February 10, 2023

Project Name: _____ Location (City/County) _____

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

HARD COPY APPLICATION SUBMISSIONS:
Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219

DWSRF & BIL deadline May 5, 2023

DIGITAL APPLICATION SUBMISSIONS:
DWSRF.Applications@vdh.virginia.gov
Format the email subject as follows:
FY24 DWSRF Application – City/County – Project Name"

APPLICATION FOR CONSTRUCTION FUNDS

Application also available at: *https://www.vdh.virginia.gov/drinking-water/fcap/drinking-water-funding-program/*

TYPE OF FUNDING REQUESTED

Drinking Water State Revolving Fund (DWSRF) ☐ Bipartisan Infrastructure Law (BIL) ☐ Either ☐
Lead Service Line Inventory and other Lead Projects should use separate Applications

If you selected "Bipartisan Infrastructure Law (BIL)" or "Either" above, indicate which category below. If the application is not specifically for an Emerging Contaminants or Lead Service Line (LSL) project, then check the box for Supplemental:
Emerging Contaminants ☐ Lead Service Line (LSL) ☐ Supplemental ☐

IS THIS AN INDEPENDENT CONSTRUCTION PROJECT?

☐ Yes, the scope of this project only includes Construction work. Therefore, it only requires applying for Construction funding.
☐ No, the scope of this project includes other Lead-Service Line (LSL) work and will require submittal of a separate LSL/LEAP Application in addition to the Construction Application.

LSL Project Name: _____

Applicants are advised to schedule the required Funding Application Discussion with the appropriate ODW Field Office 30 days prior to deadline.

PRE-REQUIREMENTS FOR FUNDING

If you answer ***YES*** to either of these questions; **STOP** as you *are not* eligible to apply for funds.

1. Have you been debarred or suspended from applying for state or federal funds? ☐ Yes ☐ No
2. Is your waterworks state, federally, or tribally owned? ☐ Yes ☐ No

PRE-REQUIREMENTS FOR CONSTRUCTION APPLICATIONS

If you answer ***NO*** to any of these questions; **STOP** as you *are not* ready to apply for construction funds.
Please contact us to work with you on planning the project.

1. Are you either a community or non-profit noncommunity waterworks? (Or will become one?) ☐ Yes ☐ No
2. Have you had a Funding Application Discussion with ODW's Field Office? ☐ Yes ☐ No
3. Source – ☐ Not Applicable-project is for new well or filing as a consecutive waterworks.
   Do you have an adequate drinking water source or source agreement contract? ☐ Yes ☐ No
   If "Yes", provide documentation from ODW's Field Office that the source or contract is adequate.
4. User Agreements for new service area customers - ☐ Not Applicable
   Do you have executed agreements or commitments from your initial survey from a majority of customers in the project area? ☐ Yes ☐ No
   If yes, please provide an area map indicating existing potential connections and indicating those committed.
   NOTE: Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.
5. Do you currently or will you have less than three open DWSRF projects by July 1, 2023 (prior to the next awards)? ☐ Yes ☐ No
6. Do you have a current Asset Management Plan **OR** is a request included in this application? ☐ Yes ☐ No

SECTION A - PROPOSED FINANCING

1. a. VDH Funding Assistance Needed $ _____

   b. Other Funds Available, provide details below:

	Amount	Name/Type of Funds	Status of Other Funding (Approved, Pending, indicate loan terms, date available, etc.)
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

Subtotal: _____

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

Provide funding documentation as Attachment J1.

SECTION B – PROJECT, ORGANIZATIONAL, AND CONTACT INFORMATION

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

2. Waterworks info: ☐ New ☐ Existing

   ☐ Community PWS ID number: _____ System Name: _____

   ☐ Nonprofit noncommunity PWS ID number: _____ System Name: _____

   Ownership Type: ☐ Publicly owned ☐ Investor/Privately owned ☐ Other: Explanation: _____

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. FAX Number: _____ 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: _____

   FAX Number: _____

SECTION C – PROPOSED PROJECT DESCRIPTION – Provide Documentation

Please provide a brief summary and a detailed project description including a map/sketch depicting the project area and proposed facilities including length of waterlines, storage tank(s) sizes, etc. (Sketches on 8 ½ by 11 portions of topo sheets are adequate.)

I. Brief Summary

A. Briefly describe the public health issue, concern, or problem that this project intends to correct or address. This can include resiliency, redundancy, reliability, climate change, or green project related issues. Attach supporting info as necessary.

B. Briefly describe the proposed project scope of work by size (e.g., diameter, volume, pump capacity) and units (e.g., linear feet for pipe and number for tanks and pump stations).

C. Briefly quantify the benefits expected to be realized (or problems corrected) upon successful completion of the project.

II. Demographics

A. Describe income levels in the proposed project area.

B. Describe the community that benefits from the proposed project.

C. Describe the type, number, and stories of structures (primary residences, vacation homes, industrial buildings, etc.) and amount of vacant land for the area that benefits from the projects. If the area contains a significant number of vacation homes or homes that are typically occupied less than half of the calendar year, then please provide details.

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

DATA AS ATTACHMENT J2: 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.

If you have applied or will apply to other funding agencies that require an income survey, attach the results to this application. For efficiency, consider doing income and user agreement surveys at the same time. For assistance, please contact VDH-ODW.

E. Environmental Justice

The White House Council on Environmental Quality (CEQ) Climate and Economic Justice Screening Tool (CEJST) will be utilized to help analyze the Environmental Justice benefits of a project. https://screeningtool.geoplatform.gov/en/#10.4/37.0902/-77.9552
Provide Census Tracts for the community benefiting directly from this project.

SECTION D - PROJECT ISSUES – Provide documentation as Attachment J3 of each yes answer.

Presented here are relative issues that need consideration for construction projects:

1. Health Issues	Yes	No
Is there a *Surface Water Treatment Rule* violation, i.e., inadequately treated surface water or groundwater under the influence of surface water?	☐	☐
Are there persistent *Total Coliform Rule* or nitrate standard violations?	☐	☐
Is there a continuing *Boil Water Notice* in effect? Reason:	☐	☐
Is there a Health Hazard declaration by the State Health Commissioner, a State Declared Emergency, or have you been issued a formal enforcement order?	☐	☐
Are there persistent PMCL violations for contaminants such as VOC, SOC, IOC, RAD etc.? (Identify contaminate(s))	☐	☐
Are there Lead and Copper Action Levels Exceedances?	☐	☐
Are there known Lead Service Lines that are to be removed?	☐	☐
Does the waterworks have an Enforcement Targeting Tool (ETT) score ≥11?	☐	☐
Will the project resolve conditions of inadequate quality and quantity of a groundwater source water supply?	☐	☐
Will the project ensure that drinking water receives appropriate treatment to protect the health of the consumers?	☐	☐
Will the project prevent conditions favoring the entrance of contaminants into the distribution system, e.g., inadequate pressure, inadequate storage, system water losses, etc.?	☐	☐
Are there inadequate individual water supplies documented via report and letter by the District Health Director to show health hazards?	☐	☐

Provide as **Attachment J3** supporting report and data with representative samples from at least 50% of the homes in the project area. The samples are to be evenly spaced and all potential line segments sampled. The project map will illustrate the results and problem areas.

2. Regionalization – Has regionalization been considered? Will this project consolidate failing, non-complying, or underperforming waterworks or improve resiliency? Explain below:

SECTION E – SCHEDULE AND READINESS TO PROCEED

1. Readiness to proceed. This application assumes you have not initiated design or construction. IF this is not the case, please contact VDH.

   (a) For new service area customers, please document number of user agreements or commitments obtained in:
   Initial Survey _____ Residential_____ Other_____
   The initial survey must obtain executed agreements or commitments from at least a majority of the homes in the project area. Continuation of the initial survey is a requirement, and the final survey result is intended to obtain 80% or more for the project to be feasible from a positive cash flow perspective. ***Provide as Attachment J4*** *a project map indicating existing potential connections and indicating those committed.* ***NOTE****: Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.*

   (b) Please provide a copy of the meeting minutes from the Funding Application Discussion. In addition, please provide letter reports, design notes, and the Preliminary Engineering Report for the project if they have been prepared as **Attachment J5**.

   (c) New construction timeline – Use the Construction Project Schedule on our website to plan your project. https://www.vdh.virginia.gov/content/uploads/sites/14/2019/01/B.1-Construction-Project-Schedule.xlsx. This document will be required as part of the initial meeting if your project scores high enough to receive funding. The anticipated schedule must be provided below.

ACTIVITY	ANTICIPATED COMPLETION DATE
Engineering Procurement	_____
Submit PER	_____
Submit P & S	_____
Environment Review	_____
Advertise Project for Bid	_____
Open Bids	_____
Award Project	_____
Substantial Completion	_____

SECTION F -STATISTICAL DATA REQUIRED FOR TECHNICAL, MANAGERIAL, & FINANCIAL (TMF) REVIEW

1. Connections and Population:

ID	Data Description	Connections	Population[4]
a.	Existing residential – Entire System		
b.	Existing total – Entire System		
c.	Project residential [1]		
d.	Project total [1]		
e.	Future residential [2, 3]		
f.	Future total [2, 3]		

Notes:
(1) New connections and/or existing connections that benefit from the project.
(2) For a water line extension project, e. = a. + c. and f. = b. + d because new connections are being added. For any project that benefits existing connections only, e. = a. and f. = b., and then c. and d. will reflect how many existing residential and total connections, respectively, benefit from the project.
(3) For a project that benefits existing connections (e.g. – water line replacement) **and** also adds new connections (water line extension) then c. and d. will reflect how many residential and total connections, respectively, benefit from the project (connections that benefit from the project + new connections). In this case, e. = a. + new residential connections added and f. = b. + new total connections added.
(4) Provide population estimates based on the previous column (connections).

2. Water Usage and Losses

   a. 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 divided by the total number of in-town residential customers. Provide supporting documentation **as Attachment J6**.

b. Provide the percent of water loss within the system. Unbilled authorized consumption (e.g., firefighting) should be excluded. Provide supporting documentation **as Attachment J7**.

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])

3. Individual water meters are on:

☐ All services

☐ Only commercial accounts

☐ Only residential customers

☐ Some services: Provide additional information:_____

☐ None are metered.

If none are metered, is metering included in this project? ☐ Yes ☐ No.

Explanatory statement, if appropriate: _____

4. Rates: **Attach rate schedules as Attachment J8**

a. Existing monthly water charges (explain here): _____

b. When were water rates last increased? **Please provide dates and amount/percentage of increase as Attachment J8.**

c. What is your connection fee for water? _____

d. Are rate increases anticipated as a result of this project? ☐ Yes ☐ No
If yes, please provide the amount and percentage increase expected and the anticipated effective date for the increase(s).

5. Water Users

a. Service Area Jurisdictions	b. # Of Existing Residential Connections	c. # Of Project Residential Connections at Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

d. Existing drinking water usage _____ gpd. _____ % Residential _____ % Nonresidential

e. As **Attachment J9**, identify Ten (10) Largest Users of the Water System and Estimated Monthly Consumption per user.

6. Determine Average Monthly Residential Water User Rate: _____

Provide an average monthly residential water user rate analysis **as Attachment J10** - using VDH project only template.

Average Monthly Residential Water User Rate = $_____ /month

7. 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 C, II, D. Above) = $_____ x 0.01 = $_____/month. This is your **Target User Rate**.
(12 months/year)

8. Evaluate Current Rate Structure:

	Yes	No
Does the value in Item 6 (water user rate) equal or exceed the value in item 7 (target user rate), above?	☐	☐

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 VRA credit review.

If you answered "No" then the information indicates the owner needs 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 are 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.

9. Do you have any outstanding debt related to the water and sewer (if applicable) system? ☐ Yes ☐ No

   If yes, have you requested that new debt be issued on parity with the old? ☐ Yes ☐ No
   Provide documentation as Attachment J11.

10. Annual Operation, Maintenance and Replacement (O, M & R). Estimated Cost for Proposed Facilities: From PER or other sources based on existing PWS's financial statements.

    a. Labor $_____
    b. Utilities $_____
    c. Materials $_____
    d. Water Purchases $_____
    e. Outside Services $_____
    f. Miscellaneous Expenses $_____
    g. Equipment Replacement $_____
    h. Total O, M & R Cost $_____

11. Estimated Annual Water Facilities Costs - From PER or other sources based on existing PWS's **Financial Statements**

    a. Net O, M & R (for existing water facilities) $_____
    USE Financial Statements

    b. Existing Annual Debt Service for water system $_____
    USE Financial Statements

    c. O, M & R for Proposed Facilities $_____

    d. Total (Sum of a+b+c) $_____

12. Sources of Residential and Nonresidential Revenues as a Percentage of Total Annual Water Revenue

    a. Residential _____% b. Nonresidential _____%

13. For the proposed project - Provide a cash flow analysis **as Attachment J12** - using VDH project only template- of revenue and expenses (operating budget) showing as a bottom line the funds available for debt service.

14. Please provide the following documents as attachments
    a. Latest interim (unaudited) financial statement (Budget vs. Actual Expenditures) **as Attachment J13**
    b. Current year budget **as Attachment J14**
    c. Most recent annual audits **as Attachment J15**

SECTION G – PROJECT BUDGET INFORMATION – From PER or other sources, based on existing PWS's financial statements

1. Administration, Legal Expenses (should be less than $10,000 each) $_____
2. Land, Right-of-Way $_____
3. Architectural/Engineering Basic Fees $_____
4. Other Architectural/Engineering Fees (PER, etc.) $_____
5. Project Inspection Fees $_____

6. Other (Explain. e.g., Lead Service Lines) $_____
7. Treatment Plant Construction $_____
8. Pump Station Construction $_____
9. Distribution System Construction $_____
10. Storage Tank Construction $_____
11. Equipment Purchase/Installation $_____
12. Contingencies_____ (up to 10% of the construction costs for PLANNING ONLY*) $_____
13. Other – please specify (for example, *Asset Management Plan*, *WBOP*, *Studies*, etc.) $_____
14. Loan Closing Fee** $ 6,000
15. **TOTAL** [Round to the nearest thousand] (should match Section A) $_____

*During the planning process only, you may calculate contingency amounts up to 10% of the estimated construction costs. **Please note: the contingency amount that will be included in the final budget will not exceed 5% of the construction costs.**

**VDH reserves the right to apply a closing fee of $6,000 for all applicable loan offers to defray the cost of this service. The $6,000 may be included in the principal of the loan. If VDH determines a loan closing fee does not apply it will be eliminated from the final budget.

SECTION H – SUSTAINABILITY/RELIABILITY/GPR/CLIMATE READINESS

1. Asset Management Plan:

To qualify for Asset Management Plan (AMP) credit, a waterworks must provide documentation **as Attachment J16** which demonstrates a minimum of the following for the waterworks:

- *Letter from VDH-ODW that the AMP has been accepted (if applicable)*
- *If AMP has been accepted by VDH-ODW, documentation that the proposed project is included.*

2. Green Project Reserve (GPR) Business Case:

All applicants must submit to qualify for credit as Green Project Reserve (GPR); a waterworks must show that its proposed DWSRF-funded project has significant (not incidental) green benefits. For credit, the project must provide green infrastructure, promote water and/or power efficiency, or provide other innovative environmental benefits. This information must be reported as the **TOTAL AMOUNT OF PROJECT COSTS WHICH QUALIFY AS GPR**. Only include the costs that the DWSRF will be funding. For example, if the project is asking for $100,000 for a 100% meter replacement project, then report $100,000. IF there are no identifiable, benefits enter "zero" GPR dollars. Attach additional sheets as needed.

Applicant	
Contact Name and Phone	
Project Description and associated costs	
What project elements can be classified as potentially green?	

Technical Component	
Financial Component	
GPR Dollars Claimed	$ and % **(as % of VDH funded portion of project)**
Signature/Date	

SECTION I – 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: _____

SECTION J – REQUIRED ATTACHMENTS – Please check those attached and label your attachments with corresponding numbers (i.e., J1, J2, etc.).

☐ J1) Other Funds Available (e.g., Letters of conditions, award letters, etc.)

☐ J2) Median Household Income – including site income surveys if census information not at project level.

☐ J3) Project issue documentation.

☐ J4) Results of user agreement/commitment initial survey with project map. NEW CONNECTIONS ONLY

☐ J5) Funding Application Discussion documentation/notes or VDH-Office of Drinking Water letter/email waiving this requirement. If a Preliminary Engineering Report has been drafted for this project, include a copy of that also. Any letter reports, design memos, or alternatives analysis should be included in this section. Regionalization should be considered as an option.

****Required for Technical, Managerial, Financial (TMF) Review****

☐ J6) Monthly average of residential water usage. 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.

☐ J7) Supporting documentation used to determine the percent of leakage in the system. For this application, leakage is the amount of real water lost in the distribution system lines and tanks from cracks, leaks, and tank overflows divided by total water production. Should match Section F.2.b.

☐ J8) Current rate schedule for water connection fee for water and date of last increase.

☐ J9) Listing of 10 largest water & sewer users and estimated monthly consumption per user.

☐ J10) Average Monthly Residential Water User Rate Analysis – using VDH project only template. https://www.vdh.virginia.gov/content/uploads/sites/14/2022/02/J-User-Rate-Analysis-v2.28.2022.xlsx

☐ J11) Outstanding debt amount and with whom

☐ J12) For the proposed project – a cash flow analysis of revenue – using VDH project only template - and expenses (operating budget) showing as a bottom-line funds available for debt service. https://www.vdh.virginia.gov/content/uploads/sites/14/2022/03/Project-Cash-Flow-Template_2021-1_v2020.03.09.xlsx

☐ J13) One copy of the latest interim (unaudited) financial statement. (Budget vs. Actual Expenditures).

☐ J14) One copy of the current year budget.

☐ J15) One copy of the most recent annual audits.

☐ J16) Letter from VDH-ODW that the AMP has been accepted (if applicable) If AMP has been accepted by VDH-ODW, documentation that the proposed project is included.

Items may be submitted in PDF format.

Items J10 and J12 may also be included in spreadsheet format. Please make note on the application that the information is included in the attached digital material.