

**IEPA - Project Planning Submittal Checklist  
For Projects Seeking Assistance Under The ARRA of 2009**

**Before** the Agency will begin review of a Project Plan, **ALL of the items below** comprising the basic minimum requirements of a Project Plan must be included and the **page numbers(s) of ALL items noted**. If any of the basic information is not provided the planning and loan application will be returned to the applicant.

Project planning should contain all pertinent information detailed in emergency rules filed to implement provisions of the American Recovery and Reinvestment Act of 2009. Loan applicants should be familiar with their planning responsibilities as detailed in those rules and as derived from Ill. Adm. Code 35, Sections 662.510 and 520 .

Loan Applicant: \_\_\_\_\_ Agency Use: L17

Consulting Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page(s)

Loan applicant's background information including location, present and future service area, historical population, makeup of customer base, conditions affecting growth, and 20 year design population/customer base.

Discussion of the existing daily average and maximum water usage. Discuss the current population served, the water usage by customer class and the projected water usage over the 20 year planning period.

**Please note: The planning must justify the primary need for any project for reasons other than servicing future growth or fire protection.**

Detailed description of EXISTING public water supply source and treatment facilities, along with a clear identification of the need for any proposed project(s) at the treatment plant.

Detailed description of EXISTING storage facilities, the adequacy of these facilities and a clear identification of the need for any proposed project(s) addressing storage.

Detailed description of the EXISTING distribution system, the adequacy of the the distribution system and a clear identification of the need for any proposed project(s) on the distribution system.

Identify any existing or possible future violations of federal or State public water supply regulations (Maximum Contaminant Levels, Treatment Technique Requirements, Technical Policy Violations, etc.)

Detailed discussion of the alternative selected to address existing system deficiencies and the identified need(s) of the public water supply system.

Page(s)

Detailed cost estimate for the alternative selected, including both capital and O, M and R costs over the 20-year planning period. The estimate should include cost items for design engineering, construction engineering, bidding, legal, construction & construction contingency.

Assessment of the chosen alternative's capability to maintain compliance with all applicable laws and regulations in addition to addressing the identified need(s) of the system.

Basis of Design for Chosen Alternative. The preliminary engineering data should include, to the extent appropriate, 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 651 through 654.

Inventory of environmental impacts of chosen alternative and a discussion of the measures required during design and construction to mitigate or minimize negative environmental impacts.

**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 sign-offs before a final Planning approval can be issued.**

Reproducible 8.5 x 11 inch map(s) showing the project(s) location(s) in the community.

Implementation plan for the proposed project including the anticipated construction schedule, the financial schedule, including necessary financial arrangements for assuring adequate annual debt service and O,M & R coverage requirements and a description of the dedicated source of revenue necessary for loan repayment. List any other funding involved in the project.

Detailed description of the existing residential rate structure, average water consumption or the basis for billing, current average monthly residential bill, any proposed rate changes and the proposed average monthly residential bill as a result of the project(s).

**Three Copies** of the Project Plan and related documents should be submitted to:

Infrastructure Financial Assistance Section (IFAS)  
Illinois Environmental Protection Agency  
1021 North Grand Ave. East  
P.O. Box 19276  
Springfield, IL 62794-9276

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.