



# Illinois Environmental Protection Agency

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

## WATER POLLUTION CONTROL LOAN PROGRAM (WPCLP) 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 district should be consistent with the mailing address.
5. The authorized representative must be the person or officer with the local government unit that will be responsible to execute loan documents.
6. The name of the architectural/engineering consultant or other person 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 or more of the criteria listed below.
  - a. The Project is necessary to correct a situation that has resulted in the applicant receiving a Violation Notice, Compliance Commitment Agreement, or Noncompliance Advisory from IEPA.
  - b. The project is necessary to correct a violation that has resulted in referral to the IL Attorney General's Office, referral to USEPA, a court order directing the applicant to remedy the situation, or an administrative order from USEPA directing the applicant to remedy the situation.
  - c. Project that will correct a design, operation or maintenance issue which resulted in the applicant being placed on the Agency's restricted status list or critical review list.
9. Project location refers to the construction location. 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: streambank projects, detention basins, etc. without addresses. (Continued on back.)
  - 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 could be utilized if all mains in a specific ward or area were being replaced.
  - d. Longitude and Latitude may be used.
10. Provide the service population for the applicant. If the applicant serves multiple municipalities, provide the service population for each municipality. If the applicant serves unincorporated areas, provide 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 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 365.350 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. Does the applicant own and operate a Wastewater Treatment Facility? If YES is selected, only complete questions a) through e). If NO is selected, answer questions f) and g). Many communities own their sewers and pump stations, but wastewater is piped to another community, sanitary district, or water reclamation district for treatment. The largest water reclamation district in IL is the Metropolitan Water District of Greater Chicago which provides wastewater treatment for over 100 municipalities.
13. The 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 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), CMOMs, 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.

14. Provide answers regarding the how the project implements or utilizes conservation practices, resiliency components, green infrastructure, or eliminates potential public health issues.
- 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.



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- b. Answer YES if the project is to correct a situation that resulted in sanitary sewer overflows (SSOs), combined sewer overflows (CSOs), or basement backups.
  - c. Answer YES if the project will consolidate one or more wastewater treatment plants and eliminate a discharge to surface water.
  - d. Answer YES if this project will improve the quality of effluent discharging to Waters of the United States.
  - e. Answer accordingly if the project will reduce Phosphorus (P) or Nitrogen (N) in a receiving stream.
  - f. Answer YES if the project will result in a 20% or greater reduction in water or energy usage by the applicant. This includes projects that utilize renewable energy to reduce expenditures or produce renewable energy through measures such as incorporating solar panels or wind turbines. Answer YES if the project incorporates water recycling or reuse of wastewater.
  - g. Answer YES if the project includes resiliency components including facilities built for redundancy. A utility's resiliency is the ability to provide uninterrupted service, and this can be affected by manmade or natural occurrences such as earthquakes, drought, flooding, or climate change.
  - h. Answer YES if the project includes other types of "Green Infrastructure" including, but not limited to, LEED certified buildings, green roofs, cisterns, gray water use, rain gardens, constructed wetlands, riparian buffers or pervious pavement.
  - i. Answer YES if the project implements any agricultural best management practices (BMPs)?
  - j. Answer YES if 50% or more of the project's cost is to provide sewer service to an unsewered area?
15. If the Project has received an IEPA construction permit provide the appropriate information requested (i.e. Permit Number and date the permit was issued).



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## FUNDING NOMINATION FORM FOR WATER POLLUTION CONTROL 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. Does the applicant own and operate a Wastewater Treatment Plant or Facility (WWTP)?

If YES, complete a. through e. If Applicant has multiple treatment facilities, questions only apply to facilities impacted by the proposed project.

- a. NPDES Permit Number(s) of the Treatment Facility(s): \_\_\_\_\_
- b. Name of Treatment Facility(s): \_\_\_\_\_
- c. Design Average Flow (DAF) of the Treatment Facility: \_\_\_\_\_ MGD
- d. Latitude and Longitude of the discharge (from NPDES permit): \_\_\_\_\_
- e. Name of the receiving body of water (from NPDES permit): \_\_\_\_\_

If NO, complete f. and g.

- f. Name of entity providing wastewater treatment: \_\_\_\_\_
- g. Average flow per day delivered to this facility by the applicant: \_\_\_\_\_ MGD

13. 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. Will the loan be used to develop a system-wide Asset Management Plan?

14. 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. Will this project correct a situation that resulted in sanitary sewer overflows (SSOs), combined sewer overflows (CSOs), or basement backups?
- c. Will this project consolidate one or more WWTPs and eliminate a discharge to surface water?
- d. Will this project improve the quality of effluent discharging to Waters of the United States?
- e. Will this project reduce Phosphorus (P) or Nitrogen (N) in a receiving stream?
- f. Will the project result in a 20% or greater reduction in water or energy use by the applicant?
- g. Does the project include resiliency components, such as facilities built for redundancy?
- h. Does the project implement green infrastructure, such as green roofs, constructed wetlands, etc.?
- i. Does the project implement one or more agricultural best management practices (BMPs)?
- j. Will 50% or more of the project costs provide service to an unsewered area?

15. 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: \_\_\_\_\_

DATE: \_\_\_\_\_