

RESOLUTION AUTHORIZING THE ASHTABULA COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT TO ACCEPT AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE COUNTY OF ASHTABULA BOARD OF COMMISSIONERS FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS

WHEREAS, the County of Ashtabula seeks to repair and/or replace failing home sewage treatment systems; and

WHEREAS, the County of Ashtabula intends to apply to the Water Pollution Control Loan Fund (WPCLF) for the repair and/or replacement of failing home sewage treatment systems; and

WHEREAS, the Ohio Water Pollution Control Loan Fund requires the government authority to pass legislation for application of a loan and the execution of a WPCLF assistance agreement; now

THEREFORE BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio:

SECTION 1. That President, Commissioner Casey Kozlowski, be and is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of the County of Ashtabula, Ohio.

SECTION 2. That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2026-389

September 15, 2026

**RESOLUTION AUTHORIZING THE ASHTABULA COUNTY DEPARTMENT OF
PLANNING AND DEVELOPMENT TO ACCEPT AND ENTER INTO A WATER
POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE COUNTY
OF ASHTABULA BOARD OF COMMISSIONERS FOR THE REPAIR AND
REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS**

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV

Aye
Aye
Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Crystal Sturgill, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio



**Environmental
Protection
Agency**

WPCLF and WSRLA Project Nomination Form

Division of Environmental & Financial Assistance (DEFA) Office of Financial Assistance (OFA)

50 West Town Street, Suite 700, Columbus, Ohio 43215
Ph: 614.644.2798 E-mail: defamail@epa.ohio.gov

DEFA Office of Financial Assistance

Water Pollution Control Loan Fund (WPCLF)



Water Supply Revolving Loan Account (WSRLA)



***Completed nomination forms must be signed by the authorized representative, or designee,
identified on TAB 1 and submitted via e-mail to:***

defamail@epa.ohio.gov

Program Descriptions and General Instructions

Water Pollution Control Loan Fund (WPCLF)

The WPCLF program offers planning, design, and construction loans for wastewater and storm water improvement projects that protect or improve water quality. Infrastructure improvements must be owned and operated by public entities. Types of projects typically funded through the WPCLF program include, but are not limited to:

- Regionalization projects for consolidation of systems or extension into unsewered areas
- Wastewater treatment plant (WWTP) and collection system improvements
- Construction of new WWTP and sanitary sewers
- Excess sanitary sewer infiltration/inflow correction
- Combined sewer overflow correction
- Storm water projects

Where feasible, regionalization is the Agency preferred alternative for a new WWTP, plant expansion, major WWTP improvements or extensions to unsewered areas. Regionalization supports watershed planning and management, solves local challenges, cultivates collaboration, builds resiliency and eliminates duplicative services. Regionalization can also enhance capacity to manage grants and loans as well as increase capability to afford and attract highly specialized employees. **A regionalization evaluation is required for design or construction nominations for the project types listed above.**

WPCLF assistance may also be available for activities that reduce nonpoint source water pollution:

- Home Sewage Treatment Systems (HSTS)
- Urban storm water runoff
- Source water/wellhead protection
- Surface water resource (streams, ponds, lakes, and wetlands) habitat protection and restoration

Water Supply Revolving Loan Account (WSRLA)

The WSRLA also offers planning, design, and construction loans for compliance-related and human health-related improvements to all community water systems (for-profit and non-profit) and non-profit, non-community water systems. Infrastructure improvements must be owned and operated by public water system. Types of projects typically funded through the WSRLA program include, but are not limited to:

- Regionalization projects for consolidation of systems or connection of underserved areas
- Improvements to water treatment facilities
- Waterline improvements or extensions
- New water towers

Project Planning

Project planning is required for all design and construction projects. Planning funds can be used for the development of project planning information.

- [WPCLF Project Planning Guidance - includes Regionalization Evaluation criteria](#)
- [WSRLA Project Planning Guidance - includes General Plan guidance](#)

An Ohio EPA approved General Plan is required for new or replacement water treatment plants (WTP), new type of treatment, and major WTP rehabilitation. Construction project nominations must include an approved General Plan. Design nominations must include General Plan information.

- [DDAGW's Engineering and Plan Approval website for more information on General Plan submission](#)

[process.](#)

Financing

The WPCLF and WSRLA offer below-market interest rate loans. Direct loans are available to most public entities such as cities, villages, water and sewer districts, and some private borrowers. Special discounted interest rates are available for qualifying projects.

WPCLF and WSRLA may finance all eligible project costs, or in combination with other funding sources such as the Ohio Water Development Authority, the Ohio Public Works Commission, the Community Development Block Grant program, the Appalachian Regional Commission, or other funding agencies.

For more information on either program, visit the [DEFA Financial Assistance webpage.](#)

General Instructions

Please read the instructions carefully and fill out the form in its entirety. Incomplete nominations may delay project review.

Information included in the nomination should be specific to the system related to the project. For example, if the borrower is applying for a water project, the nomination should only contain information on the water system.

Do not alter the nomination form. If additional space is required, please include additional documentation.

Please include with your nomination all the required documents pertaining to the type of loan being requested (planning, design, or construction).

Submit the signed nomination form without nomination instructions (Tabs 1-5) to defamail@epa.ohio.gov

Submit nominations with attachments 10 MB or smaller to defamail@epa.ohio.gov. Email subject line should include the community and project name.

Nominations with attachments larger than 10 MB must be submitted via [Ohio EPA's File Share system.](#)

*** PLEASE NOTE: Regardless of the number of nominations/re-nominations an entity submits, there will only be ONE auto-response from the DEFAMail submission box.**

WPCLF/WSRLA Nomination Checklist - Required Documents

The following checklist indicates the information necessary for Ohio EPA DEFA to review and prioritize projects. Ohio EPA may review all readily available project information in addition to the nomination submittal.

- ☐ A copy of legislation authorizing current water and sewer rates/tap-in fees. Please include both water and wastewater information. ***Note: To obtain a loan from Ohio EPA, the Borrower is required to pledge user revenues derived from the ownership and operation of their system sufficient for repayment of the loan.***
- ☐ Documentation supporting creation of water or sewer utility (for new systems) including proposed rate structure and schedule for collection of fees.
- ☐ A map showing the project(s) location. The map should be either a 7.5 minute USGS topographic map, or a property map, that shows the project details.
- ☐ Project planning information
[WPCLF Project Planning Guidance](#)
A Regionalization Evaluation is required for design or construction of a new WWTP, plant expansion, major WWTP improvements or extensions to unsewered area project
[WSRLA Project Planning Guidance](#)
An Ohio EPA approved General Plan is required with the nomination of design or construction loans for new or replacement water treatment plants, new type of treatment, and major rehabilitation.
[DDAGW's Engineering and Plan Approval website for more information on General Plan submission process.](#)
- ☐ A scope of services and/or an agreement for planning, design or construction engineering services.
- ☐ For **Construction loans**, along with project planning information, submit any Basis of Design documents and/or Preliminary Engineering Reports.
- ☐ Additional documentation requested or required on specific tabs (e.g., WSRLA, WPCLF). Failure to do so may impact your project's ranking.
- ☐ Estimated construction cost for Emerging Contaminant or Lead Service Line work.
- ☐ Readiness-to-Proceed documentation

★ ★ Once all nominations forms are **signed** and **dated**, please submit the completed package along with the abovementioned documents to:

defamail@epa.ohio.gov

1.0 Program Funding Selection

Please indicate what type of project funding is needed. *A selection must be made for the nomination form to be reviewed.*

- | | | |
|--|---|---|
| ☐ Wastewater | Water Pollution Control Loan Fund (WPCLF) | ☐ WPCLF <i>Re-Nomination</i> |
| ☐ Drinking Water | Water Supply Revolving Loan Account (WSRLA) | ☐ WSRLA <i>Re-Nomination</i> |
| ☒ HSTS | Household Sewage Treatment System (HSTS) | |

2.0 Borrower's Information

Entity (County, City, Village, or District): Ashtabula County - Excluding Municipalities with Sewer

County: Ashtabula PWS ID: OH 400803 Population served by the Project: 42,574 System Population: _____

3.0 Project Name and Description

Project Name: Ashtabula County HSTS Program

In the box below, please provide a brief description of the project for which you are requesting funding. NOTE: 400 character limit

Replacing and repairing failing septic systems.

4.0 Funding Type, Estimated Project Amounts, and Proposed Loan Award Date

Enter an estimated loan award date and amount. Enter the date as the 1st of the month in which the loan will be awarded. The estimated loan date will autofill the Project Schedule on TAB 5. *No loans are awarded in November.* For HSTS projects, the schedule is predefined; enter May for the Loan Award month along with the upcoming calendar year (i.e., May/2025). Enter the amount of HSTS principal forgiveness requested in the estimated loan amount column.

	Estimated Loan Award Date (month/year)	Estimated Loan Amount
☐ Planning Loan	_____	_____
☐ Design Loan	_____	_____
☐ Construction Loan	_____	_____
☐ Household Sewage Treatment Systems	May-27	\$150,000.00

5.0 Contact Information

Using the check boxes below, indicate the best project contact for addressing project related questions.

☐ Borrower's Authorized Representative

Name Casey Kozlowski Title President, Board of Commissioners
Telephone 440-576-3760 Mobile _____
Email crkozlowski@ashtabulacounty.us

☐ Authorized Representative's Designee and Additional Contact

Name Jake Brand Title Director, Planning & Development
Telephone 440-576-3825 Mobile _____
Email jabramd@ashtabulacounty.us

☐ System Operator

Name _____ Title _____
Telephone _____ Mobile _____
Email _____

☐ Consulting Engineer

Name _____ Title _____
Firm _____
Telephone _____ Mobile _____
Email _____

☐ WRRSP Program Outreach

If your organization is interested in learning more about the WRRSP discount or sponsoring a project, please provide a contact name and e-mail below. Program staff will reach out to coordinate a meeting.

Contact Name: _____ Email: _____

6.0 Available Programmatic Discounts

Check all that may be applicable to this project: If you wish to apply for a discount not listed below, please describe the proposed discount in the cover letter for the nomination. Principal Forgiveness eligibility is determined separately from discounts.

Wastewater Incentives and Discounts:

- | | |
|--|---|
| ☐ Regionalization Discount | 0% interest rate funding for regionalization projects |
| ☒ Household Sewage Treatment Systems | Local Health Districts may be eligible for up to \$150,000 in principal forgiveness for HSTS repair and replacement |
| ☐ Back-up Power | Up to \$50,000 in principal forgiveness for back-up power equipment purchase |
| ☐ WRRSP | Water Resource Restoration Sponsor Program (WRRSP) sponsorship discount up to 0.1% |
| ☐ Water Reuse Discount | Water Reuse Discount - 0% interest rate |
| ☐ Green Project Reserve Discount | 0.25% interest rate discount; A minimum 25% of total costs in one or more GPR category 1) Green Infrastructure; 2) Water Efficiency/Reuse; 3) Energy Efficiency; or 4) Environmentally Innovative |

Wastewater Emerging Contaminant Funding:

- ☐ Emerging Contaminants (EC) For projects that address emerging contaminants, please provide estimated EC costs. Nominations may be submitted throughout the program year.

Est EC Cost _____

Drinking Water Discounts:

- | | |
|--|--|
| ☐ Regionalization | 0% interest rate funding for regionalization projects |
| ☐ Emerging Contaminants | 0% interest rate funding up to \$10M for projects that address (EC) Emerging Contaminants. Nominations may be submitted throughout the program year. |
| | Est EC Cost _____ |
| ☐ Harmful Algal Bloom (HAB) | 0% interest rate funding for HAB projects. Nominations may be submitted throughout the program year |
| ☐ LSL Replacement | 0% interest rate funding for LSL (Lead Service Line) replacement projects. Nominations may be submitted throughout the program year. |

Est LSL Cost: _____

Please note: Estimated costs are required for Emerging Contaminant and Lead Service Line projects!

7.0 Source of Pledged Revenues

To obtain a loan from Ohio EPA, the Borrower is required to pledge the user revenues derived from the ownership and operation of their system (i.e. user charge system) as security for the loan. It can also be used as the dedicated source of repayment. The user revenues, after deductions for the operating and maintenance and previous debt obligations, must be able to support the repayment of the loan. However, unless prohibited by law, the Borrower can also choose an alternate source(s) of loan repayment, with the user rates remaining as the security.

Please indicate the intended user charge revenue to be pledged as security for the loan:

- ☐ User charges collected by the borrower
- ☐ User charges collected by another entity - identify the entity _____
- ☐ New system - indicate timeframe for establishment of a user rate structure and schedule for collection of fees. Also, identify the entity responsible for collection: _____

8.0 Other Funding Sources

Indicate any other loans and/or grants the entity may be securing for this project. Please include the estimated award date and amount.

	Est. Award Date	Est. Amount
Appalachian Regional Commission (ARC)	_____	_____
Community Development Block Grant (CDBG)	_____	_____
Community Directed Spending (Federal)	_____	_____
ODOD Water & Wastewater Infrastructure Grant	_____	_____
Ohio Public Works Commission	_____	_____
USDA-Rural Development Loans	_____	_____
Other (Specify Other Funding Source below)	_____	_____
Other funding source:	_____	_____

9.0 WSRLA Project Information

What does the project entail? (Check the applicable boxes)

Type of Work:

- ☐ New ☐ Repair ☐ Rehabilitation ☐ Replacement ☐ Upgrade
☐ Other (specify): _____

Component Type:

Source: ☐ Well(s) ☐ Intake Structure **Treatment:** ☐ Water Plant ☐ Structure / Building

Treatment Process(es) (specify): _____

Distribution: ☐ Waterline ☐ Metering ☐ Water Storage ☐ Pump station
☐ Other (specify): _____

Project Description:

Briefly describe the work planned for component type checked. **NOTE: 500 character limit**

What problem(s) does the project address? (Check the applicable boxes, if any)

- | | | |
|---|---|---|
| ☐ Public health issue(s) | ☐ Waterline breakage | ☐ Inadequate storage |
| ☐ MCL violation(s) | ☐ Waterline undersized | ☐ Tie-in of other PWS(s) |
| ☐ Bacterial contamination | ☐ Regionalization | ☐ No Meters |
| ☐ Chemical contamination | ☐ Deteriorated intake | ☐ Deteriorated meters |
| ☐ Well contamination | ☐ Insufficient plant capacity | ☐ Unaccounted for water loss |
| ☐ Insufficient source quantity | ☐ Plant deterioration | ☐ Distribution deterioration |
| ☐ Insufficient pressure | ☐ Disinfection residual violations | |
| ☐ Other (specify): _____ | | |

Attach project planning information that describes in detail all of the checked boxes for all design and/or construction projects.

10.0 Water Rate Information

Is public drinking water currently provided to residents in the proposed project's service area? _____

If Yes, attach a copy of the Water and Wastewater Rate Ordinances or Resolutions and current rate structure (e.g., flat rate, base rate or step rate) as well as the billing period (i.e., monthly or quarterly).

If No, explain how residents will be charged or provide documentation:

11.0 General Plan / Detailed Plan Submittal Information

Has the general plan been submitted to DDAGW? _____
Has DDAGW approved the general plan? _____
Have detailed plans been submitted to DDAGW? _____
Has DDAGW approved detailed plans? _____

If Yes, Date: _____
If Yes, Date: _____
If Yes, Date: _____
If Yes, Date: _____

9.0 WPCLF Required Environmental Information

Do any of the following apply to your project? **If so, please attach the corresponding data or information that indicates how the following items will be addressed by the project.** A detailed description of the items listed below can be reviewed in the loan nomination instructions.

- | | |
|---|--|
| ☐ Sewage Backups* | ☒ Failing Household Sewage Treatment Systems (HSTS)* |
| ☐ Dry Weather Overflows* | ☐ Potential Impacts to Ground Water |
| ☐ Wet Weather Overflows* | ☐ Potentially Impacted Surface Waters |
| ☐ Regionalization | ☐ Surface Water Exceeds WQS for Bacteria |

10.0 Sewage Overflow Control and Failing HSTS Information

If you checked any of the items with an asterisk (*) in the section above then your project is intended to address public health or water quality impacts due to either dry or wet weather overflows from either sanitary sewers, or combined sewers or failing HSTS.

This project will reduce the number of backup events by 50% or more, or eliminate occurrences of backups into buildings due to inadequate capacity of sewers or equalization basins to handle flows during wet weather conditions. **Answer Question 1**

This project will eliminate dry weather overflows (these are not WWTP bypasses) due to inadequate capacity of sewers to carry flows during dry weather conditions from either a sanitary sewer system or a combined sewer system. **Answer Question 2**

This project will reduce or eliminate the volume or frequency of one or more wet weather overflows (not WWTP bypasses) by constructing separate sewers (installing new storm and/or sanitary sewers). **Answer Question 3**

This project will reduce or eliminate the volume or frequency of one or more wet weather overflows (not WWTP bypasses) by either constructing additional storage of wet weather flow or by eliminating sources of infiltration and inflow. **Answer Question 3**

This project will reduce or eliminate the volume or frequency of one or more wet weather overflows (not WWTP bypasses) by constructing additional treatment at combined sewer overflows (CSO) outfalls (e.g. swirl concentrators). **Answer Question 3**

This project will reduce or eliminate the volume or frequency of one or more wet weather overflows (not WWTP bypasses) by constructing express sewers to route sanitary flow out of the combined sewer directly to the WWTP. **Answer Question 3**

This project will reduce or eliminate the number of failing HSTS within the project area. **Answer Question 4** **Yes**

Question #1: Sewage Backups in Basements or onto Streets or Properties

Number of basement/residential street/property backup occurrences due to inadequate capacity of sewers that have activated within the past two calendar years.

Number of expected backup occurrences due to inadequate capacity of sewers after construction of this project is completed (must achieve 50% or greater reduction in occurrences to be awarded these points).

Question #2: Dry Weather Overflows

Number of dry weather overflow occurrences due to inadequate capacity of sewers that have activated within the past two calendar years. (Attach a list of locations of dry weather overflows due to inadequate capacity of sewers)

Question #3: Wet Weather Overflows (Indicate only one overflow point per line - attach additional info)

<u>Name/ID of sewer overflow(s) impacted by the project</u>	<u>Has this overflow been active in the past two years?</u>	<u>Will this overflow be eliminated?</u>	<u>Stream to which the sewer overflow(s) discharges</u>

Question #4: Failing HSTS

Number of HSTS to be eliminated by connecting properties to public sewer

Number of failing HSTS documented by the local health department, bacterial sampling, or DFFO to be eliminated (must demonstrate a 30% or greater failure rate of HSTS in the project area).

11.0 Wastewater Rate Information

Is sewer service currently provided to residents in the project service area?

If Yes, attach a copy of the Sewer Rate Ordinance, Resolution, current rates and user charges. Be sure to specify the basis (i.e., ft³ or 1,000s of gallons) as well as the billing period (i.e., monthly or quarterly). If no, explain how residents will be charged:

PLANNING SCHEDULE

1. Submit a complete Loan Application with dedicated source of repayment and draft engineering agreement with scope of planning activities to be funded through this loan (no later than 60 days prior to #3)
2. Sign loan documents and return to DEFA (no later than 15 days prior to #3)
3. We request a Planning Loan by (indicate the 1st of the Month in which Loan is requested)
4. Loan Awarded at OWDA Board Meeting (Loan awards can be scheduled for January through October and December – no November scheduled awards)

DESIGN SCHEDULE

1. Submit approvable Project Planning information, including complete I/I Analysis (generally 120 days prior to #4)

WSRLA design loans for water treatment plant projects must have an approvable General Plan submitted to Division of Drinking and Ground Waters through e-plan portal.

WPCLF design loans for a New WWTP, Plant Expansion, Major WWTP Improvements or Extension to Unsewered Areas projects must include a Regionalization Evaluation as part of project planning.

2. Submit a complete Loan Application which should include the borrower's financial information, a certified copy of legislation authorizing the borrower to enter into a Loan Agreement with Ohio EPA and OWDA, a copy of the utility's User Charge System & Use ordinance and the engineering agreements. (90 days prior to #4)
3. Sign loan documents and return to DEFA (no later than 15 days prior to #4)
4. We request a Design Loan by (1st of Month in which Loan is Awarded)
5. Loan Awarded at OWDA Board Meeting (Loan awards can be scheduled for January through October and December – no November scheduled awards)

CONSTRUCTION SCHEDULE

1. Submit approvable Project Planning information and Director's General Plan approval (if applicable), including complete I/I Analysis (generally 200 days prior to #8)

Note: For WSRLA construction loan for water treatment plant projects must have an approved General Plan and approvable Detailed Plans submitted to Division of Drinking and Ground Waters through e-plan portal.

WPCLF construction loans for a New WWTP, Plant Expansion, Major WWTP Improvements or Extension to Unsewered Areas projects must include a Regionalization Evaluation as part of project planning.

2. Submit complete Permit-to-Install / Plan Approval application (if applicable), including application, review fee, detail plans, contract documents, and specifications (170 days prior to #8)
 - 2a. If the project requires a General Plan and review of detailed plans by DDAGW Engineering section (typically plant improvement projects), submit detailed plans to DDAGW (210 days prior to #8)
3. Submit a complete Loan Application which should include the borrowers financial information, a certified copy of legislation authorizing the Borrower to enter into a Loan Agreement with Ohio EPA and OWDA, a copy of the utility's User Charge System & Use ordinance and the engineering agreements. (150 days prior to #8)
4. Advertise for construction bids (no later than 60 days prior to #8)
5. Open construction bids (no later than 30 days prior to #8) Be sure to allow for a minimum of 60 days to award contracts
6. Submit bid information to DEFA (no later than 21 days prior to #8)
7. Sign loan documents and return to DEFA (no later than 7 days prior to #8)
8. We request a Construction Loan by (1st of Month in which Loan is Awarded)
9. Loan Awarded at OWDA Board Meeting (Loan awards can be scheduled for January through October and December – no November scheduled awards)

13.0 Preparer Information

This Nomination was prepared by (Name & Title):

Heidi Barringer, Community Development Coordinator

Signature: Heidi Barringer

Date: 9-2-26

Email:

habarringer@ashtabulacounty.us

14.0 Authorized Representative Approval

To the best of my knowledge and belief, as a representative of the governing entity, all information contained in this nomination for is true and correct.

Entity's Representative: Casey Kozlowski

Title: President

Signature: [Signature]

Date: 9-15-26

Nomination Form Date

TAB 1 – Borrower Information

1.0 Program Funding Selection

Indicate which loan type is requested by clicking the box next to **Water Pollution Control Loan Fund (WPCLF)**, **Water Supply Revolving Loan Account (WSRLA)**, or **Household Sewage Treatment System (HSTS)**.

For previously nominated projects, please also check the box indicating **WPCLF Re-Nomination** or **WSRLA Re-Nomination**.

For WPCLF Re-Nominations, complete TABS 1, 2, 4, and 5.

For WSRLA re-nominations, complete TABS 1, 2, 3, and 5.

A selection must be made for the nomination to be reviewed.

2.0 Borrower's Information

Entity: Enter the name of the City, Village, County, Regional Water and Sewer District (ORC 6119), Sewer District (ORC 6117), Conservancy District (ORC 6101), or private entity that will be responsible for the loan. **(Note: Private non-profit entities may only apply for WSRLA loans.)**

County: Enter the county in which the project is located.

PWS ID: For WSRLA applicants, please enter the Public Water System (PWS) ID affiliated with the project. All PWS IDs should start with "OH" followed by 7 digits.

Borrower's Population: Enter the population served by the system and the project, respectively.

3.0 Project Name and Description

Project Name: Enter the name of the project.

Project Description: Provide a clear, brief narrative of the project. 400 or fewer characters will be visible when converting the Excel document to a PDF.

4.0 Funding Type, Estimated Project Amounts, and Proposed Loan Award Date

Loan Types: Indicate which type of loan is requested. If planning, design, and construction funds are requested for the same project, only one nomination form is required. Each project phase will be awarded as a separate loan.

Estimated Loan Award Date: Loans are awarded on the last Thursday of the month, except in November and December. (No loans are awarded in November and December loans are awarded on the second Thursday of December.) Based on the project schedule, indicate the anticipated target date for loan award. Enter the date in month/year format using the 1st day of the month estimated for loan award. For example, enter 6/2025 for an estimated June 2025 award.

The estimated loan date will autofill on TAB-5 - Project Schedule. HSTS projects have a predetermined schedule with an estimated May loan award each program year cycle.

Estimated Loan Amount: Provide the project's total estimated loan request. If financing will be requested for phases of the project (i.e., planning, design), enter the estimated cost for each phase.

5.0 Contact Information

Please provide contact information. If the contact information is the same for multiple categories, please enter "see above" or "N/A," if it is not applicable. **Please check the box next to the Borrower's representative best suited for answering questions.**

Borrower's Authorized Representative: This contact should match the official responsible for signing official documents related to the project. The authorized representative, or designee, must also sign the nomination form, Tab 5. Please remember to include a mobile number.

Authorized Representative's Designee and Additional Contact: If different than the Borrower's Authorized Representative (i.e., Administrator, Clerk, or Fiscal Officer). Please remember to include a mobile number.

System Operator: The person responsible for the operations of the water or wastewater system.

Consulting Engineer: If applicable, provide contact information for the consulting engineer.

WRRSP Program Outreach: If applicable, provide contact information.

TAB 2 – Discounts and Funding

6.0 Available Programmatic Discounts

Interest Rate Discount Consideration: A borrower may be eligible for more than one discount. If the discount is not listed, mark the "Other" box, and indicate which discount the project may qualify for.

[For WPCLF project nominations, use the check box to indicate if interested in learning more about our Water Resource and Restoration Sponsorship Program \(WRRSP\) discount and sponsorship details. More information is available on the WRRSP webpage.](#)

7.0 Source of Pledged Revenues

To obtain a loan from Ohio EPA, the Borrower is required to pledge revenues derived from ownership and operation of the system as repayment for the loan. The revenues, after deductions for operations and maintenance, and previous debt obligations, must be able to support the repayment of the loan requested. However, unless prohibited by law, the Borrower may choose to repay the loan with any of its general resources (e.g., general taxes, assessments, etc.).

8.0 Other Funding Sources

In this section, please list any other loans and/or grants anticipated for the project. Provide the estimated award date as well as the estimated funding amount that the borrower anticipates from the funding source (Example sources: OPWC, CDBG and ARC). Use the space below "Other" to identify an unlisted funding source.

TAB 3 – WSRLA Information

9.0 WSRLA Project Information

Checkboxes are available to indicate the type of work and the component type. Provide a brief project description. Checkboxes are also available to indicate what problem(s) the project addresses.

10.0 General Water Rate Information

Please indicate whether public drinking water is currently provided to residents in the proposed project service area. If public drinking water is provided, attach a copy of the water and sewer rate ordinances, resolutions, current rates, and user charges. If water users are not charged, please provide an explanation.

11.0 General Plan/Detailed Plan Submittal Information

Please indicate if a general plan and detailed plans have been submitted to Ohio EPA. Additionally, indicate whether the detailed plans have been approved by Ohio EPA. Provide a date for these items.

NOTE: An Ohio EPA approved General Plan is required for new or replacement water treatment plants (WTP), new type of treatment, and major WTP rehabilitation. Construction project nominations must include an approved General Plan. Design nominations must include General Plan information. The complexity of the project may alter the proposed project schedule. [Please contact DDAGW for more information on the review and submission process.](#)

TAB 4 – WPCLF Information

9.0 WPCLF Required Environmental Information

Environmental risk factors are listed in this section. The checkboxes should be marked if the project will address the factors listed below. Supplemental information which indicates how the risk factors are addressed must be submitted. If sewage backups, wet weather overflows, or dry weather overflows are addressed, complete Section 10.0. This information is used for project scoring.

Human Health Risk – Sewage Backups (Complete Section 10.0 - Sewage Overflow Control Information)

Provide documentation that demonstrates the presence of overflows in basements, streets, or properties and how they will be eliminated by the proposed project.

Human Health Risk – Dry Weather Overflows (Complete Section 10.0 - Sewage Overflow Control Information)

Provide documentation that shows the nature of the overflows and how they will be eliminated by the proposed project.

Human Health Risk – Wet Weather Overflows (Complete Section 10.0 - Sewage Overflow Control Information)

Provide documentation that shows the nature of the overflows and how they will be controlled or eliminated by

Human Health Risk – Failing Household Sewage Treatment Systems (Complete Section 10.0 - Failing HSTS Information)

Provide documentation from the local health department which demonstrates a 30% or greater failure rate of HSTS in the project area, bacterial sampling which shows a violation of water quality standards resulting from failing HSTS, or Director's Findings and Orders from Ohio EPA to address failing HSTS. Attach information indicating how the project will address this human health risk by eliminating the failing systems. Include a letter from the local regulatory agency indicating that hook-ups will be enforced.

Human Health Risk – Surface Water Exceeds WQS for Bacteria

Provide documentation that shows bacteria levels exceed water quality standards for the affected water body. Attach information that shows how the project will reduce bacteria levels to achieve water quality standards.

Potential Impacts to Ground Water

Attach a description of the project that includes an identification of the sources of pollution or threats that will be addressed by the project, whether the aquifer is used as a source of drinking water, sampling information on the sources if available, a map showing the location of the project, and a description of the extent to which the project will benefit ground water resources.

Potentially Impacted Surface Water

Attach descriptions of the source(s) of pollution or other sources of threats or impairments to surface water quality that will be addressed by the project, including a map showing locations of same, and an indication of the extent to which the sources of impairments/threats will be addressed. Include the name of the water resource; if unnamed, please name the nearest downstream named resource. Additionally, identify the watershed or stream system within which the proposed project will be undertaken.

10.0 Sewage Overflow Control Information

This section should be completed if your project is intended to address public health or water quality impacts due to sewage backups, dry weather overflows, or wet weather overflows from either sanitary sewers or combined sewers.

11.0 General Wastewater Rate Information

Indicate whether sewer service is currently provided to residents in the proposed project's service area. If service is provided, attach a copy of the sewer rate ordinance, resolution, current rates, and user charges. If sewer users are not charged, provide an explanation.

TAB 5 – Project Schedule

12.0 Project Schedules for Planning, Design, Construction, and HSTS

The project schedule is populated based on the estimated loan award date entered on Tab 1. Schedules are populated for each type of loan requested. The project schedule is provided as a guide for project milestones and deadlines for document submittals and may differ for individual projects depending on level of complexity.

The project schedule for HSTS is predefined as all projects will move forward on a similar timeframe.

13.0 Preparer information

Enter the information for the nomination preparer.

14.0 Authorized Representative Approval

The nomination must be signed by the authorized representative identified in Tab 2, Section 6.0.

WPCLP-HSTS
 Project Area County
 Wide Ashtabula County

