



INSTRUCTIONS FOR COMPLETING THE WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA) NOMINATION FORM

GENERAL INSTRUCTIONS

Drinking water systems eligible for WSRLA assistance are community water systems, both publically and privately owned and nonprofit noncommunity water systems. If your system is eligible for WSRLA assistance, please review these instructions to complete a WSRLA nomination form. After review of these instructions, should you have questions, please contact your local DDAGW district office DWAF loan coordinator:

NWDO:	419-352-8461	NEDO:	330-963-1200	CDO:	614-728-3778
SWDO:	937-285-6357	SEDO:	740-385-8501		

All nomination forms must be submitted via email to DWAF.mail@epa.ohio.gov. Please attach the nomination form and one file of all the required documentation. Also attach the Disadvantaged Community Program Application to the email, if applicable. The email can contain a maximum of three attachments. Please label the subject of the email with the system name followed by the project name. For systems submitting multiple projects, please send a separate email for each project. If the one file of all required documentation will exceed the 25MB Ohio EPA email capacity, include the document file name in the body of your email and FTP the file to Ohio EPA. Instructions to self-register and send large files to Ohio EPA can be found on the DDAGW Financial Assistance website: www.epa.ohio.gov/ddagw/financialassistance.aspx. **IMPORTANT:** If the FTP option is used for large submittals do not send it to DWAFmail, it will not go through. Please enter kevin.spurbeck@epa.ohio.gov as the email address when using the FTP option.

Please complete all nine sections of the nomination form and include all the required attachments. Do not leave any blanks. If a question does not apply to your project or system, please complete that question with "N/A". Complete all date entries as "mm/dd/yy". Additional pages may be attached if necessary.

Ohio EPA's prioritization process is specific to each project. If more than one project is listed on the nomination form, the system must commit to completing each project on the included project schedule. Otherwise, separate nomination forms must be submitted for each project.

An Ohio EPA-approved general plan addressing the proposed project must be submitted with the nomination for design and/or construction loans for new, replaced, rehabilitated, upgraded or expanded water treatment plants and system components. Expanded project planning documentation is required for all design and/or construction distribution projects. See pages five through eight for the required elements of a general plan and project planning documentation for all design and construction loans. Pages three through five provide a guide of documents to submit for the sections of the nomination form.

Nomination Deadlines:

- Nominations for planning loans do not have a deadline; they may be submitted at any time during the program year.
- Nominations for design and/or construction loans must be submitted by March 1st prior to the beginning of the program year. (e.g. for program year July 1, 2014 – June 30, 2015, nominations are due by March 1, 2014).
- Nominations for any loan addressing Harmful Algal Blooms (HAB's) do not have a deadline; they may be submitted at any time during the program year. See HAB Nomination Form.
- Nominations for any loan addressing corrosion control studies or lead service line mapping/replacements do not have a deadline; they may be submitted at any time during the program year.

SECTION INSTRUCTIONS

SECTION I - SYSTEM INFORMATION

Provide information about the water system and project. For "Project Name", provide a descriptive name for the project, such as "Main St meter and WL replacement, 1525 lf." For "Population Served", provide the population of the system, not including satellites. If the proposed project will increase the service area provide the existing population of the system and include the population of the new service area in parenthesis.

SECTION II - PROJECT INFORMATION (see Pages 5-7 for detailed information on this section)

Fill in the requested information. Provide the project address including the zip code +4.

Subsection A: Check all applicable boxes in the "Type of Work" and "Component Type" columns. Provide a brief description of the work planned. If more than one "Component Type" is checked, clarify what "Type of Work" is proposed for each component in the description. For example: *"The project involves replacement of 625' of 4" and 900' of 6" WL with 8" WL, new valves, and new hydrants. The system's water meters (388 - ½" and 7 - ¾") will be replaced with remote read meters."*

Subsection B: Check all applicable boxes to indicate problems the project will address. **Provide a thorough description of each of the problems identified and attach supporting documentation.** A problem description and attached supporting documentation must be provided for each box checked. Attach additional pages of description as needed. For example, analytical data for contaminated private wells and the number or percentage of contaminated wells in an area where service will be extended. Problems described with no supporting documentation **will not** be considered. For information on scoring, see the PMIUP Appendix D.

SECTION III - CONTACT INFORMATION

Fill in the contact information for all parties that will be authorizing, managing and participating in this project. All nomination forms must have only one "best contact". The "best contact" must be able to encumber funds on behalf of the system.

SECTION IV – GENERAL AND DETAILED ENGINEERING PLAN APPROVAL INFORMATION

Fill in the requested information. If the general plan or detailed plans have been approved, the application number is available on the approval letter that Ohio EPA sent to the water system.

SECTION V – PROPOSED PROJECT SCHEDULE

Fill in dates for all projects in "mm/dd/yy" format. Start with the date you anticipate the loan for the project to be awarded (Task 9) and follow the instructions on each line in the section to identify when each of the listed tasks would need to be completed. The program year is July 1, 2016 to June 30, 2017. **Construction projects submitted with award dates (Task 9) outside of the program year will not be considered.**

Indicate if you are submitting other projects concurrently with this project. Each project is scored individually. If you are committed to completing more than one construction project with the same schedule and related project scope within the program year, combine them as one project for funding on one nomination form. Individual projects with different schedules or unrelated project scopes should be submitted on separate nomination forms. Combined projects with unrelated scopes may be separated and scored individually.

SECTION VI – FUNDING INFORMATION

Indicate if the funding request is for planning or design and/or construction. **For all design and/or construction loans, an Ohio EPA-approved general plan (water treatment projects and system components) or project planning information (distribution system) must be submitted with the nomination form.** Please enter the total estimated cost of the project, the estimated amount requested from the WSRLA, the estimated amount requested from other funding sources, and the estimated date of the loan award. If loans/grants have been requested from other funding sources, list the funding agency and the amount requested, pending, or awarded.

Planning and design loans do not qualify for principal forgiveness. However, planning and design loans must be rolled into the construction loan in order to obtain principal forgiveness for the entire loan if the WSRLA construction loan is obtained in the same program year. Once the program year has ended, principal forgiveness for construction loans is based on the new program year terms and rate structure.

SECTION VII – WATER AND SEWER RATE INFORMATION

Provide the information requested for both the water AND sewer rates. **A copy of the water and sewer rate ordinance, resolution, current rates or user charges is required.** Nominations forms submitted without the required information will not be considered.

SECTION VIII – REQUIRED ATTACHMENTS

For each type of documentation, indicate if the document is attached, or if the document is not applicable (N/A) for the water system. If the document is required, but is not included, the nomination form will not be considered.

SECTION IX – SIGNATORY AUTHORITY

Each nomination form requires the signature of the person who can certify that they are the owner or a representative of the owner for the water system and are fully authorized to enter into and legally bind contracts on behalf of the water system.

SUPPORTING DOCUMENTATION

Below is list of what documentation to submit for applicable sections of the nomination form.

Section II – Project Information (details)

Subsection A:

- Project description is required; information should clearly indicate the work planned for each component type checked.

Subsection B:

- All checked boxes need to be explained in the write up; write-up must describe the specific problem(s) and how the project will address it.
- For each box checked, the problem description must include how the project will fix the problem.
- For each box, the following information is required in the Ohio EPA-approved general plan or the project planning information to describe the problem. Include any data that has not already been submitted to Ohio EPA.

Public health issues:

- How the public health is at risk (Explain how the problem causes a risk to public health and how the project will remedy it. Include citations of significant deficiencies, incidences could include boil orders, system depressurization, exceedance of MCLs).

MCL violations:

- The type(s) of violation(s). List the MCL violation and how project will address violations. Do not check this box for potential future violations.

Bacterial or chemical contamination:

- Type(s) of contamination(s). For public water systems, provide source of contamination if known and history associated with onset and how the project will address it. For private homes, indicate percentage of homes of the area affected as documented in writing by the Health Department.

Well contaminations:

- State what is contaminating the well. For public water systems, provide source of contamination if known and history associated with onset and how project will address it. For private homes, indicate percentage of homes of the area affected as documented in writing by the Health Department.

Insufficient source quantity:

- How often and by what amount is the water quantity need not met; if surface water, is it due to raw water supply, pumps, intake, or raw water lines insufficient in some way? Or if groundwater wells, are wells underperforming for some reason, are pumps undersized, are new wells needed to meet peak demand? Provide average daily demand and peak daily demand and how often demand is not met due to insufficient supply. If the project is for additional wells for redundancy, provide an explanation. If additional wells are needed to serve private homes with low-production wells, state the percentage of homes of the area affected as documented in writing by the Health Department.

Deteriorated surface water intake:

- Give nature of deterioration; structure deteriorated, intakes silted in or lines collapsed or broken, screens or valves deteriorated; raw water pumps and piping from a river to reservoir deteriorated, etc. Note: Repairs to dams are not eligible.

Insufficient plant capacity:

- State current capacity of the plant, proposed capacity of the plant and reason for the need. Explain why expansion is needed. Provide average and maximum daily demands for the last five years and number of times approved plant capacity was exceeded. Provide approved capacity water production projections. Plant expansion to accommodate future growth or fire flow is not eligible.

Plant deterioration:

- State what is deteriorating, why it is deteriorating, describe deterioration and why component needs repaired or replaced. Include condition, age and history of repair. Include available inspection reports or relevant sanitary survey letters.

Disinfection residual violation:

- State where violations are occurring, frequency and why (does not apply to DBP formation, but only to free chlorine or combined chlorine residual in the distribution system).

Inadequate storage:

- State current storage capacity, what is proposed and why, the average daily demand and is additional storage necessary to provide for average day, or is additional storage needed to address low system pressure or inadequate quantity issue to an area? Expansion to accommodate future growth or fire flow is not eligible.

Insufficient pressure:

- State current system pressure, what areas and how they are affected, and what is causing it, frequency, and what is proposed. Provide history of depressurization, pressure readings to document, or modeling results, related customer complaints; show the project is not for fire flow or pressure.

Waterline breakage:

- State where the breakages are occurring, frequency, and estimated water loss. Provide record of last three years of breaks for lines that are being replaced.

Waterline undersized:

- State current size, what is proposed size and why it is needed. Demonstrate how increase in size will address pressure or quantity delivery issues to current service area.

Regionalization:

- List the cooperating systems. Regionalization incorporates two or more water systems. Reason for regionalization must be provided, including what problems will be addressed and projects that need

completed, such as new waterlines, elevated storage of pump stations. If the project will remove existing public water systems from service include the PWS ID# of those water systems.

Elimination of other PWS(s):

- List the cooperating systems. This applies if the applicant is the system absorbing other systems. Explanation should include what problems will be addressed and projects that need completed, such as new waterlines, elevated storage or pump stations. Letters of commitment must be included.

No meters:

- This is for service areas that are unmetered. Provide number and size of meters needed. Do not check this box if the project is for meter replacement.

Deteriorated meters:

- Provide number and size of meters needed, age of the current meters, and their history of repair. This box is for meter replacement only.

Unaccounted for water loss:

- State current amount of water loss in the system, projected amount attributed to the pipe replacement, and expected water loss reduction. Provide percentage or gallons of water loss as based on difference in metered vs. production numbers, water loss surveys, or similar means.

Distribution deterioration:

- Describe deterioration and why component needs repaired or replaced. Include condition, age and history of repair. Include any available inspection reports or relevant sanitary survey letters.

Other:

- Eligible projects may include SCADA, telemetry, computers and software as needed, security components; backup power supply (standby/portable generators and quick connects); system owned backflow prevention assemblies; reservoir storage (if located on plant site, provide some treatment and does not exceed three times average day demand volume).

Elements of a General Plan for Water Treatment Plant Design or Construction Projects Funded Through the Water Supply Revolving Loan Account (WSRLA)

All applications for water treatment plant design and/or construction funding through the WSRLA must include a general plan. The general plan must contain the following information, where applicable.

Introduction and Purpose

- Discuss why the project is needed and provided documentation of need. Be sure to include any compliance issues or standards violations. The types of projects eligible for funding through the WSRLA are discussed in *Appendix D of the Drinking Water Assistance Fund Final Management and Intended Use Plan*. Types of specific projects ineligible for funding are discussed in *Appendix C*.

Existing Situation

- Describe the raw water sources, capacities, and water quality data.
- Discuss all existing drinking water problems in the study and/or service area (this includes treatment, distribution and issues associated with the plant).
- Describe the existing service area and current population to be served.
- Provide the existing water demand. Water demands should be broken down into residential, commercial and industrial categories.
- Provide an engineering description of the existing facilities.

Future Conditions

- Describe other projects anticipated over the next twenty years.
- Provide the projected average and peak water demands based on population trends. Water demands should be broken down by residential, commercial and industrial. Projections should be for at least 20 years in five year increments.
- Describe the projected service area and the projected population to be served.

Alternatives

Describe the project alternatives considered and the rationale for the selected alternative. This description should include the technical, managerial, financial, operational and local decision making rationale for the selected approach. Where environmental resources (e.g., stream, wetlands, woodlots, etc.) may be present, it will be important to demonstrate how avoidance of impacts to such resources was included in the alternative evaluation and selection process. A regionalization alternative must be included for projects that are for new water treatment plants or major plant rehabilitations, or plant expansions. A cost analysis must include any required construction, operation, maintenance, and ongoing disposal costs.

Selected Alternative

The basis for choosing the selected alternative needs to be clearly identified – i.e., lowest capital cost, greater ease of operation, most reliable, fewest environmental impacts, etc. – thereby helping demonstrate that it is, in fact, the cost-effective alternative. In addition, the selected alternative needs to be described in sufficient detail, including the following:

- Provide an engineering description of the facilities to be constructed, including a basic layout (schematic and site plan) sizing of treatment units and a desired approved capacity of the treatment facilities. The methodology for determining approved capacities for treatment facilities can be found in the document titled ***Approved Capacity Planning and Design Criteria for Establishing Approved Capacity for: 1) Surface Water And Ground Water Supply Sources, 2) Drinking Water Treatment Plants (WTPs), and 3) Source/WTP Systems*** (Approved Capacity).
- Provided a description of all existing and proposed raw water sources and their desired approved capacity. The methodology for determining approved capacities for raw water sources can be found in the Approved Capacity document.
- The engineering description must include proposed use of existing facilities (if applicable), treatment and disposal to be installed, including the construction phases (if overall project is to be completed in steps).
- Describe how this project will address current compliance issues, if applicable.
- All proposed facilities must be sized for current needs with a moderate allowance for future growth. Describe how any water treatment residuals will be properly disposed of, whether on-site, via a publicly-owned wastewater treatment facility, or to a receiving stream, following proper treatment and in compliance with the appropriate discharge permit.

An estimated schedule for designing, bidding, constructing and initiating operation of the proposed facilities should also be included.

Preliminary Estimate

Provide a preliminary estimate of the proposed project's cost and the associated impact on local user rates. If rates will have to be increased to support the project, an estimate of the necessary increase should be included.

Public Participation

Provide information regarding public participation for the project, to date, such as minutes from council meetings, public meetings or newspaper articles. If future public participation activities are planned, these should also be described, keeping in mind that the more controversial a project could be (e.g., major rate increases needed, proposed abandonment of a local facility, etc.), the more critical it is to have public involvement and support.

Environmental Issues

Describe the project area's major resources (e.g., streams, wetlands, woodlots, historic structures, etc.), the impacts, if any, of project implementation on these resources, how impacts can be avoided or minimized, and other agencies that may be involved in these resource issues. Construction-related impacts specific to the type of work proposed should be identified (e.g., noise, dust, traffic disruption, erosion and sediment runoff, etc.), along with applicable best management practices to address them. (Please contact Ohio EPA – DEFA for further assistance with these topics).

Funding

Describe all anticipated or currently pursued sources of funding for the project.

Compliance schedule

For systems presently out of compliance for drinking water requirements, submit a detailed compliance schedule with applicable milestone dates for the significant events that are necessary to attain compliance.

Elements of Project Planning for Distribution Design or Construction Projects Funded Through the Water Supply Revolving Loan Account (WSRLA)

All applications for distribution design and/or construction funding through the WSRLA must include project planning documentation. Project planning documentation must contain the following information, where applicable.

Introduction and Purpose

- Discuss why the project is needed and provided documentation of need. Be sure to include any compliance issues or standards violations. The types of projects eligible for funding through the WSRLA are discussed in *Appendix D of the Drinking Water Assistance Fund Final Management and Intended Use Plan*. Types of specific projects ineligible for funding are discussed in *Appendix C*.

Existing Situation

- Describe the raw water sources, capacities, and water quality data.
- Discuss all existing drinking water problems in the study and/or service area (this includes treatment, distribution and issues associated with the plant).
- Describe the existing service area and current population to be served.
- Provide the existing water demand. Water demands should be broken down into residential, commercial and industrial categories.
- Provide an engineering description of the existing facilities.

Future Conditions

- Describe other projects anticipated over the next twenty years.
- Provide the projected average and peak water demands based on population trends. Water demands should be broken down by residential, commercial and industrial. Projections should be for at least 20 years in five year increments.
- Describe the projected service area and the projected population to be served.

Alternatives

Describe the project alternatives considered and the rationale for the selected alternative. This description should include the technical, managerial, financial, operational and local decision making rationale for the selected approach. Where environmental resources (e.g., stream, wetlands, woodlots, etc.) may be present, it will be important to demonstrate how avoidance of impacts to such resources was included in the alternative evaluation and selection process. Discuss potential regionalization alternatives.

Selected Alternative

The basis for choosing the selected alternative needs to be clearly identified – i.e., lowest capital cost, greater ease of operation, most reliable, fewest environmental impacts, etc. – thereby helping demonstrate that it is, in

fact, the cost-effective alternative. In addition, the selected alternative needs to be described in sufficient detail, including the following:

- Provide an engineering description of the facilities to be constructed, including a basic layout (schematic and site plan) sizing of treatment units and a desired approved capacity of the treatment facilities.
- Describe how this project will address current compliance issues, if applicable.
- All proposed facilities must be sized for current needs with a moderate allowance for future growth.

An estimated schedule for designing, bidding, constructing and initiating operation of the proposed facilities should also be included.

Preliminary Estimate

Provide a preliminary estimate of the proposed project's cost and the associated impact on local user rates. If rates will have to be increased to support the project, an estimate of the necessary increase should be included.

Public Participation

Provide information regarding public participation for the project, to date, such as minutes from council meetings, public meetings or newspaper articles. If future public participation activities are planned, they should also be described, keeping in mind that the more controversial a project could be (e.g., major rate increases needed, proposed abandonment of a local facility), the more critical it is to have public involvement and support.

Environmental Issues

Describe the project area's major resources (e.g., streams, wetlands, woodlots, historic structures, etc.), the impacts, if any, of project implementation on these resources, how impacts to these resources can be avoided or minimized, and other agencies that may be involved in these resource issues. Construction-related impacts specific to the type of work proposed should be identified (e.g., noise, dust, traffic disruption, erosion and sediment runoff, etc.), along with applicable best management practices to address them. (Please contact Ohio EPA – DEFA for further assistance with these topics).

Funding

Describe all anticipated and pursued sources of funding for the project in addition to the WSRLA.

Compliance schedule

For systems presently out of compliance for drinking water requirements, submit a detailed compliance schedule with applicable milestone dates for the significant events that are necessary to attain compliance.