



## **PUBLIC WATER SUPPLY PROGRAM (PWSLP) INSTRUCTIONS FOR FUNDING NOMINATION FORMS FOR LOAN ASSISTANCE**

Funding Nomination Forms 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.

Mail completed forms to: IFAS, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, IL 62794-9276.

1. Legal name of the loan applicant that will own 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. 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, do not include costs which will be paid by other funding sources or local funds. For example, if IEPA is only funding construction, insert the estimated cost of construction plus a 10% contingency.
8. Briefly explain why the project is necessary. If the project is compliance related, indicate as such. Compliance will be verified by the Agency. For loan program purposes, compliance projects are those projects that meet the one of the criteria listed below.
  - a. Project will remedy an acute MCL violation or health hazard determination that required the loan applicant to issue a Tier 1 public notice. Examples include an MCL exceedance for e. coli; MCL exceedance for nitrite; waterborne disease outbreak; or other emergency with significant potential for adverse health effects.
  - b. Project will resolve a chronic MCL or treatment technique violation that required the loan applicant to issue a Tier 2 or Tier 3 public notice. These violations require extended exposure before adverse health effects occur. An example is naturally occurring radium.
  - c. Project that will correct a design, operation or maintenance issue which resulted in the loan applicant being placed on the Agency's restricted status list or critical review list.
  - d. Project is necessary to comply with a secondary MCL. In general, these non-enforceable standards are related to smell, taste, odor, corrosion, or cosmetic effects. Some causes include iron, manganese, sodium, aluminum, foaming agents, chloride, pH, high levels of naturally occurring fluoride, sulfate, zinc, copper, silver, and total dissolved solids.
9. Project location refers to the construction location. Do NOT use the loan applicant's mailing address. If the project involves multiple locations, describe each. Examples are below.
  - a. An address or addresses when available.

- b. For pipe projects, a description such as Grand Avenue between 9<sup>th</sup> St. and 11<sup>th</sup> St., or 500 feet northwest of the intersection of County Road 6 and Rural Drive. Descriptions may be used for other circumstances: wells fields, intakes, etc. without addresses.
  - c. For large or citywide pipe projects, the center point of construction may be used. An address at the center of construction may be used. This method could be utilized if all mains in a specific ward or area were being replaced.
  - d. Latitude and Longitude may be used.
10. 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.
11. 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 IEPA 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 662.350 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 IEPA loan program project manager assigned to the project.

12. The Loan Applicant has implemented or is currently developing a system-wide Asset Management Plan (AMP) or equivalent. An AMP is any system-wide plan that contains information on asset conditions, service levels, customer needs, and financial resources. This plan will ensure the loan applicant can conduct planned maintenance and repair, replace and upgrade capital assets to reliably provide quality service for the foreseeable future.

Equivalent plans include systemwide Fiscal Sustainability Plans (FSP), certain Capital Improvements Plans, etc. Loans funds can be used to develop and implement a system-wide AMP. If YES is selected, IEPA may request a copy of the applicant's AMP.

13. Provide answers regarding the how the project implements or utilizes conservation practices, resiliency components, green infrastructure, or reduces lead levels in drinking water.
- a. Answer YES if this project is necessary to correct an active violation of the Act or Board rules and provide the associated violation number pertaining to the project.
  - b. Answer YES if the applicant has implemented a Source Water Protection Plan as provided in 35 Ill. Adm. Code 604.
  - c. Water Audit: Answer YES if the project includes or is the result of a system-wide water audit.

- d. Answer YES if the utility rate structuring promotes water conservation (e.g., increasing block rates). For example, first 10,000 gallons cost \$5 per 1,000 gallons, but consumption greater than 10,000 gallons costs \$10 per 1,000 gallons.
  - e. The project involves the use of improved technologies and practices to deliver equal or better services with less water. Water efficiency encompasses conservation, reuse and water loss reduction. Answer YES if the project includes quantifiable water conservation and/or efficiency measures including metering.
  - f. Answer YES if the project involves the use of improved technologies and practices to reduce energy consumption or uses energy in a more efficient way. This includes projects that utilize renewable energy to reduce water system expenditures or produces renewable energy through measures such as incorporating solar panels or wind turbines.
  - g. Answer YES if the project includes resiliency components including facilities built for redundancy. A water utility's resiliency is the ability to provide an uninterrupted supply of safe drinking water, and this can be affected by manmade or natural occurrences such as earthquakes, drought, flooding, climate change and water quality conditions.
  - h. Answer YES if the project includes other types of "Green Infrastructure" including, but not limited to, LEED certified buildings, green roofs, rainwater harvesting, cisterns, gray water use, sustainable landscaping, constructed wetlands to treat residuals, or pervious pavement.
  - i. Answer YES if the proposed project will reduce the risk of lead exposure by removing lead service lines or other methods used to reduce lead levels in drinking water.
14. If the Project has received an IEPA construction permit provide the appropriate information requested (i.e. Permit Number and date the permit was issued).



# Illinois Environmental Protection Agency

1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217)782-2027



## FUNDING NOMINATION FORM FOR PUBLIC WATER SUPPLY LOAN PROGRAM

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 ESTIMATED COST: \_\_\_\_\_  
*(Attach additional pages if necessary)*

8. REASON/PURPOSE/JUSTIFICATION FOR PROJECT:  
*If this project is compliance-related, or will resolve water quality issues such as taste, odor, or color, indicate below.  
 (Attach additional pages if necessary)*

9. PROJECT LOCATION(S): \_\_\_\_\_  
*(May be address, address start & end points, latitude/longitude, or brief description)*

10. POPULATION SERVED BY THE LOAN APPLICANT: \_\_\_\_\_

11. PROPOSED PROJECT SCHEDULE:
- a. Project Plan Approval Date: \_\_\_\_\_
  - b. Advertise for Bids: \_\_\_\_\_
  - c. Construction Start Date: \_\_\_\_\_
  - d. Completion of Construction: \_\_\_\_\_

**12. Protection of Assets (using AMP of Equivalent):**

- a. Has the loan applicant implemented a system-wide Asset Management Plan (AMP)?
- b. Is the loan applicant currently developing a system-wide Asset Management Plan?
- c. With the loan be used to develop a system-wide Asset Management Plan?


**13. Additional Questions regarding this Project:**

- a. Is this project necessary to correct a violation of the Act or Board rules, other than reporting? If YES, provide the violation notice number: \_\_\_\_\_
- b. Has the applicant implemented a Source Water Protection Plan as provided in 35 Ill. Adm. Code 604?
- c. Is this project include or is the project based upon completion of a system-wide water audit (e.g., water loss accounting), or contains other quantifiable water conservation or efficiency measures, including, but not limited to, metering and water reuse?
- d. Does the applicant utilize a conservation promoting rate structure?
- e. Does the project include improved technologies or practices to reduce energy consumption, or add renewable energy sources, such as solar panels & wind turbines?
- f. Does the project include resiliency components, including facilities built for redundancy, or if the project assists the applicant with planning for potential service disruptions, natural or manmade?
- g. Does the project include resiliency components, such as facilities built for redundancy?
- h. Does the project implement green infrastructure, such as green roofs, pervious pavement, rainwater harvesting or cisterns, sustainable landscaping, constructed wetlands, LEED certified buildings, or riparian buffers?
- i. Does this project involve the removal of lead service lines?


**14. Has the loan applicant received an IEPA construction permit?**

If YES, complete a. and b. below:

- a. Permit #: \_\_\_\_\_
- b. Date Permit Issued: \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:**

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**DATE:**

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