



Water & Wastewater Needs Assessment Community Prioritization Manual

October 2013

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Loudoun County
Water & Wastewater Needs Assessment
Community Prioritization Manual

Record of Changes

Change Number	Date	Section(s) Affected	Brief Description of Change(s)
1	November 20, 2015	2.1.2 Evaluation	Paragraph 4 regarding funding was modified to reflect the adoption of the <i>Recommended Water and Wastewater Projects Funding Policy</i> on 03.04.15

1.0 BACKGROUND AND INTRODUCTION

In 2011, Loudoun County completed a Water and Wastewater Needs Assessment (Needs Assessment). This assessment documented the existing water and wastewater conditions in the County, noting the need for a detailed, systematic approach to solve existing and potential future water and wastewater issues identified in the assessment. One important step in the creation of such an approach is the development of a method for gathering requests from communities that would like assistance from the County in solving water and wastewater issues. This prioritization process for addressing water and wastewater system deficiencies within the County is detailed in this document.

1.1 Program Objectives

Loudoun County has identified at least 36 communities within its borders that may be at risk due to deficient or absent water and/or wastewater systems in their locations. The objectives of the prioritization process are:

- **Confirming where water and/or wastewater deficiencies exist throughout the County:** The Needs Assessment was completed on January 11, 2011. It identified 16 communities that “either have concerns or are at risk of having concerns with their water and/or wastewater systems.” The Needs Assessment goes on to state that another, “20 communities have not yet been surveyed but potentially have water and/or wastewater concerns.” In addition, the application process laid out in Section 2 of this document may result in other communities surfacing that were not among those already identified by the County.
- **Receiving applications from these communities to upgrade their system(s):** Upgrading water and/or wastewater systems will bring the benefits of cleaner and healthier communities. Wastewater systems that serve small towns or subdivisions are considered community systems and those that serve one or two homes/buildings are considered individual units. Also, wastewater systems can be conventional, non-conventional, or alternative disposal systems. It is essential that a critical mass within a community be willing and able to participate in an upgrade to their system(s). In some cases, an educational component may be needed to inform property owners of the value of clean water and wastewater systems that perform at current standards, as well as informing them about this program.
- **Establish a prioritization process that assigns a value to water/wastewater solutions:** After identifying the communities that are interested in upgrading water and/or wastewater systems, determining the conditions (public health / safety impacts and environmental impacts), and the level of desire for change within the community, the County needs a tool for interpreting the results. Ranking and prioritizing the communities so that short, medium and long term planning, system design and funding sources can be identified is needed to avoid the example noted in the 2011 Needs Assessment, specifically:

“A recent success involved providing indoor plumbing, adequate wastewater disposal, and safe drinking water for the small community of Willisville, located in the southwestern portion of the County. Although ultimately successful, the project took [seven] years to complete and required significant County funding, direct County management, as well as substantial support from Loudoun Water and the Windy Hill Foundation.”

- **Ensuring that the prioritization process is equitable:** Another objective that is critical to meeting the water and wastewater improvement needs of the County is to implement these improvements in the most fair, transparent, and equitable manner possible.
- **Establishing a system that will be useful and long-lasting for County staff:** The final objective of the prioritization process is to develop methods and tools that will be effective and useful to the Responsible Implementation Agents. The prioritization process should be a key component of the County's approach to planning for and implementing essential water and wastewater improvements within Loudoun County.

1.2 Purpose of the Manual

This manual, and the companion documentation that has been developed by the County, serves dual purposes. First, this manual enables the County to utilize a consistent approach to select communities that need assistance with solving water and/or wastewater issues. Secondly, this manual establishes the process for identifying and prioritizing these communities, ensuring that all interested parties have a reference for understanding why a particular community was or was not selected in a given year.

The manual and the prioritization process fulfill Objective 3 of the Water and Wastewater Needs Assessment Implementation Work Plan, approved by the Board of Supervisors on December 5, 2012. Specifically, the relevant parts of Objective 3, provided in the bullets below, is to prevent and solve community water and wastewater issues by:

- Developing a comprehensive program that funds and addresses multiple types of water and wastewater issues;
- Focusing resources on communities that want assistance; and
- Preventing communities from being bypassed in the central service area.

1.3 Use of the Manual

The Responsible Implementation Agents are listed in the Water and Wastewater Needs Assessment Implementation Work Plan. These agents are both organizations within the County's administrative system: General Services, Building & Development, Transportation and Capital Infrastructure, Family Services, Health Department, Management & Financial Services, Planning Department, Public Affairs & Communications; and, separate organizations such as Loudoun Water and the various towns within the County.

This manual is a tool for use by the Responsible Implementation Agents and others to generate periodic rankings of communities with water and wastewater needs and to understand those results. It provides an illustration of the different aspects considered when evaluating existing needs in the County and will show what issues are considered when prioritizing communities. The processes, as described in this manual, are consistent with the Loudoun County Revised General Plan, Chapter 2, Planning Approach, Water and Wastewater Treatment and in the Adopted Capital Needs Assessment for FY 2017 to FY 2026.

1.4 Definitions

Alternative Onsite Discharging System – Any device or system which results in a point source discharge of treated sewage (wastewater) for which a permit may be issued authorizing construction and operation when such system is regulated by the State Water Control Board pursuant to a general Virginia Pollutant Discharge Elimination System permit issued for an individual single family dwelling with flows less than or equal to 1,000 gallons per day.

Alternative Onsite Wastewater System or Alternative Onsite System – A treatment works that is not a conventional onsite wastewater system and does not result in a point source discharge.

Communal System – A water or wastewater system owned or operated by Loudoun Water or a public water or wastewater utility as defined in Chapter 10.1 or 10.2 of Title 56 of the Code of Virginia that is designed to serve small-scale development, including clusters. Such system may serve only one lot, where a communal system is required for a specific use.

Conventional Onsite Wastewater Disposal System (Conventional Septic System) – A treatment works consisting of one or more septic tanks with gravity, pumped, or siphoned conveyance to gravity distributed subsurface drainfield.

Eligible Structures – Occupied and unoccupied residences, as well as other structures that traditionally have indoor plumbing, such as churches, businesses, and community centers.

Failure (Wastewater System) – A situation where the wastewater effluent is not treated to a sufficient standard before entering groundwater or surface waters, or where inadequately treated effluent rises to the ground surface (usually near the onsite system) or backs up into plumbing fixtures. The failure of an onsite system may cause a risk to human health or the environment.

Feasibility Study – A technical evaluation and analysis of the potential methods of providing water or wastewater solutions to communities and the projected scope and extent of work necessary to implement those solutions.

Illicit Discharge – Any discharge to the storm water management system that is not composed entirely of storm water, except discharges pursuant to either a VPDES permit or discharges resulting from firefighting activities.

Individual Onsite Wastewater System – Any wastewater dispersal system serving a single lot.

Private Water System – A water system that serves no more than 25 people at least 60 days of the year and has no more than 15 service connections.

Public Water System (PWS) – A system that provides piped water for human consumption to at least 15 service connections or serves an average of at least 25 people for at least 60 days each year. PWSs can be community, nontransient noncommunity, or transient noncommunity systems.

Responsible Implementation Agents – Organizations within the County's administrative system, particularly General Services, Building & Development, Transportation and Capital Infrastructure, Family Services, Health Department, Management & Financial Services, Planning Department, Public Affairs & Communications; and, separate organizations such as Loudoun Water and the various towns within the County, that are or may be responsible for executing portions of the procedures set forth in this manual.

Revised General Plan – The Revised General Plan and other supporting documents and ordinances together comprise the Loudoun County Comprehensive Plan (Revised General Plan, Preface, text). The policies and methods of implementation of the Revised General Plan are intended to ensure the long-term fiscal balance of the County, to protect its environment and natural resources, to create high-quality communities, and to provide adequate levels of public

services and facilities. The Revised General Plan is the foundation for amendments to County ordinances to ensure that the County's goals are implemented through the regulatory process.

Rural Policy Area – A planning area identified in the County's Revised General Plan which extends west of the Transition Policy Area to the county boundaries, encompassing 227,904 acres, which represents about 67 percent of Loudoun County's total land. The majority of the Rural Policy area is served by onsite water and wastewater.

Suburban Policy Area – A planning area identified in the County's Revised General Plan which includes the eastern part of the county where higher density residential, business and commercial uses are planned. The majority of the Suburban Policy area is served by central water and sewer (wastewater).

Transition Policy Area – A planning area identified in the County's Revised General Plan which serves as a visual and spatial transition between the Suburban Policy Area to the east and the Rural Policy area to the west. A small percentage of the Transition Policy Area is currently served by central water and sewer (wastewater); however, utilities may be extended across the entire planning area.

Treatment Works – Any devices and systems used for the storage, treatment, recycling or reclamation of wastewater or liquid industrial waste, or other waste or necessary to recycle or reuse water, including intercepting sewers, outfall sewers, wastewater collection systems, individual systems, pumping, power and other equipment's and their appurtenances; extensions, improvements, remodeling, additions, or alterations; and any works, including land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment; or any other method or system used for preventing, abating, reducing, storing, treating, separating or disposing of municipal water or industrial waste, including waste in combined sewer water and sanitary sewer systems.

2.0 METHODOLOGY FOR RECEIVING AND REVIEWING COMMUNITY APPLICATIONS

2.1 Overview of the Process

This section provides an overview of the process for scoring, evaluating, and prioritizing community applications for solving water and/or wastewater issues in Loudoun County. The process places the greatest emphasis on addressing water- or wastewater-related public health issues in the County. Community applications should be sought periodically; an open period should be defined by the County, during which applications will be accepted. Leading up to and during this period, the County should advertise the availability of the applications using a variety of different outreach methods. Various County Departments should provide the applications to interested parties and the form should be maintained on the County's website.

Applications received after the closure of the latest open period will be kept for future consideration and the community coordinators listed on the application will be informed of the need to put the application in the next group to be evaluated in the future. The Responsible Implementation Agents will ensure that any community(s) with a late application will have the opportunity to update the submission(s) during the next open period.

The County will use a three-stage process for the evaluation of applications:

- **Stage 1** – Applications will be assessed for eligibility, followed by an evaluation based on health and safety considerations.
- **Stage 2** – Based on the scores from Stage 1, feasibility studies will be conducted for as many of the Stage 1 applications as can be funded.
- **Stage 3** – Applications that have been subject to a feasibility study will be evaluated based on other non-health and safety considerations, including historic status, the total estimated cost, cost per home served, and potential funding sources.

Throughout the process the Responsible Implementation Agents will keep the community coordinators informed of the progress of consideration of their application (the application form is provided in Appendix A).

In cases in which applications have passed the eligibility confirmation, but have not cleared the complete process for water / wastewater solutions, the community may reactivate their application in the next submittal period by submitting a letter so indicating. The letter must be signed by the coordinator and back-up coordinator and must indicate any changes in the information from the prior submittal. A new application form may also be submitted as an option. In the event of substantial changes in the information, a new application form should be used.

2.1.1 Eligibility

In Stage 1, applications will be assessed for eligibility based on the following criteria:

- Are there signatures of at least 60% of the property owners?
- Is the information provided sufficiently complete for the evaluation to continue?
- Is a suitable map included?
- Are two community coordinators identified and contact information provided?

2.1.2 Evaluation

The remainder of the Stage 1 process will use the information on the application and other information gathered by a team of Responsible Implementation Agents, comprised of representatives of General Services, the Health Department, Transportation and Capital Infrastructure, Family Services, and Loudoun Water, to score and evaluate each application based on the health and safety factors and relative weighting described in detail in Section 2.3.3.

In Stage 2, a feasibility study will be conducted of the potential water and/or wastewater solutions needed to address the top scoring application(s) from Stage 1. The number of communities for which feasibility studies will be conducted each year will be based on available funding. In the event that the water or wastewater need in a community scores high enough to warrant a feasibility study, and the community has also requested assistance with the other service, both services will be included in the feasibility study. This will be done even if the other need has not scored high enough to warrant a feasibility study on its own. Including a secondary service in a feasibility study will not preclude the conduct of feasibility studies for other applications.

In Stage 3, each community application will be ranked based on the non-health and safety factors, with the relative weighting factors described in detail in Section 2.3.5, and cost and funding considerations. Cost factors will include design, construction, permitting and easements. The cost per eligible structure served, financing, and funding opportunities will also be evaluated at this point. At the conclusion of this task, a determination will be made of the potential projects that can be undertaken by the County at that time.

The approach and procedures that the County will follow in providing financial support to communities that have been prioritized for water and/or wastewater projects is outlined in the *Recommended Water and Wastewater Projects Funding Policy* which was adopted on March 4, 2015. Financial support could include grants, state and federal loans, bonds, private donations and local tax funding.

The Responsible Implementation Agents will review the outcome of the evaluation with the community coordinators including solution options and their costs.

2.2 Prioritization Criteria, Explanation, and Weights

The criteria are presented in this section with brief explanations and assigned weights for use in the ranking process. Implementation issues that have been identified are also mentioned here.

2.2.1 Criteria

The overarching criterion that brings a community to the attention of the County is the presence of public health concerns due to the substandard conditions of the drinking water and/or wastewater systems in a community. Beyond that, the absence of such systems, the age and condition of those systems as well as the presence of impaired waters, and the status of the community or properties within a community as being of notable historic value are also considered.

2.2.2 Explanation

The prioritization process does not prevent the County from assisting a community at any time where a significant public threat exists.

2.2.3 Weight

Details are provided in Section 2.3 of the process by which the community applications will be evaluated and “scored” based on differing weights that are representative of the varying conditions that may be found in a community. The higher weight, and thus score, is representative of the more dire conditions that may exist in a community.

2.2.4 Implementation

To factor in both the goal to address the most needy conditions in the County as well as the reality of limited resources that are available to upgrade water and/or wastewater systems, the evaluation method for considering community applications will be conducted in a three-stage process. The process is described in detail in Section 2.3.

2.3 Detailed Instructions

This section provides instructions for scoring, evaluating, and prioritizing community applications water and/or wastewater solutions by Responsible Implementation Agents. The process places the greatest emphasis on addressing water- or wastewater-related public health issues in the County.

Throughout the process, the Responsible Implementation Agents will keep the community coordinators, identified in the application, informed of the progress of consideration of the application (the application form is provided in Appendix A).

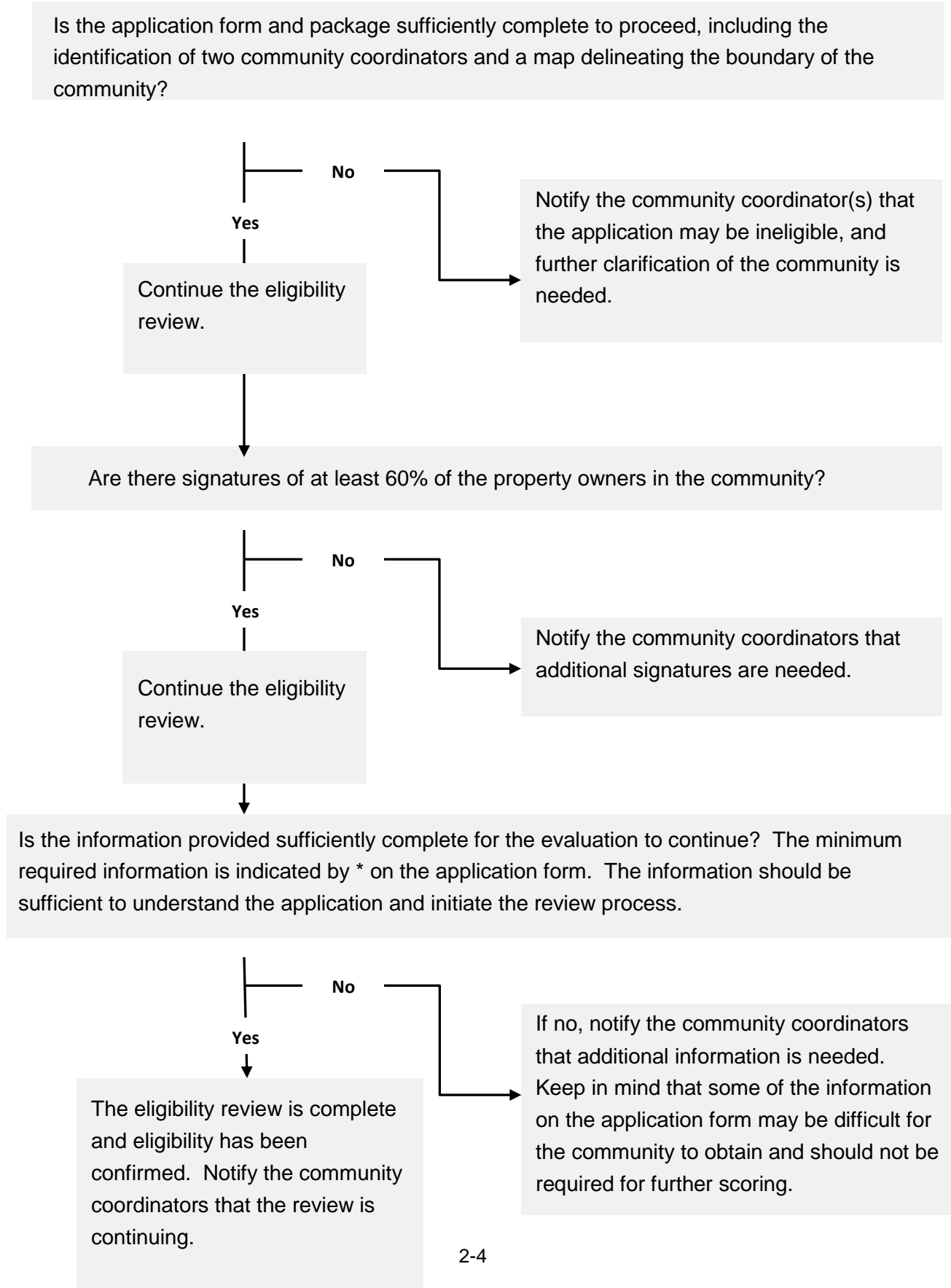
2.3.1 Application

This process is driven by applications submitted to the County by communities seeking water and/or wastewater solutions. Through a public education process, addressed elsewhere, communities may start this process or departments within the County may observe a need and recommend that a community submit an application to initiate the process. The application form and instructions are provided in Appendix A of this Manual. The method for evaluation of the applications is provided below.

2.3.2 Stage 1 Eligibility Evaluation

In Stage 1, Responsible Implementation Agents will assess applications for eligibility and evaluate the applications based on health and safety considerations. Applications will be assessed for eligibility based on the flowchart shown in **Figure 2-1**.

Figure 2-1. Initial Review of Community Applications



2.3.3 Stage 1 – Health and Safety Scoring

Upon the validation of the eligibility of an application, in the remainder of the Stage 1 process, use the information on the application and other information gathered to score and evaluate each application based on the following health and safety factors and relative weighting. Other information gathered or validated will include:

- Median lot size
- Soil characteristics
- Type of water / wastewater systems
- Median age of water / wastewater systems
- Number of homes without any water or wastewater service
- Number of homes and eligible structures served by drinking water wells or systems not in compliance with current standards, including water quality, quantity or construction issues, or contamination (hereinafter “homes” includes homes and other eligible structures)
- Number of failed or inadequate on-site wastewater disposal systems
- Number of alternative discharging wastewater systems
- Impaired streams

Throughout this step, base the scoring on information provided on the application, from the Health Department records, Land Management Systems, and other research. In addition to records research, it may be necessary to verify conditions in the field. The scoring should be as accurate as reasonably possible and is expected to be equitable from the evaluation of one community to another, but is not expected to capture every technical detail regarding the water and wastewater conditions in the community. The application scoring form is included in Appendix B.

Note that this scoring formula is “open-ended”, in that there is no set maximum score, such as 100. Given that the emphasis of this program is on addressing actual and potential health risks, health risk factors, such as individual homes without adequate water or wastewater service, applications will be scored for each home.

Water Applications

1. Count the number of homes in the community without running water in the home and score 10 points each, with no point limit.
2. Count the number of homes in the community without any source of water on the property and score 15 points each, with no point limit.
3. Count the number of homes served by drinking water wells or systems not in compliance with current standards, including water quality, quantity or construction issues, or contamination, and score 10 points each, with no point limit.

Wastewater Applications

4. Count the number of homes in the community without indoor toilets or currently using privies and score 5 points each, no point limit.
5. Count the number of homes in the community with chronically problematic, failed, in need of substantial repair, or inadequate on-site wastewater disposal systems and score 4 points each, no point limit.
6. Count the number of alternative discharging wastewater systems in the community and score 3 points each, with no point limit.
7. As closely as reasonably possible, determine the median age of on-site disposal systems and score the community as follows:
 - a. 50 years or older – 20 points
 - b. 35 – 49 years – 15 points
 - c. 25 – 34 years – 10 points
 - d. 15 – 24 years – 5 points
 - e. Less than 15 years – 0 points
8. Determine the median lot size in the community. Rank the median lot size based on the County quartile in which it falls as follows:
 - a. Smallest quartile – 20 points
 - b. Second-smallest quartile – 15 points
 - c. Second-largest quartile – 10 points
 - d. Largest quartile – 0 points
9. Determine whether there is one or more stream(s) that are impaired by bacterial levels within or within five miles downstream of the community? If yes, score 5 points, total. If no, score 0 points.

Score water and wastewater health and safety issues separately in Stage 1. For instances in which simultaneous applications for assistance with both water and wastewater have been received from communities, they will be evaluated separately, but both will be evaluated in the feasibility study in Stage 2, if either has qualified for a Stage 2 feasibility study.

Apprise the community coordinators of the score and status of their community's application. In addition to their score, the potential information given could include:

- The application score was lower than those of other applications evaluated at this time. In this case, it may be appropriate to point out some of the criteria on which the community did not receive as high a score as others and to remind them that the application may be considered again during the next Stage 1 evaluation period.
- The application score qualified it for further evaluation and it is one of the (staff should provide a number to the community coordinators) applications advancing for further evaluation at that time.

2.3.4 Stage 2 – Feasibility Study

In Stage 2, conduct a feasibility study of the potential water and/or wastewater solutions needed to address the top scoring application(s) from Stage 1. The number of communities for which feasibility studies will be conducted each year will be based on available funding. Provide the community coordinators for each community with an update regarding whether their application produced a high enough ranking to move forward to Stage 2 to complete a feasibility study.

The identification of potential solutions will consider, among other factors:

- The system(s) currently in place;
- The size of the lots in the community;
- The soil characteristics;
- The distance from the community to existing water / wastewater systems;
- Available technologies; and
- Other technical considerations in identifying alternatives for water and wastewater solutions.

Develop costs of potential solutions as part of the feasibility study, including a preliminary cost estimate of the project and determination of the total public cost per occupied property served, including design, construction, permitting, easements.

Provide the community coordinators for each community with an update regarding the feasibility study and potential solutions for their community.

See Appendices C and D for example completed Application and Evaluation forms.

2.3.5 Stage 3 – Non-health and Safety Factors and Cost / Funding Considerations

In Stage 3, evaluate the following non-health and safety factors, with the weighting indicated as follows. The scores derived for each community apply to both water and sewer application scores from that community.

1. In consultation with the Loudoun County Planning Department, determine whether some or all of the community is a registered historic site and score the projected contribution to historic preservation up to 30 points, as follows:
 - a. The community is on the National Historic Register – 30 points
 - b. The community is eligible for inclusion on the National Historic Register – 25 points
 - c. Individual properties in the community are on the National Historic Register – 20 points
 - d. Individual properties in the community are eligible for inclusion on the National Historic Register – 15 points
 - e. The community is on the Virginia Landmarks Register – 10 points
 - f. Individual properties in the community are on Virginia Landmarks Register – 5 points
2. Use the percentage of owners of eligible structures (e.g., homes, shops, churches) who have signed the application as the score for this criterion, with each percentage point worth one point. This provides a maximum score of 100.

3. Determine the cost for the preferred solution presented in the feasibility studies performed in the current application review cycle. Assign points to the applications where:
 - a. The cost per property served for the preferred solution in the feasibility study is lower than in other studied communities – 40 points
 - b. The total cost for the preferred solution in the feasibility study is lower than in other studied communities – 15 points
 - c. The costs associated with the preferred solution in the feasibility study is not the lowest among the studied communities – 0 points

At the conclusion of Stage 3 scoring, each community application will have a total numerical score. Using the results of the feasibility study in Stage 2, identify potential funding sources and determine the solutions that can be undertaken.

3.0 EVALUATION OF THE PRIORITIZATION PROGRAM MANUAL

The methodology for evaluating the effectiveness of the prioritization program and this manual is provided in this section. Successful programs are the result of many things including: planning; preparation; hard work; collaboration; attention to detail; and adherence to the plan during execution. However, despite this there is often room for improvement once the program implementation occurs.

After defining the stages involved with the prioritization process, including those that are not directly involved with the process such as outreach or the securing of funds, a feedback step is needed to record strengths and weakness encountered. For example, feedback should be sought and documented at key points in the process, they include:

1. **Open period** – the time during which the County is accepting applications;
2. **Review period** – the time during which the County reviews the applications that were received;
3. **Coordination period** – the time during which the selected communities, the service providers and the funding sources (the Responsible Implementation Agents) collaborate to set the water and/or wastewater projects into motion; and
4. **Evaluation period** – the time during which the County solicits feedback formally and implements changes based on feedback and experiences encountered during each of the three previous key points in the process.

During the open period, interim feedback may include issues such as insufficient outreach was conducted resulting in too few communities being aware of the opportunity to submit an application. Or, that too many applications were received because individual property owners submitted applications; indicating that the messages about the program were not clear.

During the application review period, interim feedback may indicate that some questions on the application were not appropriate for the community due to the persistent absence of a response to those questions. Or, that some data was provided differently among the applications and clearer or different instructions are warranted.

During the coordination period, there is ample opportunity to note interim feedback. Many Responsible Implementation Agents will be working through complex issues, some for the first time, and it is expected that there will be many lessons learned during this period. Successful implementation of the application process, as well as questions, issues, and situations where difficulties slowed down the process should be noted by agents for sharing during the evaluation period.

After the first round of applications is accepted, reviewed, projects are identified and water and/or wastewater solutions are initiated, a comprehensive evaluation of the evaluation process and the effectiveness of the prioritization program as a whole, should be conducted. The evaluation process should identify strengths and weaknesses identified in the program. Significant changes identified during this process should be made at the end of each application-review-selection-implementation cycle. Minor issues that surface during the process, interim feedback, should be considered and addressed immediately when appropriate. The evaluation step and updating of the manual is done to reflect identified improvements in program implementation. Changes should be tracked in the Record of Changes on **page ii** of this manual.

Appendix A
Community Application Form and Applicant Instructions

Loudoun County, Virginia
APPLICATION FOR CONSIDERATION OF
COMMUNITY WATER AND/OR WASTEWATER SOLUTIONS

*****DISCLAIMER: Applying for assistance from the County for Water and/or Wastewater solutions does not guarantee that improvements will be provided. Applications aid the County in assessing which communities have the greatest need. *****

Background and Instructions

This application form provides a means for communities in Loudoun County to apply for water and/or wastewater service improvements. This application form collects some of the necessary information for consideration, evaluation, and prioritization of applications.

Applicants should fill in as much of the information as possible, including the Individual Homes Data Gathering Form and the Property Owner Signatures page. **An asterisk (*) is used where the information is required.** If unsure about a response, a question mark (?) should be added. Completed forms should be submitted to:

Department of General Services/Scott Fincham
County of Loudoun
801 Sycolin Road, SE
P.O. 7100
Leesburg, VA 20177-7100

For questions or assistance, Mr. Fincham may be contacted at 703-771-5520, or by email, scott.fincham@loudoun.gov.

To be eligible to submit an application:

- There must be issues with water and/or wastewater within the community;
- The community must identify at least two coordinators and submit only one application per community;
- The application must contain the signatures of at least 60% of the total owners of occupied homes and other eligible structures within the community.
- A map of the community must be provided. The map may be hand-drawn or copied from another source. It must have sufficient detail and be of sufficient quality to show the community boundary and the properties that comprise the community.

Loudoun County, Virginia
APPLICATION FOR CONSIDERATION OF
COMMUNITY WATER AND/OR WASTEWATER SOLUTIONS

Occupied and unoccupied residences, as well as other structures that traditionally have indoor plumbing, such as churches, businesses, and community centers, are eligible for consideration in this application. Structures that traditionally do not have indoor plumbing, such as garages, workshops, and barns; vacant non-residential structures; and properties without structures are not eligible for consideration. Upon receipt of this application form, Loudoun County representatives will conduct a review and evaluation of the application and provide an update to the community coordinators. Loudoun County will verify application information where possible and consider other available information beyond what is included in the application, including:

- Median lot size
- Soil characteristics
- Type of water / wastewater systems
- Number of homes and eligible structures without water or wastewater service
- Number of homes served by drinking water wells or systems not in compliance with current standards, including water quality, quantity or construction issues, or contamination
- Median age of water and wastewater disposal systems
- Number of failed or inadequate on-site wastewater disposal systems
- Number of alternative discharging wastewater systems
- Impaired streams

Scoring results, including materials used to conduct the scoring of an application, will be available to the community coordinators.

Line-by-line instructions:

1 – Provide the name or names by which the community is commonly referred. If the community does not have an existing name, please provide one like, “The cluster of homes around the intersection of ...”

2 – Provide the street / road location of the community, such as, “At the intersection of 1st & Main Streets. Provide a map of the community which shows the community boundary and the properties that comprise the community.

3 – Provide a general description of the community, such as “20 homes, with one church.”

4 – Provide the name and contact information for the primary coordinator of this application process, a back-up coordinator, and optional third contact person.

Loudoun County, Virginia
APPLICATION FOR CONSIDERATION OF
COMMUNITY WATER AND/OR WASTEWATER SOLUTIONS

5 – By circling one or both of the choices, indicate whether this application is for assistance with solutions for water, wastewater, or both.

6 – Provide the residential population, number of persons living in the community, as accurately as possible.

7 – Indicate the number of homes in the community, including those currently occupied and those currently unoccupied.

8 – Indicate the number of eligible structures in the community, such as churches, businesses, community centers, and other buildings that typically have indoor plumbing.

9 – If the community has a civic association or home owners' association, indicate the name of the association, name of the contact person, and their contact information.

10 – Provide a narrative description of the water or wastewater issue in the community, such as "Of the 12 homes in our community, two have outhouses and six others have sewage coming up in their yards from their drainfields." This is an example only and will vary from community to community.

11 – Indicate the total number of homes and other eligible structures in the community with drinking water service and in which of the three general categories they fall under.

12 – Indicate the number of homes without any source of water anywhere on the property.

13 – Indicate the number of homes without running water inside the home.

14 – Indicate the total number of homes and other eligible structures in the community with wastewater service and in which of the five general categories they fall under.

15 – Indicate the number of homes without working indoor toilets that are currently using privies or outhouses.

16 – Indicate the number of owners of occupied homes and other eligible structures who have signed this application.

17 – Indicate the percentage of the total owners of occupied homes and other eligible structures who have signed this application.

BASIC INFORMATION

1. Community Name*:

2. Street/Road Location*:

3. Community Description*:

COMMUNITY APPLICATION COORDINATOR CONTACT INFORMATION

4. Primary Coordinator Name (First and Last)*:

Address*:

Phone*:

E-mail:

Fax:

Back-up Coordinator Name (First and Last):

Address:

Phone:

E-mail:

Fax:

Optional Third Coordinator Name (First and Last):

Address:

Phone:

Email:

Fax:

ADDITIONAL INFORMATION

5. Service Requested*: Water__ Wastewater__ (Please check one or both)

6. Residential Population of Community*:

7. Number of Homes in the Community*:

8. Number of Other Eligible Structures in Use *:

9. Civic Association or Home Owners' Association Name, If Applicable:

Civic Association or HOA Contact Name (First and Last):

Address:

Phone:

Fax:

E-mail:

10. Narrative description of the water or wastewater issue in the community. Use additional paper if needed.)*:

In the following section, please provide a numeric value for each of the questions.

11. Number of homes and other eligible structures in the community with drinking water service*:
Please indicate how many of those homes and other eligible structures are in the three categories shown below:

Individual Wells*:	Community Water System*:	Other*:
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12. Number of homes without any source of water on the property*:

13. Number of homes without running water inside the home:

14. Number of homes and other eligible structures in the community with wastewater service (total)*:

Please indicate how many of those homes and other eligible structures are in the five categories shown below:

Individual Septic Tanks*:	Community Wastewater System*:	Pump-and-Haul*:
Permitted Discharging Systems*:	Other*:	

15. Number of homes without working indoor toilets / currently using privies or outhouses*:

16. Number of owners of occupied homes and other eligible structures who have signed this application below*:

17. Percentage of owners of occupied homes and other eligible structures who have signed this application below*:

Please complete the Data Gathering Form for Individual Homes and Other Eligible Structures to the best of your ability. It is understood that in many cases property addresses, property owner signatures and the date of signature may be the only additional information that is provided.

DATA GATHERING FORM FOR INDIVIDUAL HOMES AND OTHER ELIGIBLE STRUCTURES

Please provide the address, printed name, signature, date of signature, and any of the other information indicated if possible. See explanations below, and use additional sheets as needed.

Please provide the Loudoun County Property Identification Number (PIN), and the page number, where the property is recorded, if known:
See <http://logis.loudoun.gov/weblogis/>

For the lot size please provide in approximate acres or portions of an acre (e.g., ¼ acre).

For the Current Water Source, please select from the following, and enter the appropriate number in the form:

- 1- Individual well working fine
- 2- Individual well with quality or quantity issues
- 3- Shared well working fine
- 4- Shared well with quality or quantity issues
- 5- Community water system working fine
- 6- Community water system with quality or quantity issues
- 7- No on-site source of water
- 8- Other
- 9- Don't know

For the Current Wastewater Service, please select from the following, and enter the appropriate number in the form:

- 1- Conventional septic system working fine
- 2- Conventional septic system with performance issues
- 3- Alternative onsite system working fine
- 4- Alternative onsite system with performance issues
- 5- Community wastewater treatment system working fine
- 6- Community wastewater treatment system with performance issues
- 7- Alternative onsite discharging system regardless of performance
- 8- Outhouse or portable toilet
- 9- Other
- 10- Don't know

Please provide the age of the water system currently in use (in years):

Please provide the age of the wastewater system currently in use (in years):

By signing this form, I attest that I am the owner (or one of the owners) of the property indicated, that the information I have provided is the best available to my knowledge, and that I support this request for Loudoun County assistance with water and/or wastewater issues in my community and pledge my cooperation and assistance with this process.

For an application to be considered on behalf of a community, at least 60% of the total number of property owners within the community must sign this application. (Please attach additional sheets as needed).

Property address	Property Identification Number (PIN)	Owner (Please print and sign name)	Date Signed	Lot Size (acres)	Current Water Source / Age	Current Wastewater Service / Age
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/

By signing this form, I attest that I am the owner (or one of the owners) of the property indicated, that the information I have provided is the best available to my knowledge, and that I support this request for Loudoun County assistance with water and/or wastewater issues in my community and pledge my cooperation and assistance with this process.

For an application to be considered on behalf of a community, at least 60% of the total number of property owners within the community must sign this application. (Please attach additional sheets as needed).

Property address	Property Identification Number (PIN)	Owner (Please print and sign name)	Date Signed	Lot Size (acres)	Current Water Source / Age	Current Wastewater Service / Age
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/

By signing this form, I attest that I am the owner (or one of the owners) of the property indicated, that the information I have provided is the best available to my knowledge, and that I support this request for Loudoun County assistance with water and/or wastewater issues in my community and pledge my cooperation and assistance with this process.

For an application to be considered on behalf of a community, at least 60% of the total number of property owners within the community must sign this application. (Please attach additional sheets as needed).

Property address	Property Identification Number (PIN)	Owner (Please print and sign name)	Date Signed	Lot Size (acres)	Current Water Source / Age	Current Wastewater Service / Age
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/

Appendix B
Application Scoring Form

Loudoun County
STAFF INSTRUCTIONS FOR SCORING, EVALUATING, AND PRIORITIZING
COMMUNITY APPLICATIONS

Community Name:	
Application Criteria	Points
Stage 1 – Health and Safety Factors	
Water Applications	
1. Count the number of homes in the community without running water in the home and score 10 points each. <i>(no point limit)</i>	
2. Count the number of homes in the community without any source of water on the property and score 15 points each (no point limit).	
3. Count the number of homes served by drinking water wells or systems not in compliance with current standards including water quality, quantity or construction issues, or contamination and score 10 points each. <i>(no point limit)</i>	
Stage 1 Water Score	
Wastewater Applications	
4. Count the number of homes in the community without indoor toilets or currently using privies and score 5 points each. <i>(no point limit)</i>	
5. Count the number of homes in the community with failed or inadequate on-site wastewater disposal systems and score 4 points each. <i>(no point limit)</i>	
6. Count the number of alternative discharging systems in the community and score 3 points each. <i>(no point limit)</i>	
7. As closely as reasonably possible, determine the median age of the on-site disposal systems and score the community as follows: <ul style="list-style-type: none"> a. 50 years or older – 20 points b. 35 – 49 years – 15 points c. 25 – 34 years – 10 points d. 15 – 24 years – 5 points e. Less than 15 years – 0 points 	
8. Determine the median lot size in the community. Rank the median lot size based on the County quartile in which it falls as follows: <ul style="list-style-type: none"> a. Smallest quartile – 20 points b. Second-smallest quartile – 15 points c. Second-largest quartile – 10 points d. Largest quartile – 0 points 	
9. Is there one or more stream(s) that are impaired by nitrogen or bacterial levels within or within five miles downstream of the community? If yes, score 5 points, total. If no, score 0 points.	
Stage 1 Wastewater Score	
Stage 2 – Feasibility Study	No Score¹
Page 1 of 2	

Loudoun County
STAFF INSTRUCTIONS FOR SCORING, EVALUATING, AND PRIORITIZING
COMMUNITY APPLICATIONS

Community Name:	
Application Criteria	Points
Stage 3 – Non-Health and Safety Factors	
1. Determine whether some or all of the community is a registered historic site and score the projected contribution to historic preservation up to 30 points, as follows: <ul style="list-style-type: none"> a. The community is on the National Historic Register – 30 points b. The community is eligible for inclusion on the National Historic Register – 25 points c. Individual properties in the community are on the National Historic Register – 20 points d. Individual properties in the community are eligible for inclusion on the National Historic Register – 15 points e. The community is on the Virginia Landmarks Register – 10 points f. Individual properties in the community are on the Virginia Landmarks Register – 5 points 	
2. Percentage of eligible property owners who have signed the application.	
3. Determine the cost for the preferred solution presented in the feasibility studies performed in the current application review cycle. Assign points to the applications where: <ul style="list-style-type: none"> a. The cost per property served for the preferred solution in the feasibility study is lower than in other studied communities – 40 points b. The total cost for the preferred solution in the feasibility study is lower than in other studied communities – 15 points c. The costs associated with the preferred solution in the feasibility study is not the lowest among the studied communities – 0 points 	
Stage 3 Score	
Stage 1 - Water and Stage 3 Combined Score	
Stage 1 - Wastewater and Stage 3 Combined Score	

¹ A feasibility study will be prepared for as many communities for which funding is available.

Appendix C
Example Completed Application

Appendix C. Example Completed Application

BASIC INFORMATION		
1. Community Name*: Loudounville		
2. Street/Road Location*: Intersection of Forest Trail and Country Trail		
3. Community Description*: The 15 homes located within ½-mile radius of the intersection of Forest Trail and Country Trail		
COMMUNITY APPLICATION COORDINATOR CONTACT INFORMATION		
4. Primary Coordinator Name (First and Last)*: Mary Smith		
Address*: 30126 Country Trail, Loudoun County, VA		
Phone*: 111-111-1111	E-mail: NA	Fax: NA
Back-up Coordinator Name (First and Last): Harold Jones		
Address: 116 Forest Trail, Loudoun County, VA		
Phone: 222-222-2222	E-mail: NA	Fax: NA
Optional Third Coordinator Name (First and Last):		
Address:		
Phone:	Email:	Fax:
ADDITIONAL INFORMATION		
5. Service Requested*: Water <input checked="" type="checkbox"/> Wastewater <input checked="" type="checkbox"/> (Please check one or both)		
6. Residential Population of Community*: 30		
7. Number of Homes in the Community*: 15		
8. Number of Other Eligible Structures in Use *: 0		
9. Civic Association or Home Owners' Association Name, If Applicable: NA		
Civic Association or HOA Contact Name (First and Last):		
Address:		
Phone:	Fax:	E-mail:
10. Narrative description of the water or wastewater issue in the community. Use additional paper if needed.):*: <u>We have five homes with no inside running water or indoor toilets, four houses with sewage coming out of the ground, a constant odor of sewage in our community and four of our homeowners have been advised not to drink the water from their wells.</u> ----- ----- -----		
Page 1 of 2		

Appendix C. Example Completed Application

In the following section, please provide a numeric value for each of the questions.

11. Number of homes and other eligible structures in the community with drinking water service*: **12**
Please indicate how many of those homes and other eligible structures are in the three categories shown below:

Individual Wells*: 12	Community Water System*: 0	Other*: 0
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12. Number of homes without any source of water on the property*: **3**

13. Number of homes without running water inside the home: **5**

14. Number of homes and other eligible structures in the community with wastewater service (total)*: **10**
Please indicate how many of those homes and other eligible structures are in the five categories shown below:

Individual Septic Tanks*: 10	Community Wastewater System*: 0	Pump-and-Haul*: 0
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Permitted Discharging Systems*: 0	Other*: 0
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15. Number of homes without working indoor toilets / currently using privies or outhouses*: **5**

16. Number of owners of occupied homes and other eligible structures who have signed this application below*: **10**

17. Percentage of owners of occupied homes and other eligible structures who have signed this application below*: **66%**

Appendix D
Example Application Scoring Form

Appendix D. Example Application Scoring Form

Loudoun County STAFF INSTRUCTIONS FOR SCORING, EVALUATING, AND PRIORITIZING COMMUNITY APPLICATIONS	
Community Name: Loudounville	
Application Criteria	Points
Stage 1 – Health and Safety Factors	
Water Applications	
1. Count the number of homes in the community without running water in the home and score 10 points each. (no point limit)	50
2. Count the number of homes in the community without running water or any source of water on the property and score 15 points each. (<i>with no point limit</i>)	45
3. Count the number of homes served by drinking water wells or systems not in compliance with current standards, including water quality, quantity or construction issues, or contamination and score 10 points each. (<i>with no point limit</i>)	40
Stage 1 Water Score	135
Wastewater Applications	
4. Count the number of homes in the community without indoor toilets or currently using privies and score 5 points each. (<i>with no point limit</i>)	25
5. Count the number of homes in the community with failed or inadequate on-site wastewater disposal systems and score 4 points each. (<i>with no point limit</i>)	36
6. Count the number of alternative discharging systems in the community and score 3 points each. (<i>with no point limit</i>)	0
7. As closely as reasonably possible, determine the median age of on-site disposal systems and score the community as follows: <ul style="list-style-type: none"> a. 50 years or older – 20 points b. 35 – 49 years – 15 points c. 25 – 34 years – 10 points d. 15 – 24 years – 5 points e. Less than 15 years – 0 points 	20
8. Determine the median lot size in the community. Rank the median lot size based on the County quartile in which it falls as follows: <ul style="list-style-type: none"> a. Smallest quartile – 20 points b. Second-smallest quartile – 15 points c. Second-largest quartile – 10 points d. Largest quartile – 0 points 	0
9. Is there one or more stream(s) that are impaired by nitrogen or bacterial levels within or within five miles downstream of the community? If yes, score 5 points, total. If no, score 0 points.	5
Stage 1 Wastewater Score	86
Stage 2 – Feasibility Study	No Score¹
Page 1 of 2	

Appendix D. Example Application Scoring Form

Loudoun County STAFF INSTRUCTIONS FOR SCORING, EVALUATING, AND PRIORITIZING COMMUNITY APPLICATIONS	
Community Name: Loudounville	
Application Criteria	Points
Stage 3 – Non-Health and Safety Factors	
1. Determine whether some or all of the community is a registered historic site and score the projected contribution to historic preservation up to 30 points, as follows: <ul style="list-style-type: none"> a. The community is on the National Historic Register – 30 points b. The community is eligible for inclusion on the National Historic Register – 25 points c. Individual properties in the community are on the National Historic Register – 20 points d. Individual properties in the community are eligible for inclusion on the National Historic Register – 15 points e. The community is on the Virginia Landmarks Register – 10 points f. Individual properties in the community are on Virginia Landmarks Register – 5 points 	20
2. Percentage of eligible property owners who have signed the application.	66
3. Determine the cost for the preferred solution presented in the feasibility studies performed in the current application review cycle. Assign points to the applications where: <ul style="list-style-type: none"> a. The cost per property served for the preferred solution in the feasibility study is lower than in other studied communities – 40 points b. The total cost for the preferred solution in the feasibility study is lower than in other studied communities – 15 points c. The costs associated with the preferred solution in the feasibility study is not the lowest among the studied communities – 0 points 	15
Stage 3 Score	101
Stage 1 - Water and Stage 3 Combined Score	236
Stage 1 - Wastewater and Stage 3 Combined Score	187
Page 2 of 2	

¹ A feasibility study will be prepared for as many communities for which funding is available.