



Idaho Department of Environmental Quality

Wastewater 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 working 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

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 "Wastewater Rules" (IDAPA 58.01.16.203.)? Yes No		
Name: _____ License Number: _____		
Note: <i>If the facility has a National Pollutant Discharge Elimination System (NPDES) permit, Idaho Pollutant Discharge Elimination System (IPDES) permit, wastewater (WW) reuse permit, or a subsurface discharge permit, the permit number(s) must be provided.</i>		
NPDES/IPDES Permit	WW Reuse Permit	Subsurface Permit
_____	_____	_____

B. Project Readiness										
<p>Determine your community's readiness for Clean Water Act funding assistance by answering the following questions. At a minimum, the planning effort must address problems experienced by your wastewater system.</p>										
1.	<p>Is your system current with payment of the Idaho Pollutant Discharge Elimination System (IPDES) permit assessments and state revolving fund Loan repayments? Yes No</p>									
2.	<p>Do you need to make improvements or upgrade your wastewater system? Yes No</p>									
3.	<p>If interested in receiving a planning grant, will you have the 50% required match funds available? Yes No</p>									
<p>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></p>										
<p>If you answered YES to questions 1, 2 and 3: You must also complete all applicable sections of this form.</p>										
4.	<p>Describe the proposed planning effort and any known problems that need to be addressed:</p>									
5.	<p>Do you intend to complete an inflow and infiltration study as part of this planning effort? Yes No</p> <p>If you answered YES, contact DEQ grant and loan program to discuss additional funding opportunities at grants.loans@deq.idaho.gov prior to submitting this LOI.</p>									
6.	<p>If you already contacted an engineer about your planning effort, indicate your status and provide contact information for the engineer (or firm):</p> <p style="text-align: center;">Discussed with engineer Obtained quote from engineer Signed contract with engineer</p> <p>Engineer:</p> <p>Address:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">City:</td> <td style="width: 30%;">State:</td> <td style="width: 30%;">Zip:</td> </tr> <tr> <td>Phone:</td> <td colspan="2">Fax:</td> </tr> <tr> <td colspan="3">Email:</td> </tr> </table>	City:	State:	Zip:	Phone:	Fax:		Email:		
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 grants and loan program for details. Completion of the SERP is considered grant eligible if you wish to prepare it as part of this planning process..</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 Emergency or Hazard — All Projects

IDAPA 58.01.22.020.03.a. Public health emergency or hazard certified by the Idaho Board of Environmental Quality, the Department, a District Health Department, or by a District Board of Health. Up to 150 points.

Note: *An emergency declaration must come from the DEQ Board or DEQ (i.e., director, water quality administrator, or regional administrators) or health department officials and must explicitly declare an emergency, not incidentally use the word. Emergency declarations dated more than 24 months prior to the LOI may be disqualified.*

1.	Does an officially declared (as listed above) or designated public health hazard or emergency exist? <i>150 points</i>	Yes	No
	If YES, attach a copy of board documentation or certification.		
	Label the attachment Section II.A.1.		

B. Regulatory Compliance Issues – Point Source Projects/Conventional Wastewater Projects

IDAPA 58.01.12.020.03.b. Regulatory compliance issues (e.g., noncompliance and resulting legal actions relating to infrastructure deficiencies at a wastewater facility). Up to 100 points.

1.	Is the system in compliance with all applicable discharge, reuse (wastewater land application), and subsurface discharge permit(s) listed above?	Yes	No
	If NO, check one:		
	a.	Low-Level Noncompliance: Includes minor or inconsequential permit violations that will be resolved by the proposed project. <i>10 points</i>	
	b.	Moderate-Level Noncompliance: Includes a first state or U.S. Environmental Protection Agency (EPA) warning letter, notice of violation, or equivalent that will be resolved by the proposed project. <i>25 points</i>	
	c.	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>50 points</i>	

	i.	Has the system avoided formal litigation actions, court filings, or civil or federal court orders by negotiating compliance actions described in B.1.c with DEQ and/or a federal agency to address violations that are directly related to the proposed project? <i>25 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 B.1.c? <i>25 points</i>	N/A	Yes	No
2.		Has the system received a draft permit with which compliance will be achieved by the proposed project? <i>75 points</i>	N/A	Yes	No
C. Watershed Restoration – All Projects					
<i>IDAPA 58.01.22.020.03.c. Watershed restoration. e.g., implementation of best management practices or initiation of construction at wastewater collection and treatment facilities as part of an approved total maximum daily load plan, implementation of nonpoint source management actions in protection of threatened water or is part of a special water quality effort. Up to 100 points.</i>					
1.	Surface Water: Will your planning study reduce impacts to surface water? <i>10 points</i>				
	Yes No				
	If YES, describe current impacts and how the project will reduce impacts:				
a.	Existing facility discharges to or is believed to be impacting a §303(d) water body. <i>10 points</i> Water Body Name: Note: 303(d) listed streams can be viewed at: https://mapcase.deq.idaho.gov/wq2020/default.html . Locate the discharging stream for your planning study and select status to view category. 303(d) listed streams are classified as category 4 or 5 on the map. Contact your regional DEQ office if you are within tribal boundaries to determine impaired status.				
b.	Planning study is for a point source and is expected to reduce a pollutant of concern in the §303(d)-listed water body. <i>10 points</i>			Yes	No
	List Pollutant:				
c.	Planning study is for a point source that is exceeding the waste load allocation (WLA) listed in the approved TMDL. <i>10 points</i>			Yes	No
	List TMDL Name and WLA:				
d.	Planning study is for a non-point source (NPS) and is expected to reduce a pollutant of concern in the §303(d)-listed water body. <i>10 points</i>			Yes	No
	List Pollutant:				

2.	Groundwater: Planning efforts will reduce impacts to groundwater by:	
a.	Planning study is expected to reduce pollutant concentrations in a designated sole-source aquifer: the Eastern Snake River Plain, Spokane Valley Rathdrum Prairie, or Lewiston Basin. <i>10 points</i> (https://www.deq.idaho.gov/water-quality/ground-water/aquifers)	Yes No
b.	Planning study is expected to reduce nitrate concentrations in a designated Nitrate Priority Area. <i>10 points</i> (https://www.deq.idaho.gov/water-quality/ground-water/ground-water-quality)	Yes No
c.	Planning study is expected to reduce nitrate concentrations in a critical groundwater area. <i>10 points</i> (https://www.idwr.idaho.gov/water-rights/critical-groundwater-areas/map/)	Yes No
3.	Point source applicants: Would your system owners be willing and able to sponsor an NPS project? <i>10 points</i> See https://www.deq.idaho.gov/water-quality/grants-and-loans/nonpoint-source-subgrants-in-idaho or contact the Grants and Loans Bureau for details. Sponsorships are structured so that there is no rate impact to system users.	
4.	Nonpoint Source Projects—Watershed Load Reduction: Points are awarded according to the expected effectiveness of the project and transferability of the demonstrated technologies to other parts of Idaho. The proposed project will either restore designated or existing beneficial uses, reduce the severity of NPS impacts, or promote statewide nonpoint pollution reduction or remediation. Examples might include streambank stabilization, surface water restoration, wetland restoration, or agricultural best practices such as no-till. Will the proposed planning effort analyze the NPS impact overall pollutant loading to the watershed? <i>25 points</i> Yes No List 8-digit hydraulic unit code name and number: _____ Provide description:	
D. Watershed Protection From Impacts – All Projects		
IDAPA 58.01.22.020.03.d/e . Preventing impacts to uses (all projects) Watershed protection from impacts (e.g., improvement of beneficial use(s) in a given water body, evidence of community support, or recognition of the special status of the affected water body). Up to 100 points.		
1.	Will your planning effort analyze:	
a.	Implementing a new or refurbishing an existing reuse system? <i>50 points</i>	
b.	Converting individual septic systems to centralized treatment? <i>25 points</i>	

	c.	Refurbishing an existing lagoon? <i>10 points</i>
	d.	Removing and disposing biosolids or seepage testing existing lagoon? <i>10 points</i>
2.	Beneficial uses are designated by the “Water Quality Standards” (IDAPA 58.01.02.100.). To which of the following beneficial uses listed will the planning effort analyze reducing current or prevent future impacts? A sufficient description would describe each beneficial use designation as listed in 58.01.02, 110, 120, 130, 140, 150, and 160 and explain how the planning effort will address impacts or improve beneficial uses designations. Failure to provide sufficient description(s) will result in no points awarded.	
Check all that apply:		
	a.	Aquatic life <i>25 points</i> Designation (COLD, SS, SC, WARM, or MOD): Describe impacts prevented or improved:
	b.	Recreation <i>15 points</i> Designation (PCR or SCR): Describe impacts prevented or improved:
	c.	Other <i>10 points</i> Designation (DWS): Describe impacts prevented or improved:
3.	State Priorities: Preference is given to projects based on recognition of the special status of waters or uses of those waters. <i>10 points each</i>	
	a.	Planning document will analyze impacts to water body listed in Chapter 43, Title 67, Idaho Code.
	b.	Planning document will analyze impacts to a designated wild and scenic river segment. Idaho (https://rivers.gov/idaho)

	c.	<p>Other: Describe and attach documentation of special status or uses that deem the project a state priority. Failure to provide sufficient documentation will result in no points being awarded.</p> <p>Description:</p>
4.	<p>Planning document will analyze one or more of the following:</p>	
	a.	<p>Removal of stormwater outlets. <i>5 points</i></p>
	b.	<p>Conversion of combined sewer to separate stormwater system. <i>5 points</i></p>
	c.	<p>Or similar projects (contact DEQ first). <i>5 points</i></p> <p>Indicate type of project(s):</p>
<p>E. Sustainability (Green) Infrastructure Efforts</p>		
<p><u>IDAPA 58.01.22.020.03.f.</u> <i>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></p>		
<p>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.</p>		
<p>Although only 50 points can be awarded under Section II.E, 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.</p>		
<p>Check all that apply – 5 points each, up to a maximum of 50 points.</p>		
1.	<p>Management-based/innovative efforts: Management-based/innovative efforts could include the following:</p>	
	a.	<p>As part of the planning effort, an ongoing capital improvement plan will be developed or updated and supported by a capital improvement plan budget.</p> <p>OR</p> <p>Request assistance to develop capital improvement plan utilizing third party technical assistance provider (DEQ will contact you regarding the opportunity).</p>
	b.	<p>As part of the planning effort, a rate study will be completed or updated. A rate study is based on consumption-based full-cost pricing for wastewater supported by a capital budget (submit documentation). This means that: 1) Utility rates must be based on the flow and strength of the wastewater treated; 2) Utility rates must generate revenue sufficient to cover both operating and capital costs.</p> <p>Identify the professional (or organization) preparing the rate study: _____</p> <p>OR</p> <p>Request assistance to develop rate study utilizing third party technical assistance provider (DEQ will contact you regarding the opportunity).</p>

	<p>c. A formal asset management system/plan has been or will be implemented and updated routinely. Provide a description of asset management tools and implementation methods:</p>
	<p>d. System is currently an EPA green power partner (submit documentation) or will evaluate becoming one as part of the proposed project.</p>
	<p>e. System will evaluate consolidation with another wastewater system. The system must be reasonably nearby (normally within five miles), and analysis should consider the flows 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: _____</p>
	<p>f. System will conduct a professional energy audit and intends to implement its findings. Identify the auditor: _____</p>
	<p>g. Planning effort will aid in preparation for adaptation to the long-term effects of climate variation, extreme weather, and drought. Provide a description:</p>
	<p>h. Phosphorus recovery for beneficial reuse.</p>
	<p>i. Significantly reduce or eliminate the use of chemicals in treatment.</p>
	<p>j. Significantly reduce or minimize the volume or toxicity of residuals.</p>
	<p>k. Groundwater recharge by land application of effluent for where there are other cost-effective discharge alternatives.</p>
2.	<p>Green Efforts: Attach documentation supporting the green efforts. Green efforts could include the following:</p>
	<p>a. Planning effort includes wetlands to improve water quality and/or support sustainable infrastructure efforts. Includes constructed wetlands as integrated into a wastewater treatment unit process.</p>
	<p>b. Establishment or restoration of permanent riparian buffers, floodplains, wetlands, and other natural features, including vegetated buffers or soft bioengineered streambanks.</p>
	<p>c. Downspout disconnection to remove stormwater from sanitary sewers and separate storm sewers.</p>

	d.	Fee simple purchase of land or easements on land that has a direct benefit to water quality, such as riparian and wetland protection or restoration.
3.	Water Conservation Efforts: Attach documentation supporting the water conservation efforts. Water conservation efforts could include the following:	
	a.	New wastewater reuse when other alternatives have been considered in the facility planning process, including reclaimed water distribution system (i.e., “purple pipe”).
	b.	Nonpoint source project will utilize Natural Resources Conservation Service best management practices.
	c.	Retrofit or replacement of existing irrigation systems with more efficient irrigation 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 Premium specifications.
	c.	Heat pumps that reclaim heat from treated effluent.
	d.	High-efficiency lighting/lighting controls.
	e.	On-site energy generation such as methane clean combustion, fuel cells, solar, or wind.
	f.	Efficient replacements for vacuum dewatering systems.
	g.	Aeration improvements such as fine bubble aeration, VFD blowers, or automated dissolved oxygen control.
	h.	Tertiary filtration that reduces ultraviolet disinfection power requirements.
	i.	Pressure transmission line replacement resulting in reduced pumping costs.
	j.	Supervisory control and data acquisition system installation.
	k.	Infrastructure improvements that significantly reduce infiltration/inflow or eliminate lift station(s).
	l.	Collection system infiltration/inflow detection equipment.
Examples that have been accepted for Idaho projects are found in the Grants and Loans Customer Handbook at https://www.deq.idaho.gov/SRF .		
F. Affordability / Disadvantaged Status		
<i>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</i>		
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.	What is the current average user rate? \$/month/EDU _____ Type of rate structure: Flat fee Consumptive Use Other: _____	
3.	What is the most recent date that user rates have been increased: _____	

4.	Median household income. Instructions:
	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.
	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 grant and loan program (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

Phone: (208) 373-0556

Fax: (208) 373-0557