown on page 8 of the [“Overview of CWSRF Eligibilities” document](#) and connection of septic systems in the Critical Area to a public sewer. **Summarize on a separate page;** provide a Critical Area map clearly showing the Critical Area boundary and septic systems to be connected, where applicable.

Provides for energy reduction or alternate energy generation. **Summarize on a separate page and provide calculations of reductions.**

Consolidates two or more systems. **Summarize on a separate page.**

Is being undertaken by a community that is rated in the [National Flood Insurance Program's Community Rating System](#). **Summarize on a separate page and provide confirmation of rating.**

Reduces risk of flood or coastal hazards in communities within counties identified as “at risk” for either/both of these hazards per the regional risk maps in Section II of the [2016 State Hazard Mitigation Plan](#). **Summarize on a separate page and provide copies of risk map(s).**

The project provides for sustainability because it:

Results in < 20% increase of Equivalent Dwelling Units (EDUs) served as calculated in Section V.a.

Results in < 20% increase of design capacity at WWTP or “decentralized” wastewater system.

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

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

Is part of a Brownfield property redevelopment.

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.

For all sustainability benefits checked, summarize on a separate page and provide supporting documentation/maps. See [Supplementary Mapping Instructions](#) for help

Project implements reuse/recycling of stormwater, treated wastewater effluent, or wastewater treatment products (e.g., biosolids/biogas for energy generation). Summarize on a separate page.

Project is located in an Environmental Benefits District. Summarize on a separate page and provide supporting documentation/maps. See [Supplementary Mapping Instructions](#) for help.

USDA Rural Development and/or MD Department of Housing and Community Development Block Grant, EPA WIFIA, Department of Natural Resources, FEMA/EMMA has already committed funding or can confirm funding is pending. Summarize on a separate page and provide confirmation from the agency, and include the amount(s) provided in Section VIIa

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 (2022)		0
# of current users served by proposed project (2022)		0
# of future users served by the proposed project (2042)		0
*EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated		

% Growth: _____
(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 solely bear debt on loan taken for the project.

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

[**Large** – a current population of ≥10,000 will bear debt on loan taken for the project, 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, 2023 to be considered for funding; however, projects in construction prior to MDE's verification of competitive procurement and compliance with all programmatic requirements will not be funded. Do not submit applications for projects that are, or will be, in construction prior to these reviews being completed by MDE.			

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		Amount of total requested that is green(Sec III.a)?

Other Funding	Amount		
MDE Grant Amount(s) Previous funding*			
MDE Loan Amount(s) Previous funding*			
		Funds Secured?	
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"	
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.

VII. 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. for additional instructions.

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: _____
Forest or Riparian Buffer Restored (acres): _____
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: _____

Who (in addition to the contact named on page 1) should be notified in the event funding is allocated to the project?

Name _____ Email _____
Name _____ Email _____
Name _____ Email _____

Do not submit the application before it has been signed or before reviewing all the information provided on the cover page.

Email one signed application and all attachments no later than 11:59 pm on 1/31/22 to mde.wqfa_announcement@maryland.gov

Please put the project name as shown on the application in the **subject line.**

The total file size of attachments per email cannot exceed 25MB.

Please contact Jeff Fretwell at jeffrey.fretwell@maryland.gov if you need to make alternate arrangements.