



Illinois Environmental Protection Agency

1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217) 782-3397

Stormwater Project Planning Submittal Checklist

Planning File

Before the Agency will begin review of a Project Plan, a completed **Funding Nomination Form** along with **ALL of the items below**, comprising the basic minimum requirements of a Project Plan, must be included and the **page number(s) of ALL items** noted. Project planning should contain all pertinent information detailed in the Ill Adm. Code Title 35, Section 365.320(e). Loan applicants should be familiar with their planning responsibilities as detailed in Section 365.320 and Section 365.330. To obtain loan funding, projects must provide an environmental benefit that improves or protects water quality. **If any of the basic information is not provided, the planning documentation may be returned.**

Loan Applicant: _____

Consulting Engineer or USDA Natural Resources Conservation Service (NRCS) staff or NRCS certified technical services provider: _____

Consulting Organization Phone: _____ Email: _____

Project Description; see the attached list of IEPA loan eligible stormwater treatment projects (Appendix 1):

Fill in the blanks with the page or section number where the information is found in the planning report.

No.	Page(s)	Information
1.		Loan applicant's background information including location, existing and historical population, makeup of project area population and/or customer base, conditions affecting growth, and the proposed loan repayment period design population/customer base
2.		Detailed discussion and data justifying projected population growth over the proposed loan repayment period or other information that will verify the correct sizing of the proposed project.
3.		Maps of the area's watershed, including identified impaired waters on the State's 303(d) list and hydrologic units. Include the 12-digit Hydrologic Unit Code(s) where the project is located. Reference www.rmms.illinois.edu for links to HUCs. The link for the State's 303(d) list is: https://epa.illinois.gov/topics/water-quality/watershed-management/tmdls/303d-list.html .
4.		Detailed description of the existing tributary watershed system, stormwater sewers and/or associated sanitary sewer collection systems and the receiving water body or area. Identify quantities and volumes from all sources and a unit-by-unit description of existing treatment facilities.
5.		A clear identification of the need for the proposed project(s) and discussion of all problems or other system deficiencies, including flooding, overflows, bypasses, basement backups, surcharging, customer complaints, hydraulic conveyance/capacity problems, treatment plant performance problems/deficiencies and O, M & R programs. If no sanitary sewer system is involved, describe the existing stormwater problems and issues. Briefly describe the environmental problems and threats facing the local water bodies.
6.		Detailed discussion of wet weather flow conditions and operations, the treatment facility's existing and proposed design average and design maximum flow. Where applicable, provide discussion of infiltration and inflow quantities and evaluation of sewer rehabilitation and/or separation.

7.	Where applicable, provide a discussion of the existing and proposed NPDES Permit limits and information regarding an anti-degradation analysis pursuant to Ill Adm. Title 35, Section 302.105 for a new or modified NPDES Permit.
8.	Detailed discussion of all alternatives, including Best Management Practices (BMPs) and green infrastructure practices considered to address existing system deficiencies. Describe how the proposed stormwater treatment project will prevent, reduce or eliminate water quality impairments and the anticipated outputs and outcomes, including the resilience of the project to the effects of climate change, ability to increase efficiency, the capacity to restore natural hydrology, preserve or restore landscape features, environmental innovativeness and nutrient pollution removal. Explain the operational needs and requirements of the proposed project.
9.	Cost comparison of the alternatives considered, including construction costs and O, M & R costs over the proposed project's lifetime and overall cost effectiveness.
10.	Assessment of the chosen alternative's capability to maintain compliance with all applicable laws and regulations, including the current USDA NRCS Technical Guide and Engineering Manual and/or the Illinois Urban Manual. Are there any current violations of State or Federal laws and will the proposed project address these and future compliance issues?
11.	Basis of design for the chosen alternative. The preliminary engineering data should include to the extent appropriate, volume and pollutant load reduction information, flow diagrams, unit process descriptions, detention times, flow rates, unit capacities, etc. to demonstrate that the proposed project will be designed in accordance with 35 Ill. Adm. Code, Section 370 and applicable USDA NRCS requirements. A website that can be used to calculate BMP pollutant load reductions can be found at: https://www.epa.gov/nps/plet .
12.	Inventory of environmental impacts from the chosen alternative and a discussion of the measures required during design and construction to mitigate or minimize negative environmental impacts. The discussion must address at a minimum; rare and endangered species, historic and cultural resources, prime agricultural land, air and water quality, recreational areas, wetlands, floodplains and other sensitive environmental areas. Note: The IEPA Loan Applicant Environmental Checklist must be signed by the loan applicant's authorized representative and submitted to the Agency with all applicable clearances and all records of consultation documentation. The records of consultation for all necessary environmental evaluations must be provided to the IEPA before a Final Planning Approval can be issued. The checklist is available at: https://epa.illinois.gov/content/dam/soi/en/web/epa/topics/grants-loans/state-revolving-fund/documents/environmental_checklist.pdf .
13.	Provide copies of any draft or final inter-governmental agreements and/or service agreements that are necessary to complete the proposed project, with endorsements from all parties.
14.	Indicate whether any Watershed-based Plans and Total Maximum Daily Load (TMDL) Reports have been completed or are under development and provide copies of the report or a current website link.
15.	Reproducible 8.5 x 11-inch map(s) that show the project location in relation to the community.
16.	Complete cost estimate for the proposed project including costs for design engineering, construction engineering, bidding, legal services, construction, contingency, etc. During project planning the contingency is based on 10% of the estimated project construction costs. After bidding and actual construction costs are known, the contingency allowed in the loan agreement is reduced to 3%.
17.	If applicable, provide a construction cost breakdown that includes detailed quantities and associated costs for project items and detailed unit by unit costs for pipe, structures, equipment, etc.
18.	An implementation plan for the proposed project that includes a schedule for design/permitting, bidding, construction start and construction completion.

19.		A detailed description of how the loan will be repaid including: the estimated annual loan repayment amount; the proposed dedicated source of revenue, the estimated O, M & R costs; and financial arrangements that will be necessary to implement the proposed project.
20.		If water or sewer rates will be used to repay the stormwater loan, provide a detailed description of the following: the existing sewer/water user charge system and rate structure; the basis for billing; the average customer's water consumption per billing period; the number of bill paying customers in the system; an example that shows the current costs for an average customer per billing period; any proposed user charge or rate changes; and, the projected costs for an average customer per billing period, after any proposed user charge or rate increases are added. Also provide a summary that shows the system's current annual revenue/income compared to the expenses of the system, including the proposed loan repayment
21.		A completed Project Planning Certification of Cost and Effectiveness Analysis certification form, found on page 4 (attached), must be submitted with the Project Plan.

A Funding Nomination Form (FNF) must be submitted with the Project Plan and then annually (prior to March 31st) until a loan is issued, the project is funded by another source, or cancelled. The FNF and complete instructions are available at the IEPA web site at this link: <https://epa.illinois.gov/content/dam/soi/en/web/epa/documents/epa-forms/water/financial-assistance/wastewater/funding-nomination-for-wpc-loan.pdf>.

Three (3) copies of the Project Plan and related documents should be submitted along with one (1) copy of this completed checklist (Pages 1 through 3), one (1) copy of the Project Planning Certification of Cost and Effectiveness Analysis (Page 4) and (1) copy of the completed Funding Nomination Form to:

Infrastructure Financial Assistance Section
(IFAS) Illinois Environmental Protection Agency
1021 North Grand Ave. East
P.O. Box 19276
Springfield, Illinois 62794

IFAS will distribute the planning documents to the appropriate Agency staff for review, comment, and approval. IFAS will contact the loan applicant if further information is needed.

Please use the box below for any special instructions or notes.



Water Pollution Control Loan Program (WPCLP) Project Planning Certification of Cost and Effectiveness Analysis

Loan Applicant: _____ Project No. L17 _____

Section 602(b)(13) of the federal Water Pollution Control Act requires all public loan recipients to complete a cost and effectiveness analysis prior to receiving a loan for wastewater-related projects from the State Revolving Fund (SRF).

Please verify that both requirements 1 and 2 have been met by checking the boxes below. The form must be signed by the loan applicant's authorized representative, and the professional engineer who completed the analysis on behalf of the loan applicant, as applicable.

1. Loan applicant has studied and evaluated the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity for which assistance is sought under the Illinois Water Pollution Control Loan Program (WPCLP).
2. Loan applicant has selected, to the maximum extent practicable, a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation taking into account the following:
 - a) The cost of constructing the project or activity;
 - b) The cost of operating and maintaining the project or activity over the life of the project or activity; and
 - c) The cost of replacing the project or activity.

We certify that both requirements checked above have been completed for the project. To the best of my knowledge, this information is true and correct.

Loan Applicant's Authorized Representative	
_____	_____
Printed Name	Title
_____	_____
Signature	Date
Professional Engineer (P.E.)	
_____	_____
Printed Name	Title
_____	_____
Signature	Date

Appendix 1

The information below provides examples of potential stormwater management best management practices (BMPs) eligible for financing under the Water Pollution Control Loan Program (Program). This list is not all-inclusive. Additional potential BMPs may be found in *Illinois' Nonpoint Source Management Program* (Illinois EPA, 2013). Inclusion of a BMP, here or in *Illinois' Nonpoint Source Management Program*, does not equate to automatic eligibility for funding under the Program. Appropriate practice location and the practice's ability to provide water quality benefits are also considered.

Streams (Rural and Urban)

- Stream channel and bioengineered bank stabilization
- Two-stage ditch
- Dam removal
- Dredging
- Meandering a channelized stream
- In-stream habitat restoration
- Reconnecting stream to floodplain

Wetlands (Rural and Urban)

- Wetland restoration or enhancement
- Wetland area protection
- New wetland development

Lakes (Rural and Urban)

- Lakeshore stabilization
- Detention practices (sediment and nutrient)
- Aeration/destratification

Agricultural

- Erosion and sediment control
- Livestock waste management
- Buffers and filter strips

Urban

- Rain gardens and rain barrels
- Permeable and porous pavements
- Green roofs
- Bioswales
- Stormwater
- Wetlands
- Infiltration basins/trenches
- Cisterns
- Downspout and illicit inflow disconnections (from CSOs and SSOs)
- Stormwater reuse systems
- Infiltration planters
- Detention basin retrofits
- Sand filters

Riparian Zone (Rural and Urban)

- Buffers and filter strips
- Riparian wetland restoration