VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)

2026 APPLICATION FOR PLANNING & DESIGN FUND PROGRAM FINANCIAL ASSISTANCE

Application also available at:
https://www.vdh.virginia.gov/drinking-water/capacity-development/planning-and-design-fund/
Year-Round Submittals Accepted

WATERWORKS NAME: _____ **PWSID #:** _____ **COUNTY/CITY:** _____
PROPOSED PROJECT NAME: _____

Section A: Preliminary Questions

1. Complete Table 1 in order to determine if the waterworks is eligible and/or ready to apply for funds:

Table 1: Pre-Requirements for Applying

Yes / No	#	Question
_____	1	Does the waterworks have a Unique Entity Identification (UEI) number, and is that number registered with sam.gov? **UEI #:** _____
_____	2	Is the waterworks classified either as a Community or as a nonprofit, Nontransient Noncommunity waterworks?
_____	3	Does the waterworks serve a total population of ≤ 10,000 people; Or, does the project have a design benefit population of ≤ 10,000 people?
_____	4	Are the waterworks and owner in good standing to receive state or federal funds (VDH operations fees paid, non-debarment or suspension)?
_____	5	Is this a public waterworks owned by other than state, federal, or tribal ownership?
_____	6	Has the project application been approved by a controlling board, council, president, etc. of each waterworks that is applying for funding?
_____	7	Does the applicant or waterworks have documented evidence of issues that affect or could affect the waterworks ability to comply with state or federal drinking water regulations?
_____	8	Has the waterworks excluded incurred expenses from this application?
_____	9	Has the waterworks had a Preliminary Engineering Conference (PEC) with the field office to discuss the project or has the field office indicated in writing that a PEC is not required?

If the answer to any question above is a NO, STOP, as you are not eligible / not ready to apply for funds. If all responses to the questions in Table 1 are YES, the waterworks and project are eligible / ready to apply to the Planning & Design Fund Program. Note that VDH will prioritize awarding funding for projects that address documented health-based issues. The maximum award per project is $45,000.

2. Provide a **brief summary** of the project including the engineering solutions which will address and/or solve the identified conditions and the amount of time expected to complete the planning and design phase. Also address the desired outcomes:_____

Section B: Applicant Information

I. APPLICATION PREPARER INFORMATION
   1. Firm / Individual Name: _____
   2. Address: _____
   3. Contact Person: _____
      a. Telephone Number: _____
      b. Alternate Phone Number: _____

c. Email Address: _____

II. APPLICANT INFORMATION

1. Waterworks Name: _____ PWSID #: _____
   a. Located in City / County: _____
   b. Waterworks type: ☐ Community ☐ Nonprofit, nontransient noncommunity (NTNC)
      If nonprofit NTNC, attach proof of nonprofit status (**Attachment Required**).
   c. Waterworks existing or proposed: ☐ Existing ☐ Proposed
      If proposed, when will the proposed system begin providing water to the public? _____
   d. Waterworks owned by: ☐ Municipality (Town/County) ☐ Service Authority
      ☐ Non-Profit Entity ☐ Private Entity

   *Note: State or Federally-Owned Waterworks are **not** eligible for funding through this program.*
2. Legal Owner(s) of Waterworks making application
   a. Entity / Individual Name: _____
   b. Address: _____
   c. Contact Person: _____
      i. Telephone Number: _____
      ii. Alternate Phone Number: _____
      iii. Email Address: _____
3. Are multiple owners involved in this project? ☐ Yes ☐ No *If NO, skip to Question 6.*
4. If YES, Document **each** collaborating owner / waterworks / utility in Table 2:

Table 2: Collaborating Owners

Owner Name	Waterworks / Utility Represented	PWSIDs Represented	Agreement/ Resolution/ Contract Attached

5. Has each participating entity (waterworks owner/board/etc.) from Table 2 approved this application?
   ☐ Yes: *If Yes* Include Attach Signed Resolution(s) or Letter(s) of Intent for single-entity projects. For multi-entity projects, provide documentation of the legal arrangement between the owners (e.g., agreement, joint resolution, or contract). ***(Attachment Required)***.
   ☐ No: *If No*, explain ***(Explanation Required)***: _____
6. Document the population that will benefit from the proposed project ("design benefit population") in Table 3. Note that populations served through a consecutive connection must be included in Table 3.

Table 3: Project Design Benefit Population

Waterworks Name	PWSID	Consecutive Connection	Design Benefit Population
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		Total Design Benefit Population	

Note: Projects with a design benefit population of greater than 10,000 people are not eligible for this funding program. See instructions for details.

7. Has the Applicant excluded all incurred expenses from the funding request associated with this project?
   ☐ Yes ☐ No *If No, these expenses must be removed before submitting the application.*

Section C: Project Information

I. GENERAL PROJECT INFORMATION

1. Proposed Project Name: _____
2. Location of Project (i.e. locality, city, county): _____
3. Has the waterworks had a Preliminary Engineering Conference (PEC) with the field office to discuss the project or has the field office indicated in writing that a PEC is not required?
   ☐ No *If No,* this project is not eligible. Contact the field office to address this issue before proceeding.
   ☐ Yes *If Yes,* attach a copy of the notes from the PEC or written documentation from the Field Office that a PEC is not required. **(*Attachment Required*)**
4. Type of Project:
   ☐ Preliminary Engineering Report
   ☐ Engineering Plans & Specifications
   ☐ Source Evaluation
   ☐ Distribution System Evaluation
   ☐ Leak Detection
   ☐ Pilot Study of Treatment
   ☐ Consolidation
   ☐ Other: _____

5. Issues Addressed by Project
   Complete Table 4. Answer "Yes/No or NA" for each "Issue to be addressed by project." A "Yes" response indicates the project addresses that particular issue. For each issue that addressed by the project, provide a brief description and attach documentation. Supporting documentation for any issue marked "Yes" is **required**. Failure to provide documentation will result in the application being incomplete. Supporting documentation includes letters from VDH, Notices of Violation, Sanitary Surveys, licensed professionals reports, chemical results, photos, and other inspections. **An applicants' written description of the problem does <u>not</u> constitute documentation.**

Table 4: Issues Addressed by Project

	Yes/No or NA	Issue to be addressed by project	Brief Description of issue including dates	Attachment (name)
Acute Health Risk		Waterworks under formal enforcement action, Commissioner-declared health hazard, or emergency declaration		
		Surface Water Treatment Rule violations		
		Revised Total Coliform Rule violations (PMCL)		
		Nitrate violations		
		Continuous boil water notices		
Chronic Risk		Formal enforcement actions (e.g., consent order, special order, court order) or Commissioner's letter		
		Lead and Copper Action Level exceedances		
		Primary Maximum Contaminant Level (PMCL) violations		
Public Health Concerns		Formal Enforcement Actions, Commissioner's Letter, or Warning Letter		
		Inadequate treatment		

		Inadequate source water quality		
		Inadequate source quantity		
		Inadequate storage and/or distribution system pressure		
		Will extend water supply to homes (not served by a waterworks) that have inadequate private water sources		
		Will prevent or resolve conditions that favor the entrance of contaminants into the distribution system, including water loss ≥ 40 % in a defined pressure zone		
		Documented inadequate well condition		

II. PROJECT DETAILS

1. Describe, in **detail**, the project being proposed: the problem(s) that the project will address and/or solve, what the project will entail, the amount of time expected to complete it, and desired outcomes:_____
   NOTE: Distribution-system projects submitted for funding through this program shall not be broken into smaller, separate projects for the same single distribution zone.
2. Explain how this project will impact the waterworks ability to comply with state or federal drinking water standards and/or regulations: _____
3. Has the waterworks previously attempted to solve the problem?
   - ☐ No *If no,* explain why not: _____
   - ☐ Yes *If Yes*, describe what was done, when it was done, the outcome, and how it was funded: _____
4. Does this project include regionalization or consolidation as a part of the project in order to address health issues?
   - ☐ Yes *If Yes, explain:* _____
   - ☐ No *If No, explain*: _____
5. Does the project involve environmental review?
   ☐ No ☐ Yes *If Yes, costs associated with environmental review must be covered by non-VDH funds.*

III. PROJECT IMPACT AND TIMING

1. Describe short-term benefits of the completed project:_____
2. Describe long-term benefits of the completed project: _____
3. If this project is needed before future improvements can be made at the waterworks, describe the timing and connection between the Planning & Design Fund Program activites and future modifications/construction/etc. at the waterworks:_____
4. Will this project address a problem that, if left unaddressed, is highly likely to worsen and put water service/quality/quantity at risk? (Meaning: Is it proactive?)
   - ☐ No
   - ☐ Yes *If Yes*, describe the situation and how this project will prevent future escalation of the problem: _____

Section D: Project Cost and Proposed Financing

I. PROJECT COST

1. Provide details on the estimated cost of the planning and design project. The cost estimate is only for those activities and does NOT include the cost of subsequent activities (i.e. construction).

Table 5: Project Cost Estimate

Project Components	Estimated Cost
_____	$ _____
_____	$ _____
_____	$ _____
TOTAL PROJECT COST	***$*** _____

2. How was the total cost of the project determined? Describe: _____
   In determining the total cost of the project, secure estimates from appropriate vendors to support the amount requested, and attach them to this application. If estimates were not secured, provide a written description (in the text box above) of how the total project cost was determined.

II. CALCULATION OF FUNDING REQUEST

Complete Table 6. Non-VDH funding includes all secured funds, either directly from the waterworks or from other entities used for the total cost of this project. Note that non-VDH funds must pay for environmental reviews, when required. If an environmental review is part of the overall project, account for funding as "Non-VDH funding". The maximum VDH award per project is $45,000.

Table 6: Funding Request

Total Project Cost (from above)	$
Non-VDH Funding Secured	($)
Amount Requested from VDH	$

III. COMPLETE EXHIBIT A

Exhibit A brings together project scope, timeline, expenses and funding. Exhibit A (at the end of this application packet) includes a summary of all key activities, expenses, and the timeline associated with the project. The financial portion of Exhibit A must match what is reflected above. Failure to include a complete Exhibit A will result in the application being rejected.

Complete: ***Exhibit A: Summary of Project, Including Timeline and Expenses***. (**Required**)

Section E: Water Rates & Fees

The information in this section applies to the design benefit population, though it may be for the entire waterworks if there is only one schedule of rates and fees. If more than one waterworks is involved in the Project, attach responses to each of these questions for the design benefit population at each participating waterworks. VDH reserves the right to decide if funding is contingent upon adjusting water rates and/or requiring savings for financial reserves.

1. Describe or attach the current water rate schedule: _____(***Attachment Required***)
2. Date water rates were last adjusted? _____ Describe the adjustment: _____
3. What is the connection fee for water? $ _____
4. What is the availability fee for water? $ _____
5. Provide details regarding customer billing:
   a. Billing Frequency: ☐ Monthly ☐ Quarterly ☐ Every 2 months ☐ Other: _____
   b. Charges are based on: ☐ Metered Usage ☐ Fee/Service Charge ☐ Other: _____
   c. If bills are based on usage, how frequently are meters read: ☐ Monthly ☐ Quarterly ☐ Other: _____
   d. If "Other" is selected for any question above, explain: _____

6. Are billing / meter reading procedures the same for residential and non-residential service connections?
   ☐ Yes ☐ No *If No, Explain*: _____
7. What is the average residential monthly water bill: $ _____
8. Median Household Income- Complete either a or b. Documentation of MHI figures **are Required** (Question c)
   a. *Using Census Track data*: What is the Median Household Income (MHI) for the county or the smallest census tract or tracts that contain the project area: $ _____; Source of the MHI data: _____
   b. *Using Income Survey data*: What is the MHI for the project benefit area, calculated using income surveys: $_____; Data provided/summarized in Attachment _____(*Required if this method is used*) Documentation for at least 75% of all affected customers must be included
   c. Documentation provided in Attachment _____ (name of attachment) (**Required)**
9. Calculate the percent of MHI required for an average monthly residential bill:
   a. (Average Residential Monthly water bill x 12 months/year) x 100 = _____% MHI
      MHI / year
10. Will completion of the proposed project result in a change in water rates, fees, billing, or meter reading within 5 years after completing the project?
    ☐ No ☐ Yes *If Yes, Explain*: _____

Section F: Sustainability

1. Does the waterworks complete periodic water audits?
   ☐ No *If No, explain:* _____
   ☐ Yes *If Yes, describe how the audits are conducted and attach a copy of the most recent water audit:* _____
2. Percent (%) water loss (loss due to leaks) based on the past 18 months: _____
   If project addresses water loss, documentation of water loss must be included in the project description and supporting documents attached to the application.
3. Does the waterworks have a detailed budget?
   ☐ No *If No, explain:* _____
   ☐ Yes *If Yes, attach a copy of the most recent budget:* _____
4. Does the waterworks have audited financial statements or a CAFR?
   ☐ No *If No, explain:* _____
   ☐ Yes *If Yes, attach a copy of the most recent document:* _____
5. Does the waterworks have an emergency reserve fund?
   ☐ No *If No, explain how emergency expenses are handled:* _____
   ☐ Yes *If Yes, briefly describe what reserves are maintained:* _____
6. Does the waterworks have a current Asset Management Plan (AMP)?
   ☐ No
   ☐ Yes *If Yes, briefly describe the AMP and specify when it was updated:* _____

Section G: Application Certification

Sharing of Application Information:

VDH may share information from this application with other funding entities in an effort to improve sharing of information, partnerships, and assisting you in seeking other funding opportunities.

Do you have any objections? ☐ Yes, I object. ☐ No, I have no objections.

Application Certification:

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 authorized representative(s) of the waterworks making application certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of his or her 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.

Primary Applicant:

NAME and TITLE: _____

ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

Collaborating Applicants:

NAME and TITLE: _____

ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

NAME and TITLE: _____

ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

Reminders:

Submit all attachments, documentation, and necessary forms. VDH will consider up to three applications per regulated waterworks submitted through the Planning & Design Fund Program application process in any funding year. However, funding offers will be limited to a maximum of two active funding offers per eligible waterworks owner per funding year. ODW intends these funds to position waterworks for application for construction funding for larger projects. The applicant shall not scope distribution-system projects into separate smaller projects for the same single distribution zone. Projects awarded Planning & Design Funds must be complete within 15 months of signing of the contract, and therefore, be achievable within that timeframe. Projects that exceed the 15-month timeframe may have funding withdrawn.

All recipients must comply with the Virginia Public Procurement Act, our program requirements, and procurement procedural guidelines.

Section H: Application Submittal Instructions

VDH will consider up to three applications from a waterworks owner in each funding year. However, due to the demand for the Program and limited funds for projects, offers will be limited to a maximum of two grants, of not more than $45,000 each, per eligible waterworks owner per funding year. Multiple applications from one owner must be for different areas of a waterworks' infrastructure (e.g. source, treatment, distribution, security, etc.) or for a completely different waterworks (i.e., a waterworks with a different PWSID #). VDH reserves the right to fund a project received at any time during the year, or to by-pass any project for lack of progress at any time. VDH also reserves the right to decide if funding is contingent upon adjusting water rates and/or requiring savings for financial reserves. Funding is not contingent on receiving a local match. **Please note that applications are accepted year-round.**

Applicants are required to submit a full electronic copy of the application as a single PDF. All attachments must be included with the application in the single PDF document. Please submit the document to:

Jarrett.Talley@vdh.virginia.gov

For more information please contact:

Jarrett Talley
Capacity Development Supervisor
(804) 317-0140
Jarrett.talley@vdh.virginia.gov

All applications **must include the following attachments** except as noted:

- ☐ Proof of non-profit status (for non-profit NTNCs only)
- ☐ Copy of Signed Resolution or Letter of Intent for single-entity projects or
- ☐ Documentation of legal arrangement between collaborating owners for multi-entity projects.
- ☐ Copy of Preliminary Engineering Conference notes or letter from field office that PEC not required
- ☐ Documentation of each issue addressed by project (Table 4)
- ☐ Estimates used to determine project cost (if available)
- ☐ Exhibit A
- ☐ Current Water Rate Schedule including connection and availability fees
- ☐ Median Household Income documentation (i.e. copy of US Census report for the project area showing MHI)
- ☐ Most recent water audit (if available)
- ☐ Documentation of water loss (i.e. water production, billing, maintenance logs showing leaks and repairs, results of leak detection studies, etc.) if the project addresses water loss
- ☐ Waterworks Budget (if available)
- ☐ Waterworks audited financial statements or CAFR (if available)

EXHIBIT A

SUMMARY OF PROJECT, INCLUDING TIMELINE AND EXPENSES

Applicant:_____ Project Number: PF -_____

Project: _____

Summarize the the problem(s) that the project will address, what the project will entail, and expected outcomes:

Provide a budget that reflects all eligible costs associated with the project:

ACTIVITY	ESTIMATED COST	START DATE	PROJECTED COMPLETION DATE
	$		
	$		
	$		
	$		
	$		
	$		
	$		
TOTAL Project Cost =	$_____	Additional Comments:	
Non-VDH Funding Secured =	($_____)		
VDH Funding Requested =	$_____		

VDH reserves the right to bypass the planning fund applications and withdraw funding if the above schedule is not met.
Make any requests for changes to this schedule in writing to jarrett.talley@vdh.virginia.gov. All program requirements apply.