



PUBLIC WATER SUPPLY PROGRAM (PWSLP) LEAD SERVICE LINE REPLACEMENT (LSLR) PROJECTS INSTRUCTIONS FOR FUNDING NOMINATION FORMS FOR LOAN ASSISTANCE

Funding Nomination Forms (FNFs) must be received by the Agency on or before March 31st preceding the fiscal year for which assistance is requested. To appear on the Agency's Project Priority List, a loan applicant must submit a Funding Nomination Form each year prior to **March 31st**. To be eligible for the annual Intended Funding List, a Project Plan must be **approved by March 31st**. A separate form is needed for each loan. If funding is being sought for multiple years' worth of funding, separate FNF's should be submitted for each annual phase of work.

Mail completed forms to: IFAS, 2520 West Iles Avenue, P.O. Box 19276, Springfield, IL 62794-9276.

Forms for ongoing funding requests may also be emailed to the assigned project manager.

1. Legal name of the loan applicant that will own, operate and maintain the facilities to be constructed.
2. Provide the mailing address of the loan applicant.
3. Check the box that describes your organization. Units of Local Government include cities, villages, towns, townships, water districts, etc. Choose OTHER for a type of organization that is not listed.
4. The county and legislative districts should be consistent with the mailing address. The Public Water Supply Identification Number is a unique 7-digit number which identifies the water system.
5. The authorized representative must be the person or officer within the loan applicant's organization that will be responsible to execute loan documents.
6. The name of the architectural/engineering consultant or other individual that will be responsible for the facility planning, design and construction of the loan project.
7. Provide a brief description of the proposed project along with the total estimated cost for the fiscal year that funding is requested. If funding is being sought for multiple years' worth of funding, separate FNF's should be submitted for each annual phase of work. Unless the loan is only funding a portion of the project, the cost should include construction, planning, design, legal services, construction oversight, and a 10% contingency. If the loan is only financing a portion of total project costs, do not include costs which will be paid by other funding sources or local funds. For example, if Illinois Environmental Protection Agency (Illinois EPA) is only funding construction, insert the estimated cost of construction plus a 10% contingency and provide an explanation of the other funding sources.
8. Provide the total service population of the loan applicant. If the loan applicant serves multiple municipalities, include the service population for each. If the loan applicant serves unincorporated areas, include the service population for those areas as well. Service population is not service connections or billed units: it is the number of people served by the water system.

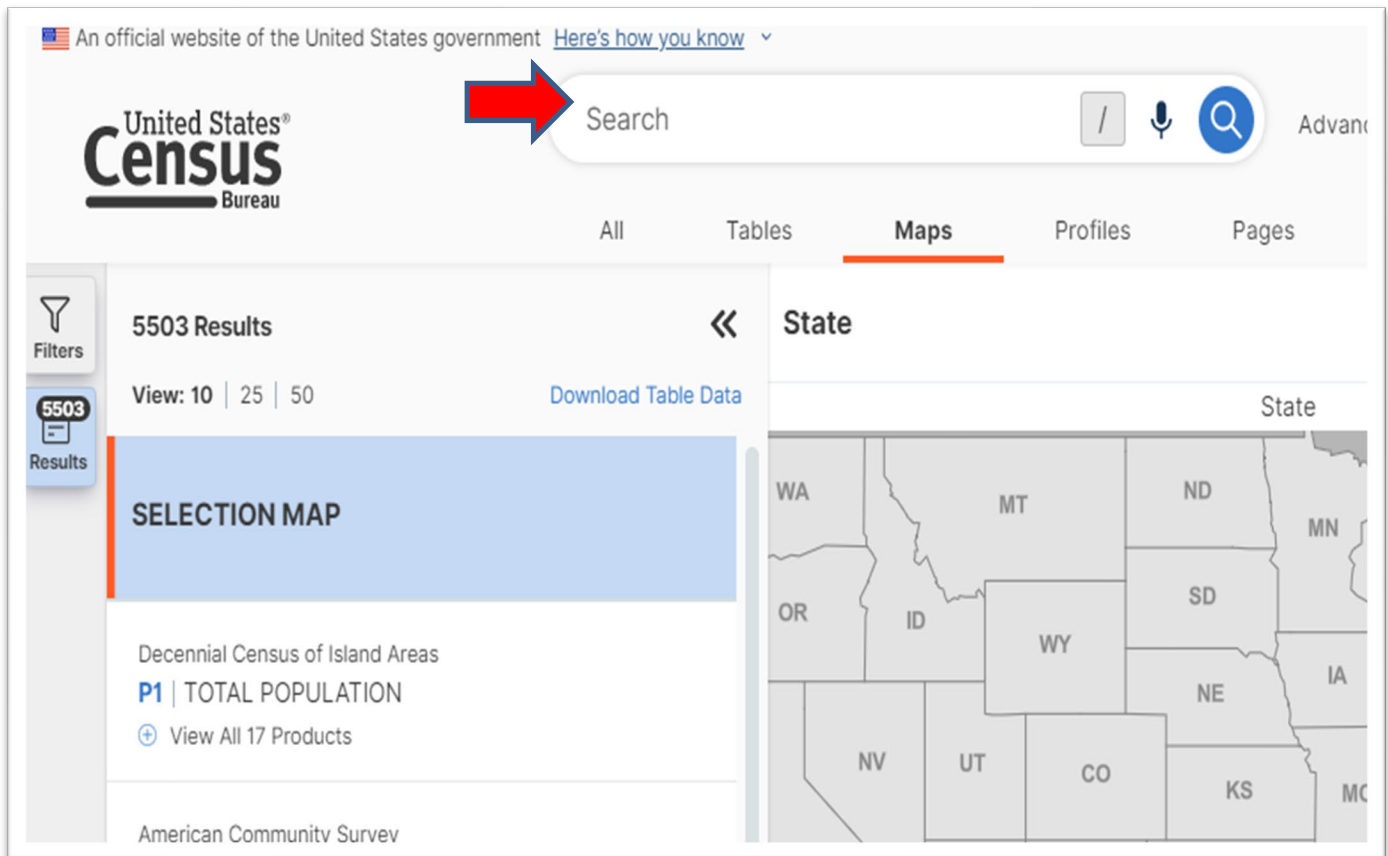
9. Provide the schedule including the estimated month and year that the following project activities will occur:

- a. Obtaining project planning approval. Please note, planning approval is effective for 5 years.
- b. Advertising the project for bids
- c. Start of construction
- d. Completion of construction

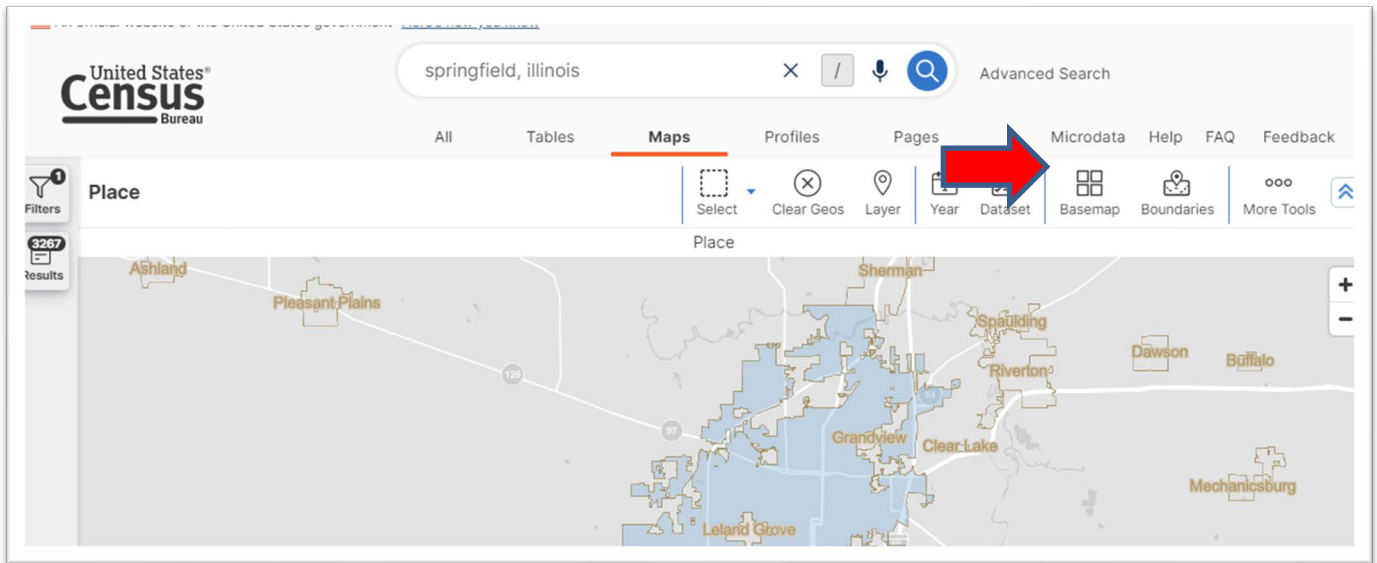
Please note that because Illinois EPA loan program funding is limited, potential projects are scored and prioritized to determine which will have available funds reserved for them during the next fiscal year. The State of Illinois fiscal year starts July 1st and ends June 30th. During the first six months of the fiscal year, starting every July 1st, funding is only available for projects with approved planning that have been scored and are on the intended funding list (IFL). During the second half of the fiscal year, starting every January 1st, IFL projects that are not adhering to their schedule and making progress to meet the requirements of Section 663.350 will be bypassed and the unused money will become available for projects that are ready to proceed. A proposed project must have planning approved by March 31st of the calendar year to be scored and possibly be included in the IFL and have funding reserved for the next fiscal year that starts July 1st. If you have questions on funding availability and scheduling, please contact the Illinois EPA loan program project manager assigned to the project.

10. Information about project location.

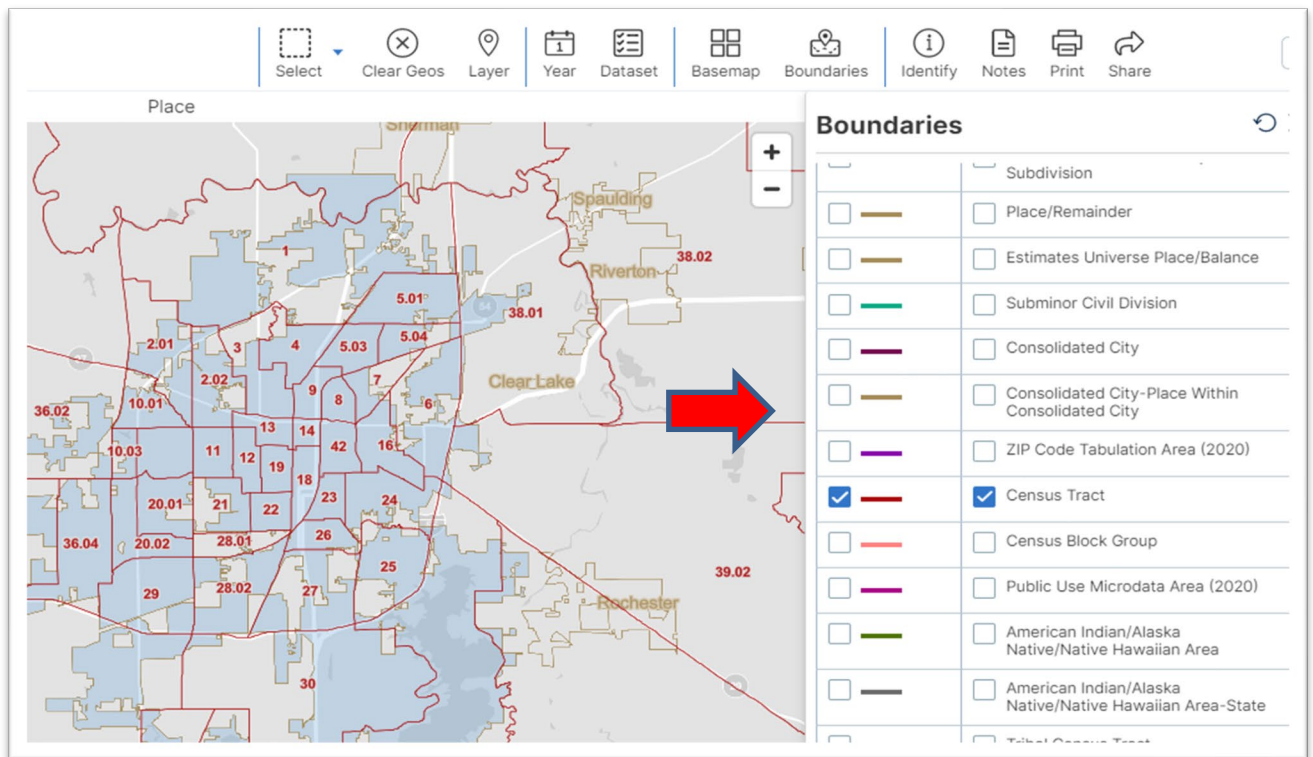
- a. Instructions for navigating the Census Bureau website to identify census tracts for the project area:
 - i. Go to website: [Census Bureau Data](https://www.census.gov)
 - ii. Top right of the webpage Select "Maps"
 - iii. In the Search Bar, type in the name of the municipality followed by ", IL" (for example Chatham, IL).



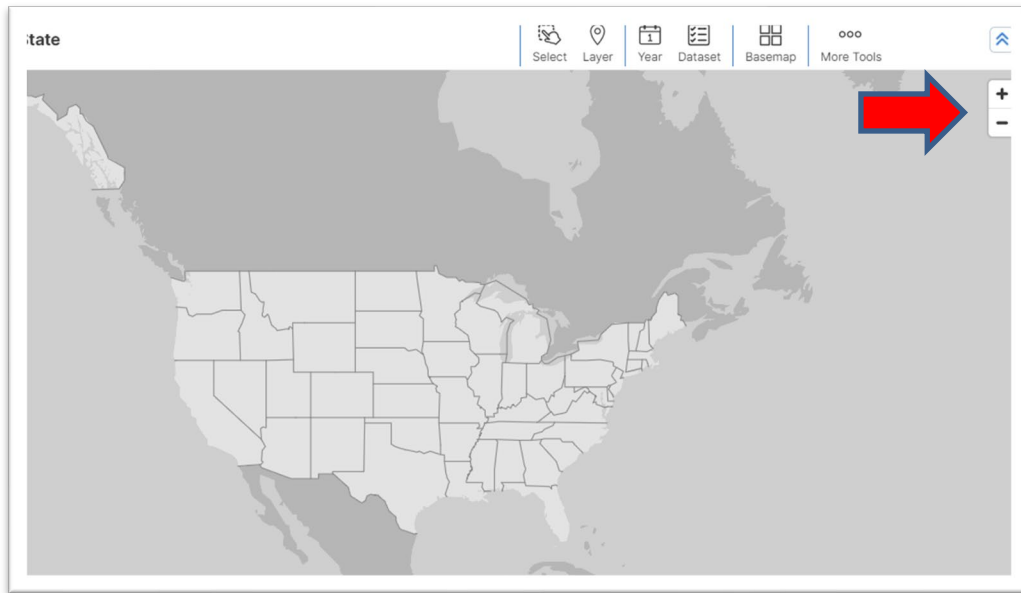
- iv. Once the map is displayed, Select “Boundaries” from the options above the map. If the option for “Boundaries” is not visible, Click on “More Tools” to view all options.



- v. Scroll down the Boundaries list and Click on both boxes associated with “Census Tract”.



- vi. The map is now displayed with both municipal boundaries and census tracts. Periodically the map will position over a different state. To find Illinois, click in the map and use the zoom out buttons provided. You can then use the mouse pan over to Illinois. Once Illinois is visible on the map, you can begin to zoom into the area of interest. As you continue to zoom in, more tract numbers will become visible and then street names as you continue to zoom.



- vii. **Census tract information provided on the Funding Nomination Form needs to include the county name and the tract number.** Click within the census tract on the map to find the county name and tract number.
- b. **Provide the outermost street names outlining the project area corresponding with the previously mentioned census tracts. Think of this as the streets that are framing the project area. This is to help Illinois EPA staff to double check and ensure the appropriate census tracts are being scored for the project.**



Illinois Environmental Protection Agency

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JB Pritzker, Governor

James Jennings, Director

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FUNDING NOMINATION FORM FOR PUBLIC WATER SUPPLY LOAN PROGRAM LEAD SERVICE LINE REPLACEMENT PROJECTS

Annual Filing Deadline: March 31st

FOR AGENCY USE ONLY

LOAN NUMBER: L17 ☐ Check here if NEW project without a loan number

1. LEGAL NAME OF APPLICANT: _____

2. ADDRESS OF APPLICANT: _____

3. ORGANIZATIONAL TYPE:

- ☐ Unit of Local Government
☐ Investor-Owned Water Utility
☐ Not for Profit Water Corporation
☐ Mutually or Cooperatively Owned Water System
☐ Other: _____

4. LOCATION INFORMATION:

- a. County: _____
b. U.S. Congressional District #: _____
c. IL House District #: _____
d. IL Senate District #: _____
e. Public Water Supply ID #: _____

5. AUTHORIZED REPRESENTATIVE:

Name: _____
Title: _____
Phone: _____
Email: _____

6. ENGINEER:

Name: _____
Firm: _____
Phone: _____
Email: _____
Address: _____

7. BRIEF PROJECT DESCRIPTION – CURRENT PHASE ONLY

(Attach additional pages if necessary)

ESTIMATED COST: _____

8. POPULATION SERVED BY THE LOAN APPLICANT: _____

(Provide the entire service population of the applicant, not just the service population of the project area)

9. PROPOSED PROJECT SCHEDULE:

- a. Project Plan Approval Date: _____
b. Advertise for Bids: _____
c. Construction Start Date: _____
d. Completion of Construction: _____

10. Additional Questions regarding this Project:

- a.** In the space below, provide the census tract(s) of the project area from the U.S. Department of Commerce, Bureau of Census of where the project will take place:

(Find your census tract information here: [Census Bureau Data](#))

Census Tract: _____	County: _____
Census Tract: _____	County: _____
Census Tract: _____	County: _____
Census Tract: _____	County: _____
Census Tract: _____	County: _____
Census Tract: _____	County: _____
Census Tract: _____	County: _____
Census Tract: _____	County: _____

**If your project includes more census tracts than the space provided above, provide the additional census tract and corresponding county on a supplemental attachment. **

- b.** Provide the outermost street names outlining the project area of the above-mentioned census tracts:

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

DISCLAIMER:

- 1. In accordance with 35 Illinois Administrative Code Part 663, the priority scoring of lead service line replacement projects will occur during April and May of each year. Scoring will be based on the data from the US Department of Commerce, Bureau of Census' most recent American Community Survey 5-year estimate. Census data as of March 31 of each year to be utilized for scoring, will be posted on the Agency website.*
- 2. Community water supply systems which have not completed their service line inventory in accordance with Section 17.12(d) of the Act are not eligible to be considered a Disadvantaged Community per 35 Illinois Administrative Code Part 663. Therefore, they are considered ineligible to receive additional subsidization (commonly known as principal forgiveness) funding for lead service line replacement through 35 Illinois Administrative Code Part 663.*