

VIRGINIA DEPARTMENT OF HEALTH (VDH)
 OFFICE OF DRINKING WATER (ODW)
 FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAM (FCAP)

Hard Copy
Application Submissions:
 Virginia Department of Health
 Office of Drinking Water
ATTN: Katie Sallee
 109 Governor Street, 6th Floor
 Richmond, VA 23219



Digital
Application Submissions:
DWSRF.Applications@vdh.virginia.gov
 Format the email subject as follows:
 FY27 DWSRF 1452(k) Application –
 City/County – Project Name"

Source Water Protection Initiatives
(1452 (k) Loans) Application

- Land Acquisition or Conservation Easements
- Voluntary Incentive-based Protection Measures

Section A – Project, Organizational, And Contact Information

1. Project Name: _____ Location (City/County) _____

2. Waterworks type:

- Publicly-owned community PWS ID number: _____ System Name: _____
- Investor-owned community PWS ID number: _____ System Name: _____
- Nonprofit noncommunity PWS ID number: _____ System Name: _____
- None of the above Explanation: _____
- Currently Permitted by ODW? Yes No

3. Legal Owner of Waterworks or Authorized Agent

- a. Name: _____
- b. Address: _____
Street Address/P.O. Box Town/City State ZIP
- c. Contact Person: _____
- d. Telephone Number: _____ Alternate Number: _____
- e. E-mail Address: _____
- f. Federal UEI #: _____

4. Engineering Consultant (If applicable)

- a. Firm Name: _____
- b. Address: _____
Street Address/P.O. Box Town/City State ZIP
- c. Preferred Contact Info:
 Contact Person: _____
Name Title
 Telephone Number: _____ Alternate Number: _____
 E-mail Address: _____ Alternate E-mail Address: _____

Section B – Financial (All Applicants)

1. Project Funding

- a. VDH Loan Assistance Needed \$ _____
- b. Other Assistance Available: – Please Document

Source	Dollars	Source Name	Status (approved, pending, etc.)
1a. grant	_____	_____	_____
b. loan	_____	_____	_____
2a. grant	_____	_____	_____
b. loan	_____	_____	_____
3a. grant	_____	_____	_____
b. loan	_____	_____	_____

4a. grant _____
 b. loan _____
 SUBTOTAL _____

c. Total Cost (1a + 1b) = \$ _____

2. Type of security applicant anticipates giving for the loan:
 (Check Appropriate Type)

_____ Pledge of Revenue of the Water System Only
 _____ Pledge of Revenue of Water and Sewer System
 _____ General Obligation of the Locality
 _____ Other – Describe: _____

3. Median Household Annual Income (MHI) of area to be served \$ _____ /year

Use the census block or latest update for county/city/towns (<http://data.census.gov>). Provide project specific income survey data for those projects not large enough to be identifiable via census information.

Section C – Water Usage and Rates:

1. What is the current monthly average number of gallons of water used per residential connection? _____ gallons/month.

Use total annual gallons billed for in-town residential customers divided by 12 months and divide by the total number of in-town residential customers.

2. Rates: Existing monthly charges for water (explain here or attach rate schedule):

Water Rates

When were water rates last increased or adjusted? Please describe the adjustment.

3. What is your connection fee for water _____

4. Determine Average Monthly Residential Water User Rate: _____

Provide an average monthly residential water user rate analysis using VDH project only template. This template is located on the ODW webpages - [Drinking Water Funding Program Details & Application - Drinking Water](#)

Average Monthly Residential Water User Rate = \$ _____ /month

5. Determine Target User Rates:

Target user rates are set as a percent of Median Household Income (MHI). The annual MHI utilized for a project is to be based upon the latest census figures or latest update for the city, town or county in which the waterworks is located. Multiply by 0.01 (or 1%) and divide by 12 months to get the monthly target rate.

MHI (from item Section E, 1. Above) = \$ _____ x 0.01 = \$ _____ /month. This is your **Target User Rate**.
 (12 months/year)

6. Evaluate Current Rate Structure:

Does the value in Item 4 (avg. monthly water user rate) equal or exceed the value in item 5 (target user rate), above? Yes No

If you answered “Yes” your waterworks/project may qualify as Disadvantaged. However, rate increases/adjustments may be required to meet debt obligations or pass a Virginia Resources Authority (VRA) credit review.

Please note that a project may also qualify as **Disadvantaged** if the customer demographic in the area benefitting from the project has a Median Household Income (MHI) of 80% or less than the state MHI (using US Census data).

If you answered “No” then the information indicates the owner may need to adjust water rates to ensure adequate revenues. Having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. Furthermore, EPA mandates that all borrowers receiving program assistance must demonstrate full financial capacity in order to receive funds.

Waterworks may be expected to meet or exceed the target rate criteria at or before the time of project completion. VDH reserves the right to require a rate revision plan and implementation schedule acceptable to VDH.

7. Provide the percentage of water loss within the system. Unbilled authorized consumption (e.g. firefighting) should be excluded.

Water losses as a percentage of total production. = _____ %

- This percentage includes: Real water losses (Physical losses from leaks/bursts in the distribution lines and tank overflows)
 Apparent water losses (includes metering inaccuracies and unauthorized usage [theft/illegal use])

Section D – Project Issues For Land Acquisition/Easement Projects (Community and Non-profit Noncommunity Waterworks)

General information that must be provided includes the name and address of property owner, general vicinity map (USGS topographic quad sheet), copy of tax map and site location drawing (1"=200'). The site location drawing shall include a listing of site constraints and potential pollutant sources, existing land use, existing zoning classification, topography, stream locations, wetlands, ground cover/tree cover, buildings and any other structures and other relevant information.

A current appraisal of the fair market value of the property is _____. Justification for the amount of the loan requested, a timeline, and a detailed budget is required.

1. Source Type (Check one or more)

- Spring
- Surface water
- GW under direct influence of surface water
- GW Unconfined Aquifer
- GW Confined Aquifer

2. System Type (Check one)

- Community
- Non-profit Noncommunity

3. Source Water Protection Area Relationship

a. Land Use/Zoning (Check one)

- Industrial/Commercial
- Residential (greater than 1 du/a)
- Residential (less than 1 du/a)
- Agriculture
- Resource Conservation

b. Project Size (Ratio of project acreage to Watershed or Source Water Protection Area Acreage) (Check one)

- Greater than 50%
- 30% up to 50%
- 20% up to 30%
- 10% up to 20%
- 5% up to 10%
- Less than 5%

c. Project Proximity to Intake/Wellhead/Recharge Area (Provide appropriate maps showing locations/distances)

- Wells – within Source Water Protection Area
- Springs within recharge area
- Surface intakes – within 500 ft. of reservoir
- Surface intakes – within 1 mile of intake & 500 ft. of stream
- Surface intakes – greater than 1 mile from intake but within 500 ft. of supply stream or tributary
- Outside of Source Water Protection Area but within topographic watershed

d. Pre-existence of a source water protection strategy (Provide documentation)

4. Drinking Water Standards (Provide documentation)

a. Effect on pollutant concentration at raw water source (Check one)

- 10% reduction and greater
- Less and 10% reduction
- No reduction

b. Effect on organic precursor concentration at raw water source (Check one)

- 10% reduction and greater
- Less than 10% reduction
- No reduction

Section E – Project Issues For Voluntary Incentive Based Source Water Protection Measures (Community Waterworks Only)

General information that must be provided includes the target area for the incentive measures on a USGS quad sheet, and location of device/structure/practice at 1”=200’ if sites are already selected. A narrative outlining a description of the proposal, an explanation of how the project meets all eligibility requirements, actions to be taken and its qualitative and quantitative benefits on the water supply must be included. Justification for the amount of the loan requested and a detailed budget is required.

Documentation must be provided for the following issues:

1. Local Support - Program has multi-agency local support
2. Local Program - Project is part of a formal, locally based water supply protection effort recognized by the local government
3. Project addresses a Primary Public Drinking Water contaminant

Section F – Application Certification

By signing this application, you are certifying that you have been authorized to apply on behalf of the Owner or Controlling Board.

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

Incomplete information may result in the delay or rejection of the application request.

The undersigned representative of the applicant certifies that the information contained herein, and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. **The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.**

Owner or Chief Administrative Officer of Waterworks:

Name and Title: _____

Organization: _____

Signature: _____ **Date:** _____