



# MARYLAND DEPARTMENT OF THE ENVIRONMENT

Montgomery Park Business Center  
1800 Washington Boulevard, Baltimore, MD 21230-1708

(410) 537-3000 • 1-800-633-6101 • [www.mde.maryland.gov](http://www.mde.maryland.gov)

## MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA) APPLICATION FOR FFY 2016/STATE FY 2018 CAPITAL PROJECT FINANCIAL ASSISTANCE

### CLEAN WATER [WASTEWATER AND NONPOINT SOURCE (NPS)] PROJECTS

For assistance, please contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto: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 Bay Restoration Fund Wastewater Grant and Biological Nutrient Removal Grant funding only. Applicant assumes financial responsibility for balance of project cost.

Note: Grants through the Supplemental Assistance Program and the WQRLF, including green grants, are no longer available.

**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 [Supplementary 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. **CLEAN 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.)

- Upgrade of existing 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
  
- Sewage Inflow/Infiltration correction
  
- Combined Sewer Overflow/Sanitary Sewer Overflow correction
  
- Repair/rehab existing sewerage collection system
  
- New sewerage collection system for failing on-site septic area
  
- New sewerage collection system for new development
  
- Non-hazardous landfill leachate collection/conveyance/treatment
  
- Construct/repair/replace decentralized 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 (security guards/monitoring activities are ineligible)
  
- Municipal landfill capping
  
- Measures to reuse/recycle wastewater, stormwater, or subsurface drainage water
  
- Stormwater management BMP                      Traditional? Y [ ] N [ ]                      Green? Y [ ] N [ ]
  
- Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water
  
- Stream/Shoreline Restoration                      Traditional? Y [ ] N [ ]                      Green? Y [ ] N [ ]
  
- Wetland Creation or Restoration
  
- Other: \_\_\_\_\_

**TAKE NOTE OF THE FOLLOWING WHEN COMPLETING THE REMAINDER OF THE APPLICATION**

- ☞ Submittal of requested documentation is necessary for the evaluation of the application. Failing to submit requested documents can **significantly impact the final score and rank** of the project.
- ☞ When providing additional information on a separate page, please include the applicant and project names, and refer to the corresponding section number and heading of the application as specified.

**II. THRESHOLD CRITERIA** (Please answer the questions below and provide supporting documentation where requested as a clearly labeled attachment to the application.)

**a. Project must meet one of the following definitions to be eligible for funding. Select the appropriate “eligible” category below.**

- Project is a **publicly-owned sewerage** treatment works<sup>1</sup>. 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 also meet the requirements in Section II.b and II.c. If seeking WQRLF funding, it is also required to meet the requirements in Section II.d and II.e.
- Project is a **publicly-owned stormwater** treatment works<sup>2</sup>. 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. If seeking WQRLF funding, this project it is also required to meet the requirements in Section II.d and II.e.
- Project is a **privately-owned stormwater** treatment works<sup>2</sup>. This project is exempt from the requirements in Section II.b, II.c, II.d, and II.e.

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](mailto: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.)

<sup>1</sup> **Sewerage treatment works** include such projects as those that provide for advanced wastewater treatment, combined sewer overflow, sanitary overflow, or inflow/infiltration correction, aging sewer system rehabilitation or replacement, sewer extension to sewerage treatment facilities for failing septic system communities, non-hazardous landfill leachate conveyance and/or treatment, sewer system energy conservation, sewerage system security, water conservation/efficiency/reuse.

<sup>2</sup> **Stormwater 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) permits) 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., riparian/stream restoration, brownfield site cleanup, 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](http://www.mde.maryland.gov/wqfa).

**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.

**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 for Biological Nutrient Removal Grant and/or Bay Restoration Fund Grant 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. <sup>(New)</sup>

- 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 for Biological Nutrient Removal Grant and/or Bay Restoration Fund Grant 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. If you have determined that the project fully or partially qualifies as a green project eligible for Green Project Reserve funding based on the [EPA guidance](#), include reference to the specific section of the guidance as part of the project description.
- b. What is the purpose of the project, why is the project needed, and what problem is being corrected?**
- 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. **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 area(s) that apply):

Project provides for less than 20 percent increase of Equivalent Dwelling Units (EDUs) served as calculated in Section V.a.

Project provides for less than 20 percent 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 (including 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).

System owner has an Asset Management and/or Environmental Management System.

System owner has a full-cost pricing sewer user charge (or a dedicated fee system for non-sewerage projects).

Project has multiple confirmed funding partners as shown in Section VII.a.

Project is located in an Environmental Benefits District.

Project includes green elements (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) and/or achieves 20 percent or greater energy/water reduction as demonstrated by calculations provided.

**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 (2016)		
# of current users served by proposed project (2016)		
# of future users served by the proposed project (2036)		
* EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated (EDU=Population/2.5).		

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

**b. The debt on loan taken for the project will be paid by:**

- Fees collected from all users of system named in Section V.
- Fees collected from beneficiaries of specific project (Please specify)

**VI. PROJECT SCHEDULE AND CURRENT STATUS** (Provide the project schedule and architectural/engineering (A/E) firm below.)

Current project status:  Planning  Design  Bidding

Phase	Start (Month/Year)	Completion (Month/Year)	Percent Completion
Planning			
Design			
Bidding			
Construction*			
*Construction projects must be in construction by <b>December 31, 2017</b> to be considered for funding.			

A/E Firm: \_\_\_\_\_  Planning OR  Design  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Email Address: \_\_\_\_\_

**VII. PROJECT FUNDING** (Provide sources and uses of funding for 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-FY18)	Amount	Description
Total Amount requested from MDE	x.	Includes loan, loan principal forgiveness and/or State grant
WQRLF Amount requested from MDE		Maximum RLF needed for this project <sup>1</sup>
Green Component(s) Amount		How much of total above is green-eligible (as ID'd in Section III.a)?

Other Funding	Amount	Funds Secured?	Other
MDE Grant Amount(s) FY17 and earlier*			
MDE Loan Amount(s) FY17 and earlier*			
Applicant*		[ ] Yes [ ] No	If yes, provide documentation.
U.S. Corps of Engineers *		[ ] Yes [ ] No	If yes, provide documentation.
Federal (EPA) STAG/SAAP*		[ ] Yes [ ] No	If yes, provide documentation.
USDA Rural Development *		[ ] Yes [ ] No	If yes, provide documentation.
CDBG (DHCD)*		[ ] Yes [ ] No	If yes, provide documentation.
Miscellaneous*: _____		[ ] Yes [ ] No	If yes, provide documentation.
<b>Other Funding Total y.</b>		<b>Total of all Prior and Additional Funding Sources</b>	

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

<b>Source Total (x. + y.)</b>		Total Amount requested from MDE (FY17) plus Other Funding Total should match the Budget Total total in VII.b.
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**b. Identify the cost-breakout of the budget (Project Budget) in the table below:**

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

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

<sup>1</sup> 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 RLF funding does not commit the applicant to take a loan.
- Projects for RLF 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 RLF 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. Provide all calculations (including units and assumptions) as an attachment. Go to Sections II and IV of the [Integrated Project Priority System for Water Quality Capital Projects](#) for additional instructions.)

**WWTP Upgrades/WWTP Consolidation Only:**

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr)\*: \_\_\_\_\_  
 Total Phosphorus (TP) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TP Removed (Total Project \$/lbs per year)\*: \_\_\_\_\_

\* For BNR/ENR upgrade projects, the cost efficiency should be annualized over 20 years

**Wastewater/Leachate Projects Only:**

Linear Feet (lf) of Sewer Main/Rehab.: \_\_\_\_\_ Capital Cost/lf (Total Project \$/linear feet): \_\_\_\_\_  
 Sewer Main Diameter (inches): \_\_\_\_\_ Capital Cost/EDU to be served (Total Project \$/EDU served):\$ \_\_\_\_\_  
 Current Discharge Flow (mgd): \_\_\_\_\_

**Landfill Cap/NPS Projects Only:**

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr): \_\_\_\_\_  
 Total Phosphorus (TP) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TP Removed (Total Project \$/lbs per year): \_\_\_\_\_  
 Stormwater Drainage Area (acres): \_\_\_\_\_ Capital Cost/acre of drainage area (Total Project \$/acre): \_\_\_\_\_  
 Wetlands Created or Restored (acres): \_\_\_\_\_ Capital Cost/acre of wetlands (Total Project \$/acre): \_\_\_\_\_  
 Linear Feet (lf) of Restoration: \_\_\_\_\_ Capital Cost/lf (Total Project \$/linear feet): \_\_\_\_\_  
 Landfill Capping (acres): \_\_\_\_\_ Capital Cost/acre of landfill capping (Total Project \$/acre): \_\_\_\_\_

Percent Imperviousness of Drainage of Acres being treated by project: \_\_\_\_\_ Specify Land Use: \_\_\_\_\_

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*I CERTIFY I AM AN AUTHORIZED OFFICIAL PERMITTED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT. I FURTHER CERTIFY ALL INFORMATION IN THIS APPLICATION AND ATTACHED MATERIALS ARE TRUE AND CORRECT.*

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Authorized Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*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 29, 2016**