CLEAN WATER (WASTEWATER) APPLICATION
Water Infrastructure Finance Authority of Arizona (WIFA)
Planning And Design Assistance Grant Application

To be considered eligible for review and award, the application must be filled out in its entirety and submitted through WIFA's eApplications system by **3 p.m. on August 31, 2012**. Please provide explanations and applicable supporting documentation for your answers to allow better evaluation by the review committee. Supporting documents can be uploaded in Section 4.

*See WIFA's Request for Grant Applications and Applicant's Guide for more details on the **Planning and Design Assistance Grant Program**, eligibility requirements and evaluation criteria. Questions should be directed to Arcelious Stephens, at (602) 364-1325 or astephens@azwifa.gov.*

SECTION 1: APPLICATION AND FACILITY INFORMATION | PRINT

1.1 Applicant: _____ Job Title: _____

1.2 Contact Names: First _____ Middle Initial: ____ Last: _____

1.3 Address: _____ City: _____ State: AZ Zip: _____

1.4 Phone: _____ Fax: _____ E-Mail: _____

1.5 County in Which Project is Located: _____

1.6 Number of Connections to System: _____ Population Served by the System: _____

1.7 Average Monthly Rate (Base + Use): _____

1.8 Existing Debt (principal only) Payable by System Users: _____

1.9 Median Household Income: _____

1.10 APP# _____ AZPDES# _____

SECTION 2: PROJECT INFORMATION

2.1 Project Title/Name (*Be specific to your project*): _____

2.2 Type of assistance required during this funding cycle? ○ Planning ○ Design

2.3 These grants are intended to solve system problems or make system improvements.

a. Tell us about the problem that the grant project will solve. Be specific.

To support your answer, please reference and attach documentation to Section 4 of this application including, but not limited to: photographs, system evaluations, maps, schematics, inspection reports, ADEQ Notices of Violation or Consent Orders, lab analyses, ACC findings, Engineer's proposal, etc.

b. What solution or improvements are you proposing in this application to solve the above referenced problem for your system, if awarded a grant?

2.4 These grants are competitive and funding is limited. From a financial perspective, tell us why your system/community is in need of a grant. Please be specific.

2.5 Green projects are those in which the primary focus is water or energy efficiency. Energy or water efficiency projects may qualify for a waiver of the local match funding requirement. Please describe any green components of your project. Include an explanation of estimated water or energy savings once the project is constructed or implemented. If your project does not include these components,

skip to question 2.6. See the WIFA Applicant's Guide and Request for Grant Applications for more information on green projects.

2.6 WIFA grants are awarded to hire an engineer/contractor to provide technical assistance. Who are the key personnel that would be involved in the project, and what will be the nature of their participation? Include the contractor, if selected, that will perform the work as well as in-house staff that will participate.
Note: In-house staff costs may be funded only through the local match share of the project.

SECTION 3: SCOPE OF WORK AND WORK PRODUCTS/DELIVERABLES

3.1 To evaluate your project for grant award, WIFA needs to understand the tasks and costs to be funded.

a. Scope of Work

Describe the major project tasks that the engineer/contractor and applicant will complete. For example, a Preliminary Engineering Report (PER) should be reasonably itemized into its basic tasks with descriptions. Do NOT include construction tasks and costs. More detailed descriptions will allow better evaluation for funding. You may upload a scope of work/proposal in Section 4.

b. Budget with Tasks

Provide a budget for your scope of work and tasks in the table below. A WIFA grant can fund no more than 60% of project planning/design costs, up to $35,000. The applicant will be responsible for 40% of the grant project planning/design costs and/or any expenses beyond WIFA's maximum funding limit.*

Task	Description	Total Cost	WIFA Funded	Local Funded
1				
2				
3				
4				
5				

Green projects **may qualify for a local match funding waiver. If total costs exceed the $35,000 WIFA funding cap, they may qualify for reduced local matching funding. Determination of qualifying green projects and waiver/reduction of local match funding is entirely at WIFA's discretion. **It is important to commit to local match funding to ensure eligibility in the event the project does not qualify as green.** If you do not want to accept the grant unless it qualifies for a match waiver, you may leave the match column blank in the table above.*

3.2 Explain how the local match will be provided. List sources of funding and amounts. In-kind services may serve as the local match, but must be described and assigned an approximate dollar amount.
Note: Federal funds (directly or indirectly) cannot be used to fund the match portion of your grant project. See the Applicant's Guide for examples of acceptable match, including in-kind services.

3.3 At the end of the grant project, you and your contractor will submit a final work product(s)/deliverable(s) that will be submitted at the end of the project. Describe the final work product(s) associated with this project (e.g. Preliminary Engineering Report, other reports, maps, engineering plans, etc.).

3.4 Is the project ready to proceed if selected for a grant award? ◯ Yes ◯ No

If yes, give an estimated start date below. If no, explain why additional time will be needed to begin the project.

3.5 Next Steps. Please address the following:

a. What will be the next phase of work once your grant project is complete?

b. How do you plan to fund the construction/implementation of your project? Click here if you'd like more information on WIFA's design/construction loan program.

SECTION 4: REQUESTED AMOUNT AND CERTIFICATION/APPROVAL

4.1 Estimated Date WIFA Funding Required: _____ [mm/dd/yyyy]

4.2 Estimated Costs & Funding Source *(Soft costs)*

Funding Source	Project Costs	Percentage
Amount Funded Locally:*(at least 40% of total)*	_____	
Amount Requested from WIFA:*(no more than 60%)*	_____	
Other Source: _____	_____	
Total Cost:		

4.3 The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications, and scope in this grant application. Signature certifies understanding and compliance with the application attached hereto. WIFA may approve the grant application with modifications to scope, methodology, and schedule, final projects, and/or budget.

First Name _____ Last Name _____ Title _____

Authorized Signature: _____ **Date:** _____

This Grant Application Form must be signed by the individual legally authorized to act on behalf of the applicant in conducting all official business relating to the project. Signing this form and submitting a grant application package certifies that the applicant has authority to enter into the agreement, accept funding, and fulfill the terms of the proposed project if approved. **Applicant is required to read WIFA's Applicant's Guide and be legally authorized to enter into an agreement with WIFA.**

4.4 **Preparer's Information** *(enter the name and title of the person, if different from Section 1.2, who completed the application)*

Name: _____ Title: _____

4.5 **Supporting Documents**

Remember to upload, email or mail your supporting documentation. The grant review process begins immediately after the grant cycle closing date. **If you choose to mail your supporting documentation, all mailed supporting documents must be received by WIFA within three business days of the application due date.**