

**DRINKING WATER 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 February 28, 2014. Please provide explanation 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 Melanie Ford, Technical Program Supervisor, at (602) 364-1321 or [mford@azwifa.gov](mailto:mford@azwifa.gov).

## SECTION 1: APPLICANT 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 Fee (Base + Use): \_\_\_\_\_
- 1.8 Existing Debt (principal only) Payable by System Users: \_\_\_\_\_
- 1.9 Median Household Income: \_\_\_\_\_
- 1.10 ADEQ System Identification Number (PWS #): \_\_\_\_\_
- 1.11 Has your facility received a system evaluation through ADEQ's Technical Assistance Program? If so, was this project recommended in the final report?  Yes, Was Recommended  Not Recommended  Not Applicable

## 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	Applicant Funded
1				
2				
3				
4				
5				

*\*Green projects may qualify for an applicant match funding waiver. Determination of qualifying green projects and waiver of applicant match funding is entirely at WIFA's discretion. It is important to commit to 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 applicant match will be provided. List sources of funding and amounts. In-kind services may serve as the 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). 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: <i>(at least 40% of total)</i>	_____	
<b>Amount Requested from WIFA:</b> <i>(no more than 60%)</i>	_____	
Other Source: _____	_____	
<b>Total Cost:</b> _____		

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. **Your signed application (and any supporting documentation not already uploaded) must be received within two business days of the application due date.**

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This is a sample application only. To complete and submit an application electronically, please go to <https://eapps.azwifa.gov/recipients/>. If you are unable to submit the application electronically, please contact WIFA at 602-364-1310 for assistance from a project manager.