



BACKGROUND

The Ohio Environmental Protection Agency (Ohio EPA) established the Drinking Water Assistance Fund (DWAF) to manage federal monies that are available from the Drinking Water State Revolving Fund (DWSRF). The Water Supply Revolving Loan Account (WSRLA) is that portion of the DWAF intended to provide financial assistance to public water systems for planning, design, and construction of improvements.

The Safe Drinking Water Act (SDWA) requires states to develop a prioritized list of projects that will receive financial assistance. States must use the following criteria when prioritizing DWSRF projects:

1. Enable correction of the most serious threats to public health;
2. Attain or ensure compliance with the SDWA; and
3. Assist water systems determined to be most in need, on a per household basis.

The Ohio EPA Division of Drinking and Ground Waters (DDAGW) DWAF's Program Management and Intended Use Plan (PM-IUP), available on the internet at www.epa.state.oh.us/ddagw/financialassistance.aspx, details Ohio EPA's plan to administer and distribute the WSRLA funds. In addition to the SDWA-mandated prioritization criteria, the PM-IUP specifies that effective management structure, population of the area served, and regionalization and consolidation will also be considered.

PURPOSE

The WSRLA Nomination Form is intended to solicit information from a water system (applicant) so that the proposed project can be ranked appropriately on the prioritization list, known as the project priority list (PPL). Projects eligible for funding are placed on the intended project list (IPL).

ELIGIBILITY

Drinking water systems eligible to apply for and obtain DWAF assistance are community water systems, both publically and privately owned and nonprofit noncommunity water systems.

QUESTIONS

If you have any questions about DWAF's PM-IUP, the WSRLA, or completing the nomination form or the required attachments 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	RCAP:	614-825-0535

Additional information is available at: www.epa.ohio.gov/ddagw/financialassistance.aspx.

GENERAL INSTRUCTIONS

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" where "mm" is the month, "dd" is the day, and "yy" is the year. If additional space is necessary for any section, attach additional pages as needed.

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.

SECTION INSTRUCTIONS

SECTION I - SYSTEM INFORMATION

Provide the requested information about the water system and project. For "Project Name", provide a descriptive name for the project, such as "Main, Elm, and Maple 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 of the system, provide the existing population of the system and include the population of the new service area in parenthesis. For example: 10,000 (350) - system with 10,000 population and an additional 350 for the project.

SECTION II - PROJECT INFORMATION

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. For example: "The project involves replacement of 625' of 4" and 900' of 6" waterline with 8" waterline, new valves, and new hydrants. The system's water meters (388 - 1/2" and 7 - 3/4") will be replaced with remote read meters." Attach additional pages as needed.

Subsection B: Check all applicable boxes to indicate any 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 would be acceptable documentation. Problems described but lacking supporting documentation **will not** be considered. For more information on how projects are scored and ranked, please see the PM-IUP Appendix D.

Subsection C: Describe and estimate the green project reserve components, where applicable. Checked boxes in Section II.B. with an asterisk (*) are assumed to have a green component and must be described in Subsection C; these boxes include the following: inadequate storage, insufficient pressure, waterline breakage, no meters and unaccounted for water loss. The green project reserve form, green project criteria and examples of green projects are available on the Ohio EPA DDAGW Financial Assistance home page:

www.epa.state.oh.us/ddagw/financialassistance.aspx

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 (i.e. a consultant engineer cannot be assigned as the "best contact").

SECTION IV – DETAILED ENGINEERING PLAN APPROVAL INFORMATION

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

SECTION V – PROPOSED CONSTRUCTION PROJECT SCHEDULE

Fill in dates only for construction projects in "mm/dd/yy" format. Start with the date you anticipate the loan for the project to be awarded (Task 10) 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, 2012 to June 30, 2013. **Construction projects submitted with award dates (Task 10) outside of the program year will not be considered.**

Also, 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 must 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 and/or design and/or construction. In addition, indicate the type of funding for each project. Check only one box per line. Check the “Loan” box if the system would like a WSRLA loan for the Planning and/or Design and/or Construction of this project. Check the “Roll” box if the system is applying for a WSRLA Construction Loan and would like to roll an existing WSRLA or OWDA Planning and/or Design loan into the Construction Loan. Check the “Reimburse” box if the system is applying for a WSRLA Construction Loan, is paying for the Planning and/or Design out of system funds and would like to be reimbursed for these costs with the Construction Loan. For example, if the system has an existing Design loan with OWDA and would like a WSRLA Construction loan and wish to roll the Design loan into the Construction loan, the applicant would check the Design Roll box and the Construction Loan box. Please note for the Construction line, only the “Loan” box is available since WSRLA loan funds cannot be used to pay for projects that have completed construction or to refinance an existing construction loan. Note 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. Please only fill the “estimated date of WSRLA loan award” box if the “Loan” box is checked. 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.

Please note that planning and design loans do not qualify for principal forgiveness. However, WSRLA planning and design loans can be rolled into the construction loan and obtain principal forgiveness for the entire package if the WSRLA construction loan is obtained in the same program year. Once the program year is completed, principal forgiveness for construction loans is based on the new program year’s terms and rate structure.

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.