



Idaho Department of Environmental Quality
Drinking Water Planning Grant
Letter of Interest and Rating Form
 Fiscal Year 2025

Section I. Project Information

Provide complete and accurate answers to receive the highest possible rating for your project. When possible, DEQ recommends that you work closely with your engineering consultant to complete this form. If you would like help completing this form, please contact DEQ at grants.loans@deq.idaho.gov to discuss technical assistance opportunities.

A. System Identification

Public Water System Number:		
System Name:		
System Address:		
City:	State:	Zip:
Is the system located wholly within incorporated city limits?		Yes No
What City?	County:	
System Phone:	System Email:	
Population Served:	Owner's Name:	
Owner's Phone:	System Ownership:	For Profit Not-for-Profit
Name/Title of System contact (if different from owner):		
Contact's Address:		
City:	State:	Zip:
Contact's Phone:	Contact's Email:	
Do you have a predesignated, licensed, designated responsible charge operator for your system as described in the "Idaho Rules for Public Drinking Water Systems" (IDAPA 58.01.08.554.)?		
		Yes No
Name: _____ License Number: _____		

B. Project Readiness	
Decide if your community is interested in pursuing a DEQ drinking water planning grant by answering the following questions. At a minimum, the planning effort must address problems experienced by your drinking water system.	
1.	Is your system current with the payments of fines, State Revolving Fund loans, penalties or fee assessments due to the DEQ? Yes No
2.	Do you need to make improvements or upgrade your public drinking water? Yes No
3.	If interested in receiving a planning grant, will you have the 50% required match funds available? Yes No
If you answered NO to questions 1, 2 or 3: you will not be placed on the new fiscal year's priority list. DEQ will notify you when the grants and loans process begins again next year. <u>Do not complete or submit this form to DEQ.</u>	
If you answered YES to questions 1, 2 and 3: You must also complete all applicable sections of this form.	
4.	Describe the proposed planning grant project and any known problems that need to be addressed:
5.	Do you intend to develop a lead service line inventory in part or whole with this planning effort? Yes No
If you answered YES, contact DEQ's Grants and Loans Bureau to discuss additional funding opportunities at grants.loans@deg.idaho.gov prior to submitting this LOI.	
6.	If you already contacted an engineer about your planning effort, indicate your status and provide contact information for the engineer (or firm):
<input type="checkbox"/> Discussed with engineer <input type="checkbox"/> Obtained quote from engineer <input type="checkbox"/> Signed contract with engineer	
Engineer:	
Address:	
City:	State: Zip:
Phone:	Fax:
Email:	

C. Project Costs	
1.	<p>What is the estimated cost to prepare your planning document?</p> <p>Total Planning Document Costs: \$ _____</p> <p>DEQ Funding Request: \$ _____</p>
2.	<p>If you plan to design or construct a project with State Revolving Fund (SRF) dollars the State Environmental Review Process (SERP) may be required under the DEQ planning grant process. You may choose to opt-out of the SERP if your system plans to avoid using SRF design/construction funds. Contact DEQ's Grants and Loans Bureau for details. Completion of the SERP is considered grant eligible if you wish to prepare it as part of this planning process. You may also choose to defer the SERP until the completion of the preliminary design.</p> <p>If this planning document will include a SERP, how much of the total planning budget provided above is the estimated cost (DEQ + your match) of preparing for the SERP? \$ _____</p> <p>Note: <i>Initial SERP costs need not include agency consultations.</i></p>

Continue to Section II. Integrated Priority Rating System

Section II. Integrated Priority Rating System

“Rules for Administration of Planning Grants for Drinking Water and Wastewater Facilities” (IDAPA 58.01.22.020.). Projects are identified for placement on priority lists by surveying eligible entities directly on an annual basis. Grant funds are awarded to projects based on priority ratings. Projects are rated by the department on a standard priority rating form using public health, sustainability, water quality criteria, and condition of the existing system.

Answer the questions below and provide the requested documentation. Applicants or their consultants are encouraged to contact DEQ prior to the submittal deadline for assistance in answering the questions. **Rating will be done based on the answers and documentation provided.**

A. Public Health Hazard

[IDAPA 58.01.22.020.02.a. Public Health Hazard.](#) *Any condition which creates, or may create, a danger to the consumer's health, which may include one or more of the following: i. Documented unresolved violations of the primary drinking water standards including maximum contaminant levels, action levels, and treatment techniques (include maximum contaminant levels for acute and chronic contaminates); ii. Documented unresolved violations of pressure requirements; iii. Documented reduction in source capacity that impacts the system's ability to reliably serve water; or iv. Documented significant deficiencies (e.g., documented in a sanitary survey) in the physical system that is causing the system to not be able to reliably serve safe drinking water. Up to 100 points.*

Check all that apply:

1.	Does your system have documentation of unresolved violations of primary drinking water standards including maximum contaminant levels (MCLs), action levels, and treatment techniques (including MCLs for acute and chronic contaminates) as described below?
a.	Unresolved acute contaminant violations or conditions requiring a Tier 1 (24-hour) public notification, not including monitoring or reporting violations. <i>30 points</i> Note: <i>Examples include E. coli, nitrate, or nitrite MCLs, surface water rules or groundwater rule treatment technique violations, new source designated groundwater under the direct influence of surface water, or a chronic contaminant deemed acute by DEQ.</i>
b.	Unresolved chronic contaminant violations or conditions requiring a Tier 2 (30-day) public notification, not including monitoring or reporting violations. <i>15 points</i> Note: <i>Examples include violations of chemical or radiological maximum contaminant levels or maximum residual disinfection levels.</i>
c.	Surface water treatment technique violations, including groundwater under the direct influence of surface water, or newly discovered/designated water source without filtration (not yet a violation within 18 months of discovery). <i>15 points</i>
	Description:

2.	Your system documented three or more pressure recordings <20 pounds per square inch (PSI) or complete loss of pressure documented through complaints in the past 24 months requiring a Tier 1 public notification. <i>30 points</i>
Provide copies of public notices that are required by the Idaho Rules for Public Drinking water Systems (IDAPA 58.01.08.) and any related documentation.	
3.	Loss of source or reduction of source capacity necessitating water rationing or other documented management measures. Attach documentation. 30 points
Note: <i>Source capacity does not include pump-related issues.</i>	
4.	Does your system have any defects that cause a risk to health or safety, or that could affect the reliable delivery of safe drinking water (e.g., an unresolved significant deficiency documented in the most recent sanitary survey)? Attach documentation. 20 points
Description:	
Note: <i>Applicants are encouraged to discuss these problems with their DEQ regional office before checking "Yes".</i>	
5.	Documented unregulated contaminants that have been shown by the US Environmental Protection Agency (EPA) to be a risk to public health. Attach documentation. 15 points
Description:	
Note: <i>Examples include unregulated contaminants on EPA Contaminant Candidate Lists or secondary contaminants with EPA-established health advisors such as manganese.</i>	
B. General Conditions of Existing Facilities	
<u>IDAPA 58.01.22.020.02.b.</u> <i>General Conditions of Existing Facilities. Points shall be given based on deficiencies (which would not constitute a public health hazard) for pumping, treating, storing, and delivering drinking water. Up to 60 points.</i>	
Select all that are true but do not rise to the level of a public health hazard as in Section II.A. Each item must be addressed by the proposed study to receive points. Give brief descriptions of each item marked YES. If available, attach documentation other than a sanitary survey (e.g., engineer’s evaluation). Label each attached document Section II.B, part number(s). Each specific deficiency can only receive points in one category.	

Check all that apply – Up to 60 points:	
1.	Treatment deficiencies:
	<p>a. Water treatment facilities do not meet the requirements of the “Idaho Rules for Public Drinking Water Systems” (IDAPA 58.01.08.) (other than MCLs). <i>15 points</i> Description:</p>
	<p>b. Treatment facilities have inadequate capacity and cannot reliably meet current demand without extraordinary operational procedures. <i>15 points</i> Description:</p>
2.	<p>Documented source deficiencies such as a reduction in source capacity, that are not significant deficiencies or are otherwise accounted for in Section II.A or in this section. <i>10 points</i> Description:</p>
3.	<p>Distribution system deficiencies that do not constitute a public health hazard and are not otherwise accounted for in Section II.A or this section. <i>10 points</i> Description:</p>
4.	<p>The proposed study will address source redundancy or system reliability and resiliency. <i>10 points</i> Description:</p>

C. Sustainability (Green) Infrastructure Efforts	
<i>IDAPA 58.01.22.020.02.c. Sustainability Efforts (e.g., prospective efforts at energy conservation, water conservation, extending the life of capital assets, green building practices, and other environmentally innovative approaches to infrastructure repair, replacement, and improvement). Up to 50 points.</i>	
Answers to the following questions can improve your overall rating. If you earn Priority List points for your responses in this section, you or your project engineer will need to evaluate or complete each item under the terms of the planning grant agreement.	
Although only 50 points can be awarded under Section II.C, DEQ will incorporate all sustainability items checked below into the scope of the grant agreement for inclusion in the planning document. All the items checked shall be addressed in the planning document.	
Check all that apply – 5 points each, up to a maximum of 50 points.	
1.	Management-based/innovative efforts: Management-based/innovative efforts could include, but would not be limited to, the following:
a.	As part of the planning effort, an ongoing capital improvement plan will be developed or updated and supported by a capital improvement plan budget. OR Request assistance to develop capital improvement plan utilizing third party technical assistance provider (DEQ will contact you regarding the opportunity).
b.	As part of the planning effort, a rate study will be completed or updated. The rate study is based on consumption-based full-cost pricing for drinking water supported by a capital budget (submit documentation). This means that (a) utility rates must be based on the metered usage and (b) utility rates must generate revenue sufficient to cover both operating and capital costs. Identify the professional (or organization) preparing the rate study: _____ OR Request assistance to develop rate study utilizing third party technical assistance provider (DEQ will contact you regarding the opportunity).
c.	A formal asset management system has been or will be implemented and updated routinely. Provide a description of asset management tools and implementation methods:
d.	System is currently an EPA Green Power partner (submit documentation) OR will evaluate becoming one as part of the proposed project.
e.	System will evaluate consolidation with another water system. The system must be reasonably nearby (normally within five miles), and analysis should consider the demand of each system, the cost of merging, and any administrative or operational changes that would result. At least one inquiry must be made to the other system.

		Identify which system(s) will be evaluated:
	f.	System will implement the recommendations of a professional energy audit. Identify the auditor:
	g.	Proposed project will aid in preparation for adaptation to the long-term effects of climate variation, extreme weather, or drought. Provide description:
	h.	Significantly reduce or eliminate the use of chemicals in treatment.
	i.	Significantly reduce or minimize the volume or toxicity of residuals.
	j.	Capital improvements that provide significant source water protection benefits, such as fencing around existing unprotected well or spring sources.
2.	Green Efforts: Attach documentation supporting the green efforts. Green efforts could include, but would not be limited to, the following:	
	a.	Use of recycled materials for facility construction (not including standard construction practices such as reusing fill from excavations).
	b.	Trenchless or low impact construction technology.
3.	Water Conservation Efforts: Attach documentation supporting the water conservation efforts. Water conservation efforts could include, but would not be limited to, the following:	
	a.	Install water meters in unmetered areas, if rates will be based on metered use.
	b.	Replace existing broken water meters, upgrade to smart meters, or install leak detection equipment, if rates will be based on metered use.
	c.	Installation of water-efficient fixtures (may include lead service line replacement funding) that would provide a savings in water or energy consumption.
	d.	Conduct a Class A reclaimed water distribution system ("purple pipe") analysis showing that improvements would provide a savings in water or energy in a unit operation.
	e.	Retrofit or replacement of existing irrigation systems with more efficient systems.
4.	Energy Conservation Efforts: Attach documentation supporting the energy conservation efforts. Energy conservation efforts could include, but would not be limited to, the following:	
	a.	Variable frequency drive (VFD) pumps.
	b.	Energy-efficient motors that meet National Electrical Manufacturers Association (NEMA) premium specifications.

	c.	High-efficiency lighting/lighting controls.
	d.	On-site energy generation such as methane clean combustion, fuel cells, solar, or wind.
	e.	Supervisory control and data acquisition (SCADA) system installation.

Examples that have been accepted for Idaho projects are found in the Grant and Loan Customer Handbook at <https://www.deq.idaho.gov/SRF>.

D. Consent Order, Compliance Agreement Schedule, or Court Order

[IDAPA 58.01.22.020.02.d](#) *Consent Order, Compliance Agreement Schedule, or Court Order. Points shall be given if the system is operating under and in compliance with a Consent Order, Compliance Agreement Schedule, or Court Order and the proposed construction project will address the Consent Order, Compliance Agreement Schedule, or Court Order. Up to 30 points.*

1.	Is the system in compliance with all applicable rules, and drinking water standards? Yes No		
	If NO , check one:		
	a.	Moderate-Level Noncompliance: Includes a first state or EPA warning letter, notice of violation, or equivalent that will be resolved by the proposed project that will be resolved by the proposed project. <i>10 points</i>	
	b.	High-Level Noncompliance: Includes a second state or EPA warning letter, compliance agreement schedule, consent order, or equivalent that will be resolved by the proposed project. <i>10 points</i>	
	i.	Has the system avoided formal litigation actions, court filings, or civil or federal court orders by negotiating compliance actions described in D.1.b with DEQ and/or a federal agency to address violations that are directly related to the proposed project? <i>10 points</i>	N/A Yes No
	ii.	Has the wastewater system satisfied all deadlines, milestones, and submittals to date associated with the compliance actions described in D.1.b? <i>10 points</i>	N/A Yes No

E. Bonus Points/Incentives

[IDAPA 58.01.12.020.02.e](#). *Incentives. Bonus points shall be awarded to systems that promote source water protection, conservation, economy, proper operation maintenance, and monitoring. Up to 10 points.*

Check all that apply: 2 points each, up to a maximum of 10 points:

1.	Do you have a DEQ-certified source drinking water protection plan that is less than five years old?	Yes No
	Date of Plan:	
	If YES, will the plan be implemented on this project?	Yes No

2.	<p>Cross-connection: Community Water System: Do you have an active cross-connection control plan? Provide a copy or link to this plan. Yes No</p> <p>Link to plan: _____</p> <p>OR</p> <p>Noncommunity Water System: Your most recent sanitary survey does not note any potential backflow or cross-connection issues. Provide date of and most recent sanitary survey.</p> <p>Date: Yes No</p>
3.	<p>Was the water system free of significant deficiencies in its last sanitary survey? Yes No</p> <p>OR</p> <p>Has the water system completed all corrective actions identified in the last sanitary survey? Yes No</p>
4.	<p>Do you have a predesignated, licensed, substitute responsible charge operator for your system as described in IDAPA 58.01.08.554.03? Yes No</p> <p>Name: _____ License Number: _____</p>
5.	<p>Has your system completed all DEQ required monitoring and sampling in the last five years and is free of Failure to Monitor violations for all monitoring schedules? Yes No</p>
6.	<p>In the past year, have all of the active members in your controlling government body (i.e., city council, water board, etc.) completed at least three professional development credits? Include documentation. Yes No</p>

F. Affordability / Disadvantaged Status

[IDAPA 58.01.12.020.02.f. Affordability.](#) Points shall be given when current system user charges exceed state affordability guidelines. Up to 10 points

Provide information for Section II.F. If you qualify as a disadvantaged community, you will receive 10 points.

1.	How many equivalent dwelling unit (EDU) connections does your system serve?								
2.	<p>What is the current average user rate? \$/month/EDU _____</p> <p>Type of rate structure: Flat fee Consumptive Use Other: _____</p>								
3.	What is the most recent date that user rates have been increased:								
4.	<p>Median household income. Instructions:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">a.</td> <td>Go to https://censusreporter.org/locate/.</td> </tr> <tr> <td>b.</td> <td>Either select "Use your current location" or enter an address for any residence or location in your community and select the choice provided by the application.</td> </tr> <tr> <td>c.</td> <td>Hover your cursor over each item in the list on the left of the screen and view the corresponding green area represented on the map.</td> </tr> <tr> <td>d.</td> <td>Click on the smallest and most representative area for your community either on the map or in the list for the data.</td> </tr> </table>	a.	Go to https://censusreporter.org/locate/ .	b.	Either select "Use your current location" or enter an address for any residence or location in your community and select the choice provided by the application.	c.	Hover your cursor over each item in the list on the left of the screen and view the corresponding green area represented on the map.	d.	Click on the smallest and most representative area for your community either on the map or in the list for the data.
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c.	Hover your cursor over each item in the list on the left of the screen and view the corresponding green area represented on the map.								
d.	Click on the smallest and most representative area for your community either on the map or in the list for the data.								

e.	Scroll down to economics and enter the median household income (MHI): \$ _____ If there was N/A for median income, choose the next largest area from the list.)
f.	Provide the data to the DEQ. Either take a screenshot of the data (Label attached documents as “Section II.F, part number(s)”) and include it with your application or provide the citation (scroll to the bottom of the page and copy/paste the information after “Citation”) here:
g.	Does the income level generally reflect your community’s average MHI?
Yes , it is generally representative of the community.	
No , contact the DEQ’s Grants and Loans staff (grants.loans@deq.idaho.gov) for other means to evaluate your community’s MHI.	
h.	If the annual residence user does not exceed 2% of the community’s MHI, but exceeds 1.5% of the community’s MHI, you can still qualify if the community’s unemployment rate exceeds the statewide average and the community’s population is decreasing.
i.	Provide evidence from the U.S. Census Bureau of Labor Statistics, or Idaho Department of Labor showing the area’s unemployment rate and
ii.	Provide evidence of a declining population such as comparing current census data to previous census data or using the population percent change from the U.S. Census QuickFacts.
Label attached documents as “Section II.F, part number(s)”.	
Note: <i>If the annual residential user rates do not exceed 2% of the community’s MHI, but exceed 1.5% of the community’s MHI, you can still qualify if the community’s unemployment rate exceeds the statewide average and the community’s population is decreasing.</i>	

Continue to Section III. Authorized Submitter

Section III. Authorized Submitter			
Are you willing to allow us to share your LOI with other federal funding agencies?		Yes	No
I understand that if awarded funding, costs incurred prior to the award are not eligible for reimbursement unless a written request and justification are submitted to and approved by DEQ.			
I certify that, to the best of my knowledge, all information provided here is valid and correct:			
Submitter Name:		Title:	
Company:		Date:	
If the submitter is different from the system contact, does the submitter have the authority to submit this LOI on behalf of the system contact?		N/A	Yes No

Return completed form by January 12, 2024, to:

Idaho Department of Environmental Quality

Attn: LaDonn Kaylor

1410 North Hilton St.

Boise, ID 83706

grants.loans@deq.idaho.gov

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