DRINKING WATER APPLICATION
Water Infrastructure Finance Authority of Arizona (WIFA)
Planning And Design Technical Assistance 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 27, 2015. 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 Applications and Applicant's Guide for more details on the **Planning and Design Technical Assistance Program**, eligibility requirements and evaluation criteria. Questions should be directed to Melanie Ford, Technical Program Supervisor, at (602) 364-1321 or 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: _____ ☐ N/A Population Served by the System: _____

1.7 Monthly Residential Fee (Base + Use) for 7,500 gallons: $ _____ ☐ N/A

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

1.9 Median Household Income: _____

1.10 ADEQ System Identification Number (PWS #): _____

SECTION 2: PROJECT INFORMATION

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

2.2 Technical assistance funding is provided to solve system problems or make system improvements.

a. Tell us about the problem that the 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 funding?

2.3 Technical assistance awards are competitive and funding is limited. From a financial perspective, tell us why your system/community is in need of funding. Please be specific.

2.4 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 2.5. See the WIFA Applicant's Guide and Request for Applications for more information on green projects.

2.5 Funds 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 and in-house staff roles in the project.
Note: In-house staff costs may be funded only through the local match share of the project.

SAMPLE ONLY

SECTION 3: SCOPE OF WORK AND WORK PRODUCTS/DELIVERABLES

3.1 To evaluate your project for 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. Do NOT include construction tasks and costs. More detailed descriptions will allow better evaluation for funding. You may also upload a scope of work/proposal in Section 4.

b. Budget with Tasks

Provide a budget for your tasks in the table below. **WIFA can fund no more than 60% of project planning/design costs, up to $35,000.** The applicant will be responsible for 40% of the 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 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 funding 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 project. See the Applicant's Guide for examples of acceptable match, including in-kind services.

3.3 At the end of the planning or design 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 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 planning or design 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

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

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

First Name _____ Last Name _____ Title _____

Authorized Signature: _____ **Date:** _____

This 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 an 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 review process begins immediately after the application closing date. **Your signed application (and any supporting documentation not already uploaded) must be received within two business days of the application due date.**

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.