



## INSTRUCTIONS FOR COMPLETING THE WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA) NOMINATION FORM FOR HARMFUL ALGAL BLOOM (HAB) INFRASTRUCTURE IMPROVEMENTS

### GENERAL INSTRUCTIONS

Drinking water systems eligible to submit the Harmful Algal Bloom Nomination Form (HAB) are community water systems, both publically and privately owned that operate surface water treatment systems. Eligible projects would include treatment system components for HAB treatment, interconnections with other public water systems, elevated storage and development of improved source waters.

The WSRLA Nomination Form for HAB infrastructure improvements solicits information from a water system (applicant) so the proposed project can be scored and ranked on the targeted project priority list (PPL(HAB)). Projects eligible for funding are placed on a separate project list for these projects only. If you have any questions about WSRLA funding or completing the nomination form or the required attachments please contact your local DDAGW district office DWAF loan coordinator:

NWDO: 419-352-8461  
SWDO: 937-285-6357

NEDO: 330-963-1200  
SEDO: 740-385-8501

CDO: 614-728-3778

Additional information is available at the DDAGW HAB Financial Assistance website:  
[www.epa.ohio.gov/HAB\\_funding.aspx](http://www.epa.ohio.gov/HAB_funding.aspx).

Written documentation addressing the proposed project must be submitted with the nomination for design and/or construction loans. The documentation must show that the proposed project will address the identified HAB issue.

Submit WSRLA HAB nomination forms to: [SWPWSfunding@epa.ohio.gov](mailto:SWPWSfunding@epa.ohio.gov). Paper copies and faxes will not be accepted. Please attach the nomination form and one file of all the required documentation. 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](http://www.epa.ohio.gov/ddagw/financialassistance.aspx).

**IMPORTANT** - If you use the FTP option you can not submit to the SWPWSfunding email address, it will not go through. Enter [kevin.spurbeck@epa.ohio.gov](mailto: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". If additional space is necessary, attach additional pages.

Ohio EPA's prioritization process is specific to each project, or set of projects, if more than one project is listed on a particular nomination form. If more than one project is listed on the nomination form, the system must commit to completing each project on the same project schedule. Otherwise, separate nomination forms must be submitted for each project.

Pages two through four of these instructions provide a guide of what information to provide and documents to submit for the various sections of the nomination form. Pages five and six provide the required elements of a general plan and project planning documentation for all design and construction loans.

## 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 “*Installing Carbon Feed System*”. For “Population Served”, provide the population of the system.

### SECTION II - PROJECT INFORMATION (see Page 4 for detailed information on this section)

Provide the project address including the zip code +4. If an address is not available, please provide the street location and the nearest cross street to the project.

**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. Attach additional pages as needed.

**Subsection B:** Check all applicable boxes to indicate how the project relates to HABs (specific or identified issues) the project will address. **Provide a thorough description of each of the issues identified and attach supporting documentation of how the project will address that issue.** A project description and attached supporting documentation must be provided for each box checked. Attach additional pages of description as needed,

### SECTION III - CONTACT INFORMATION

Fill in the contact information for all parties that will be involved in authorizing, managing and participating in this project. All nomination forms must have only one “best contact”. The “best contact” must include ALL the requested information including telephone number and email address and 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 your 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. Please note the program year is from 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 time table and related project scope within the program year, please combine them as one project for funding on one nomination form. Individual projects with different time tables or unrelated project scopes should be submitted as separate projects on separate nomination forms. Combined projects with unrelated scopes may be split into independent projects and scored separately.

## **SECTION VI – FUNDING INFORMATION**

Indicate if the funding request is for planning or design and/or construction. **For all loans, written documentation showing that the proposed project will adequately address the HAB issue (see pgs. 5-6) must be submitted with this 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, please list the funding agency and the amount requested, pending, or awarded by the funding agency.

## **SECTION VII – WATER AND SEWER RATE INFORMATION**

Provide the information requested for both the water AND sewer portions. **A copy of the water and/or 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 you have attached the document or if the document is not applicable (N/A) for your 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.

The next two pages will provide details on elements of project planning information and what documentation to submit for various sections of the nomination form.

## **Section II – Project Information (details)**

**Below is list of what documentation to submit and what not to submit for applicable sections of the nomination form.**

Project information must include the project street address or nearest cross streets if an actual address is not available/applicable.

### **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.

#### *Source:*

- Lake Erie Systems, Lake Erie Basin Systems, Other Surface Water Systems with HAB Occurrence, All Other Surface Water Systems. Explain how the project will remedy it. Include dates and durations of incidences, short term measures taken.

#### *Additional Source:*

- How often and by what amount is the water quantity need not met due to HAB incidences; is it due to intake, or raw water lines insufficient in some way? Provide average day demand and peak daily demand of system and how often meeting demand is a problem due to insufficient supply HAB occurrence (describe how project will assist in avoiding HAB occurrences).

#### *Surface Water Intake:*

- State what mechanisms are to be replaced, modified, or rehabbed, structurally deteriorated or insufficient, or otherwise in need of repair or replacement to address HAB incidences.

#### *Storage:*

- State the current storage capacity, what is proposed and how it would provide adequate supply and source should the surface water source be impacted by a HAB incident. Document proposed storage capacity by HAB threat or incident and duration for adequate source additional supply needs, as well as maintaining system pressure.

#### *Regionalization:*

- List the cooperating systems. Regionalization means two or more water systems are being merged. Describe how this will assist when a source is impacted by HABs. Include any ancillary projects that may need completed for success, such as new waterlines, elevated storage of pump stations.

#### *HAB Treatment:*

- List the treatment components to be replaced, modified, or rehabbed, structurally deteriorated or insufficient, or otherwise in need of repair or replacement to address HAB incidences.

## **Elements of Written Documentation for HAB Related Water System Projects at Surface Water Treatment Systems Funded Through the Water Supply Revolving Loan Account (WSRLA)**

All applications for HAB related water treatment plant design and/or construction funding through the WSRLA must include written documentation showing that the proposed project will adequately address the HAB issue. The documentation must contain the following information, where applicable.

### **Introduction and Purpose**

Discuss why the project is needed and provided documentation of need. Include all HAB related incidents at the public water system. The types of projects eligible for funding through the WSRLA include treatment system components, interconnections with other public water systems, elevated storage and development of improved source waters.

### **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).
- 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.

### **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.** Include an explanation of how any interconnection can be utilized to assist in addressing HAB occurrences. 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 demonstrating it is 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).

- Provide 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 HAB issues.
- 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, or needed, they should also be described, keeping in mind that the more controversial a project could be (e.g., major rate increases needed, it 's proposed to abandon a local facility in favor of regionalizing with a more distant utility, 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 likely impacts, if any, of project implementation on these resources, how impacts to these resources can be avoided or minimized, and other agencies that may already have been contacted to help address these resource issues. In addition, 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 sources of funding for the project, if known. Otherwise, identify likely funding sources to be pursued.