MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA)

APPLICATION FOR FFY 2022/STATE FY 2024 CAPITAL PROJECT FINANCIAL ASSISTANCE

DRINKING WATER PROJECTS

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

All Applicants:

- **Projects in construction prior to Maryland Department of the Environment (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.**

- Projects submitted will be rated, ranked, and listed on a Project Priority List (PPL). The draft PPL and the draft Intended Use Plan for Drinking Water State Revolving Loan Fund (DWRLF) 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 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 (DWRLF projects) participation requirements. Please visit the following website: M/WBE and DBE Guidance for requirements, threshold levels, and forms.
- Projects to replace lead service lines and prevent further lead contamination in drinking water systems are eligible for funding.
- Private applicants will be asked to provide organizational documents if funding is allocated.

Applicants of Drinking Water Revolving Loan Fund (DWRLF):

- Projects funded with the DWRLF 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.
- The DWRLF program can provide loans up to 30-year term (up to 40-year term for Disadvantaged Communities), not to exceed the asset's useful life.
- Requesting that a project be considered for DWRLF funding does not commit the applicant to take a loan.
- Projects for DWRLF consideration will be considered for loan principal forgiveness based on policies detailed in the Drinking Water Funding Subsidy Chart. Loan principal forgiveness (if eligible) is not offered without a 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 DWRLF 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. Additionally, DWRLF recipients must maintain project accounts according to Generally Accepted Accounting Principles as issued by the Governmental Accounting Standards Board.
- Public entities applying for a DWRLF 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 DWRLF loan requirements and IRS regulations.

SEE THE LAST PAGE FOR NEW SUBMITTAL INSTRUCTIONS

Maryland
Department of the Environment

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APPLICATION TYPE (Review the *Drinking Water Funding Eligibility Chart* and select **ONE** of the following.)

[ ] Consider for **best possible MDE funding package (**Drinking Water Revolving Loan Fund (DWRLF) and / or Water Supply Grant. Indicate dedicated revenue source for DWRLF repayment below.

  Dedicated Revenue Source:_____

[ ] Consider this project for **Water Supply Grant only**. Applicant will assume financial responsibility for balance of project costs.

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 those reviews completed by MDE.

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 loan/grant 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. **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   [ ] Treatment

[ ] Storage   [ ] Other: _____

[ ] Transmission & Distribution

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.

[ ] Project is by a **publicly-owned community[1] water system.**

[ ] Project is by a **privately-owned community[1] water system.** This project is not eligible for Water Supply Grant.

[ ] Project is by a **non-profit non-community water system.** This project is not eligible for Water Supply Grant.

If none of the above are true, the project is ineligible for MDE funding.

a. **Is the project (and the area served by it) located entirely <u>within a Priority Funding Area (PFA)</u> 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 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 funding.

b. **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.

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[1] A community water system is one that serves at least 25 persons or 15 connections year-round.

c. **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 Auditing. (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	If system serves a population of ≤10,000
[ ] **Yes** – Provide a copy of the audit document.	[ ] **Yes** – Provide a copy of the audit document
[ ] **No** – The project is ineligible for MDE funding.	[ ] **No**

d. **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: Guidance for Developing & Implementing a Water Conservation Plan. (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	If system serves a population of ≤10,000
[ ] **Yes** – Provide a copy of Water Conservation Plan.	[ ] **Yes** – Provide a copy of Water Conservation Plan.
[ ] **No** – The project is ineligible for MDE funding	[ ] **No**

e. **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

f. **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. (Note: If you have determined that your 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?** 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 check all that apply and provide supporting documentation as requested. **Failing to submit requested documents can significantly impact the final score and rank of the project.**

[ ] **The project is 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).** Summarize on a separate page and provide necessary data and documentation indicating frequency of occurrences in the last two years.

[ ] **The project is necessary to address a drinking water quantity issue (e.g., water shortage or pressure loss).** Summarize on a separate page and provide documentation of frequency and duration of occurrence in the last two years.

[ ] **The project is required due to a final administrative/judicial order or consent agreement.** 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.

[ ] **The system owner has an Asset Management System.** Provide supporting documentation as an attachment.

[ ] **The project is located in an Environmental Benefits District (EBD).** See *Supplementary Mapping Instructions* for   help. Provide a location map showing the project within an EBD.

[ ] **The proposed project includes sustainable green elements or provide for energy/water reduction.** 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 documentation of energy/water reduction, including calculations.

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

% Difference: _____ (Will automatically calculate from data entered in the table above)

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

Description	# of connections (Total)	# of connections (Residential)
# of current connections served system-wide (2022)		
# of current connections served by proposed project (2022)		
# of future connections served by the proposed project (2042)		

e. System size (for purpose of determining DWRLF and/or State Water Supply Grant subsidy eligibility):

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

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 will benefit/serve a current population of <10,000 or ≥10,000.

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

f. Provide water user rate schedule as an attachment with project-applicable rates clearly marked. Water user rate based on EDUs: System Wide   or   Proposed Project

VI. <u>PROJECT SCHEDULE AND CURRENT STATUS</u> (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 completed by MDE.**			

A/E Firm: _____   [ ] Planning OR [ ] Design

Contact: _____   Phone: _____

Email: _____

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)	Amount	Description
Total Amount Requested (**x.**)		Full amount requested from MDE, regardless of funding source
Green Component(s) Amount		Amount of total request 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.)		Total Amount requested from MDE plus Other Funding Total should match the Budget Total in VII.b

b. **Identify the cost-breakout of the budget (Project Budget) in the table below:**

Project Funding Use(s)	Amount	Are MDE Grant and/or Loan Funds Requested for this Line Item?	Is this line item already funded by an "Other Funding" source (above)?
A/E Planning*		[ ] Yes [ ] No	[ ] Yes [ ] No
A/E Design*		[ ] Yes [ ] No	[ ] Yes [ ] No
A/E Construction Management*		[ ] Yes [ ] No	[ ] Yes [ ] No
Construction*		[ ] Yes [ ] No	[ ] Yes [ ] No
Land*		[ ] Yes [ ] No	[ ] Yes [ ] No
Contingency*		[ ] Yes [ ] No	[ ] Yes [ ] No
Administrative*		[ ] Yes [ ] No	[ ] Yes [ ] No
Other*: _____		[ ] Yes [ ] No	[ ] Yes [ ] No
Budget Total		Total should match the Source Total in VII.a.	

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

VIII. **PROJECT NUMERIC BENEFIT/COST-EFFECTIVENESS** (Please supply data for the project in the section below. Provide all calculations, including units and assumptions, as an attachment.)

All projects: Capital cost/EDU to be served by the project (Total Project $/EDU served): _____

Complete as applicable to the project:

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

Current Water Treatment Flow (mgd): _____ Finished Water Storage (gallons): _____

****

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:** _____

****

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.