

# **Applicant's Guide to Idaho's Public Wastewater Facilities Planning Grant Program**

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## Introduction

The Department of Environmental Quality's (DEQ) Wastewater Planning Grant Program provides financial assistance to eligible entities in Idaho planning to upgrade or expand public wastewater facilities. Each prospective project is assigned a rating, with the highest priority rankings given to projects that will most significantly improve the quality of the waters of the state and protect public health.

Current funding levels only allow for the preparation of facility plans that identify the most cost effective, environmentally sound methods to upgrade or expand public wastewater systems to achieve and maintain compliance with state and federal standards. Grants cover up to 50% of eligible planning costs, with the grantee providing a matching share from local sources.

This guide provides a summary of wastewater planning grant procedures and is not intended to be all-inclusive. Detailed requirements are outlined in [Idaho Administrative Code \(IDAPA\) 58.01.04](#), *Rules for Administration of Wastewater Treatment Facility Grants*.

## Part I: Program Eligibility

Wastewater planning grants are available for counties, cities, special service districts, other governmental entities, nonprofit corporations, and combinations thereof that have authority to collect, treat, or dispose of wastewater. Most systems owned by Idaho municipalities, special service districts, and non-profit corporations are eligible for grants.

## Part II: Overview of the Grant Process

Following is a step-by-step description of the process by which a planning project is placed on the state's Wastewater Planning Grant Priority List and subsequently receives and uses planning grant funds. The details of each step are included in Parts III through IX of this document.

<b>Step</b>	<b>Description</b>	<b>By</b>	<b>Time Line</b>
<b>1</b>	<b>DEQ solicits interest from systems.</b> Notice is mailed to all eligible wastewater system owners in Idaho to solicit interest in applying for a planning grant, and thus be included on a Priority List. Interested owners are directed to fill out a letter of interest (LOI) form in this notification.	DEQ State Office	Annually
<b>2</b>	<b>Indication of system interest.</b> The LOI form is completed and returned to DEQ.	System Owner	8-9 weeks after receiving solicitation letter

<b>Step</b>	<b>Description</b>	<b>By</b>	<b>Time Line</b>
<b>3</b>	<b>Evaluation and prioritization of projects.</b> The returned LOIs are evaluated and the projects are rated and ranked for inclusion on the next annual Priority List. Rating criteria focus on public health emergencies and hazards, threats to special resource waters, and potential health and water quality impacts (See <a href="#">Part III</a> for details).	DEQ State Office	3 weeks after receipt of LOIs forms
<b>4</b>	<b>Solicitation of public review and comment.</b> The list is published and comments solicited from the public in major newspapers around the state and on DEQ's Web site.	DEQ State Office	10 weeks following Step 3
<b>5</b>	<b>Match of priority projects to available funding.</b> Public comments and ratings are used to identify top-ranked priority projects for which funding is available.	DEQ State Office	During 10 days following public comment period
<b>6</b>	<b>DEQ Board approval.</b> Final draft Priority List and proposed fundable projects are reviewed and approved by the Idaho Board of Environmental Quality (Board).	Board of Environmental Quality	2 weeks after end of public comment period
<b>7</b>	<b>Invitation to submit grant application.</b> Invitations to submit grant applications are mailed to Board approved wastewater systems with top-ranked projects for which funding is available.	DEQ State Office	Prior to start of new fiscal year that begins July 1
<b>8</b>	<b>Response to grant application invitation.</b> Invited systems that wish to apply for a grant send an application package to DEQ within 30 days. Systems that fail to respond within the allotted time may be bypassed.	System	Within 30 days of receipt of invitation to apply
<b>9</b>	<b>Selecting a professional engineer.</b> If, at this point, the applicant has not acquired the services of a professional engineer, then the services of such an individual shall be arranged to assist with the completion of the facility planning document. For public agencies and municipalities, the process for selecting an engineer must be consistent with Idaho Code 67-2320 (See <a href="#">Part V</a> for details). <i>The selection process may be completed concurrent with the preparation of the application package.</i>	System	Upon receipt of invitation to apply

Step	Description	By	Time Line
10	<p><b>Preparation and submittal of application package.</b> Systems complete and submit the <i>Idaho Wastewater Facility Planning Grant Application</i> form and related documents to the nearest DEQ regional office by the target date. (A project that does not meet the target date may be bypassed and replaced by the next highest-ranking project that is ready to proceed.) See <a href="#">Part IV</a> for details.</p>	System and System's Engineer	Target date specified in LOI
11	<p><b>Review of application.</b> Application is reviewed for eligibility and completeness. Approved application packages are sent to the DEQ State Office.</p>	DEQ Regional Office	As scheduled
12	<p><b>Extension of grant offer.</b> Grant offers are prepared and signed by the DEQ Director or the Director's designee, executing a grant contract agreement subject to all applicable state laws. The offer is then sent to successful applicants by certified mail.</p>	DEQ State Office	As needed
13	<p><b>Review and acceptance of grant offer.</b> Grant offers are reviewed and officially accepted. To accept, the authorized representative of the qualified entity signs and returns the grant offer to the DEQ State Office within 30 days from the date of the offer. If the applicant does not accept the grant offer within the 30-day period, the grant offer may be withdrawn and grant funds may be offered to another applicant.</p>	System	Within 30 days of receipt of grant offer
14	<p><b>Consultation on drafting of facility plan and environmental information document (EID).</b> DEQ advises system and system's engineer on content of facility plan and EID. Consultations continue throughout the process (See <a href="#">Part VII</a> for details.).</p>	System, System's Engineer, DEQ Regional Office	As needed
15	<p><b>Completing the draft facility plan and draft EID.</b> The engineer will survey the existing condition of the system, develop alternatives, screen alternatives and select the most cost-effective alternative to change the system to meet future needs, and prepare an EID to assess the potential impacts of the project. The EID should be developed as a separate chapter in the facility plan or as a separate document that is submitted jointly with the facility plan (See <a href="#">Part VII</a> for details.).</p>	System's Engineer	Within 12 months of execution of grant contract agreement

<b>Step</b>	<b>Description</b>	<b>By</b>	<b>Time Line</b>
<b>16</b>	<b>Solicitation of public review and comment.</b> Public comment is solicited on the draft facility plan and draft EID, or if required, the environmental impact statement. At least one public hearing must be held within the system's jurisdiction.	System	As scheduled
<b>17</b>	<b>Submittal of final facility plan and EID/EIS.</b> After incorporating public comment, the final facility plan is submitted to the DEQ Regional Office engineer for review and approval. The final EID or EIS is submitted to the DEQ State Office Environmental Reviewer for review and approval.	System	As scheduled
<b>18</b>	<b>Review of final EID and environmental determination.</b> The potentially significant environmental impacts, environmental consequences and mitigation efforts related to the selected project alternative are reviewed and one of four (4) possible environmental determinations is issued. If a categorical exclusion is issued, or if DEQ adopts an environmental determination previously made by another agency, this constitutes the final environmental determination.	DEQ State Office	As scheduled
<b>18a.</b>	<b>Public participation on environmental determination.</b> Each type of environmental determination has its own public participation requirements. A concurrence with another agency's finding has no public comment/notice requirement. A categorical exclusion requires a public notice that must be published one time in the newspaper covering the area where the system is located. A finding of no significant impacts requires a one time publication in the newspaper in the system area and a 30 days public comment period. An EIS requires a public hearing and a 30 days public comment period as a minimum.	DEQ State Office or System	1 – 5 weeks
<b>18b.</b>	<b>Issuance of final environmental determination.</b> The record of decision verifying the final environmental determination is issued following the end of the public comment period and incorporation or consideration of substantive comments received from the public.	DEQ State Office	As scheduled

<b>Step</b>	<b>Description</b>	<b>By</b>	<b>Time Line</b>
<b>19</b>	<b>Review and approval of final facility plan and EID.</b> Once the final environmental determination has been made and the final facility plan is reviewed and accepted, final approval is given to the facility plan based on cost effectiveness, environmental impacts, and public comment (See <a href="#">Part VIII</a> for details.).	DEQ Regional Office	As scheduled
<b>20</b>	<b>Request for reimbursement.</b> Reimbursement may be requested anytime after entering into a grant contract agreement (See <a href="#">Part IX</a> for details.).	System	As needed

### **Part III: DEQ’s Priority Rating System**

Prospective projects are evaluated, rated, and ranked by DEQ for inclusion on the next annual Priority List. The following questions are considered when ranking the projects:

- Is there a public health emergency (certified by the Board of Environmental Quality or the Board of an Idaho Public Health District) related to the wastewater system?
- Has an Idaho Health District Department or DEQ documented a public health hazard?
- Does the wastewater system affect special resource waters (as designated in Water Quality Standards, IDAPA 58.01.02.056 and .110 - .199)?
- Are there other potential public health hazards and/or water quality impacts related to the wastewater system?

### **Part IV: Application Package Requirements**

Systems with fundable planning projects on the Priority List are issued invitations to apply for a wastewater grant. Invitations are normally issued shortly after Board approval of the Intended Use Plan each year.

All application packages from *public agencies and municipalities* must contain the following documents:

- Completed Idaho Wastewater Facility Planning Grant Application (Form A).
- Authorizing Resolution (Form B).
- Contract(s) for Engineering Services (Form C).
- Certificate of Negotiation (Form D).
- Justification for Engineering Firm Selected.
- Proof of Professional Liability Insurance (Form E).
- Certificate of Financial and Management Capability (Form F).

- Plan of Study (Form H).

Forms A – F and H are to be used by potential grantees in the process of applying for a grant. The following three forms are for use by grantees after the grant has been awarded:

- Facility Plan Outline and Checklist (Form I).
- Outline and Checklist for Environmental Information Documents (Form J).
- Outlay Report and Request for Reimbursement (Form K).

All application packages from wastewater systems owned by *private or nonprofit corporations* shall include the following documents:

- Completed Idaho Wastewater Facility Planning Grant Application (Form A).
- Authorizing Resolution (Form B).
- Contract(s) for Engineering Services (Form C).
- Certificate of Negotiation (Form D).
- Justification for Engineering Firm Selected.
- Proof of Professional Liability Insurance (Form E).
- Certificate of Financial and Management Capability (Form F).
- Articles of Incorporation and/or Bylaws for Incorporated Nonprofit Applicants (Form G).
- Plan of Study (Form H).

Forms A – H are to be used by potential grantees in the process of applying for a grant. The following three forms are for use by grantees after the grant has been awarded:

- Facility Plan Outline and Checklist (Form I).
- Outline and Checklist for Environmental Information Documents (Form J).
- Outlay Report and Request for Reimbursement (Form K).

The following directions are provided to assist systems in properly completing the documents required as part of the application package.

### **Idaho Wastewater Facility Planning Grant Application ([Form A](#)).**

Use Form A to provide the information listed below. An application checklist is attached at the end of Form A.

#### *Section I: General Information*

DEQ needs accurate identifying information for preparing a grant offer and for record-keeping purposes. The following information should be provided in Section I of the application:

- The full name of the wastewater system.

- Mailing address for the system.
- The name and title of a contact person in the community who will be able to answer questions about the proposed project.
- The title of the project and a description of the project tasks to be completed with the grant funds.
- The area of impact (the geographic boundaries of the project, such as the limits of a city, district, or nonprofit corporation).
- The population of the area to be studied under the grant-supported project.
- Proposed funding of the project including the state and grantee shares, as well as funding shares from any other source.
- The date of commencement of the project, the approximate project duration (in months), and the date when the final facility plan will be completed and submitted to DEQ for review and approval.
- The name and signature of the authorized representative (see Authorizing Resolution [Form B] below).

## *Section II: Budget Information*

### **Part A: Calculation of Grant(s)**

Segregate grant-eligible costs of the project into appropriate categories and indicate project-specific amounts in the right hand column of the budget sheet. Engineering fees generally comprise the major cost for all planning grants.

Grant-related local administrative costs incurred after the grant is awarded may be eligible for reimbursement; those incurred prior to execution of the grant contract agreement are not. Three examples of non-eligible costs are: the costs associated with acquiring funding, the ordinary operating expenses of local government, such as salaries and expenses of a mayor, city council members, or city attorney, and the costs to prepare a grant application. See [Part VI](#) for a more complete listing of eligible and non-eligible costs.

### **Part B: Proposed Method of Financing Non-State Share**

Explain how the grantee's share of the project costs will be financed, listing methods of financing and the respective amounts. Also identify other sources of funding.

## *Section III: Assurances*

An authorized representative of the applying entity must sign and agree to provide assurances of compliance, legal authority, and funding.

### **Authorizing Resolution ([Form B](#)).**

Submit an authorizing resolution approved by a majority of the applicant's governing body that authorizes an elected official or officer of the qualifying entity to commit local matching funds and to sign all documents related to the DEQ grant. The blank authorizing resolution form (Form B) can be used to meet this requirement.

### **Engineering Contract Checklist ([Form C](#)).**

The engineer will prepare a contract covering facility planning services through negotiations with the grantee. The engineering contract must be reviewed by DEQ engineering staff and approved. Applicants may use the Engineering Contract Checklist (Form C) to determine if the engineering contract contains the necessary information.

### **Certificate of Negotiation ([Form D](#)).**

Idaho Code 67-2320 prescribes a procedure for selecting a professional engineer. This Code section applies to all political subdivisions and public agencies. Applicants governed by Idaho Code 67-2320 must be able to document compliance with this Code section, paying special attention to:

- Selecting an engineer by a competitive process.
- Negotiating a fair and reasonable price for engineering services.

The applicant must demonstrate that both of these requirements have been addressed by completing the following actions:

- Justify selection of an engineer.  
The grantee must submit proof that a competitive process was used to select a professional engineer to do planning work funded in part with a DEQ grant. Acceptable documentation can include a letter from the authorized local official explaining how the consultant was hired and/or a copy of the newspaper notice of the request for proposals (RFP).
- Issue a certificate of negotiation.  
The grant recipient must negotiate with the consulting engineer concerning the scope and cost of the work to be performed under a DEQ grant. The objective is to obtain the best quality work at a fair and reasonable cost. The Certificate of Negotiation form (Form D) should be signed following negotiations to verify that the state funds used to complete necessary planning tasks will be used in the most efficient manner.

### **Proof of Professional Liability Insurance ([Form E](#)).**

The grantee's engineer consultant must certify that he/she has insurance to protect the public from negligent acts and errors of a professional nature.

A certification of professional liability insurance must be submitted. The engineer's policy must provide an aggregate total of \$100,000 or twice the amount of the engineering firm's fee, whichever is greater, and must cover all services rendered for all project steps whether or not such services or steps are state funded until the certification of project performance is accepted by DEQ. The Proof of Professional Liability form (Form E) can be used to demonstrate that this requirement has been met.

### **Certification of Financial and Management Capability [\(Form F\)](#).**

The grantee must certify that it possesses the financial and managerial capability to accept and properly administer a grant. The Certificate of Financial and Management Capability form (Form F) can be used to meet this requirement.

### ***Incorporated Nonprofit Applicants Application Checklist* [\(Form G\)](#).**

Incorporated nonprofit applicants must demonstrate that their articles of incorporation and/or bylaws contain all items included in Idaho Code 30-3. A checklist (Form G) has been developed to help the applicant ensure that it meets all these requirements.

### **Plan of Study [\(Form H\)](#).**

The application package should include a plan of study describing the work tasks to be performed in the facility planning effort. A Plan of Study Outline (Form H) provides guidance in preparing the plan. It is a summary of the more comprehensive Wastewater Facility Plan Outline and Checklist (Form I). The plan of study should be submitted to DEQ with the application.

Use Form H to provide the following information:

- Project identification and background.
- Tasks to be completed:
  - Describe existing conditions including geographical boundaries and applicable historic information.
  - Develop costs for engineering tasks and schedule for project completion
  - Describe expectations of future conditions based on the life of the project.
  - Develop and screen construction alternatives that will meet 20-year needs for treatment systems and 30-40 year needs for collection systems.
  - Select final alternative.
  - Develop implementation plan.

### **Facility Plan and EID Outlines and Checklists [\(Forms I & J\)](#)**

This guidance is meant for both the Grantee and the Grantee's consulting engineer. These checklists provide a basic understanding of what DEQ project engineers will be expecting in a facility plan and an EID.

### **Outlay Report and Request for Reimbursement [\(Form K\)](#)**

This is the form by which reimbursement requests are made.

## **Part V: Professional Engineer Selection**

All Grant applicants must select a professional engineer to conduct wastewater planning projects funded by DEQ planning grants. This section provides a summary of the procedures and requirements for selecting a professional engineer and is not intended to be all-inclusive. Detailed requirements for public agencies and municipalities are outlined in Idaho Code 67-2320.

### **Step 1: When to begin.**

DEQ recommends that systems begin the engineering selection process immediately upon receipt of the invitation to submit a grant application, if an engineer's services have not previously been obtained. It is advantageous to complete the selection process before submitting the application package to provide the opportunity for the selected engineer to assist in completing the application package.

### **Step 2: The competitive process.**

For public agency and municipal grant applicants, the engineering selection process must be competitive, affording all interested and qualified engineers an equal opportunity to compete for the contract. The standard method of satisfying this requirement is to develop and solicit a RFP to solicit proposals from qualified engineers. Describe the following in the RFP:

- Proposed project including its purpose, location, time frames, and present status.
- Specific tasks the successful candidate will be required to complete. *Note:* Currently DEQ grants are only awarded for planning activities.
- Contract terms and conditions including the basis for payment (e.g., lump sum, cost plus fixed fee, etc.).
- Evaluation process for proposals submitted in response to the RFP.
- Minimum professional requirements the successful engineer must meet to be qualified and suggest ways candidate engineers can show they are qualified to complete the identified project. (See following step.)

Instruct engineering candidates to submit proposals directly to the grant applicant. To assure a competitive process, proposals from at least two engineers should be considered.

### **Step 3: Minimum qualifications.**

The engineer selected by the grant applicant must meet **all** of the following minimum qualifications to be considered for work on a DEQ planning grant project:

- Must be registered as a professional engineer and currently licensed by the Idaho Board of Professional Engineers and Land Surveyors.
- Cannot be disbarred or otherwise prevented from providing services under another federal or state financial assistance program.

- Must be covered by professional liability insurance for errors and omissions in the aggregate amount of \$100,000 or twice the amount of the engineering firm's fee, whichever is greater. The insurance must also indemnify services rendered for all project steps funded by the state, system, or other entity during the entire period the engineer is working for the system.

Systems may require prospective engineers to document compliance with the minimum qualifications by submitting photocopies of licensure documents and signed statements of professional status. The professional status of an engineer also may be verified through the Idaho Professional Engineers and Land Surveyors Board.

To document liability insurance compliance, prospective engineers may provide an insurance company voucher or use Form E (Proof of Professional Liability Insurance form).

#### **Step 4: Evaluation of proposals.**

Systems owned by public agencies and municipalities must evaluate and rank proposals. Interviews should be conducted with top candidates.

#### **Step 5: Negotiations with selected engineer.**

The grant applicants are required to discuss and satisfactorily negotiate the following items with the selected engineering candidate (or top-rated candidates):

- Scope and extent of work and other essential requirements.
- Personnel and facilities necessary to accomplish the work within the required time, including employment of additional personnel when needed.
- Technical services required to complete the project in accordance with regulations and criteria established for the project.
- A fair and reasonable price for the required work.

### **Part VI: Project Funding (Eligible Costs)**

Grants awarded under this program must be used entirely to prepare a facility plan identifying the most cost effective, environmentally sound (as determined by the environmental information document) wastewater system alternative to achieve or maintain compliance with the Water Quality Standards (IDAPA 58.01.02), the Wastewater Rules (IDAPA 58.01.16), and the Clean Water Act.

Grants are limited to 50% of total eligible project costs. Eligible costs may include, but are not limited to, the following:

- Salaries, benefits, and expendable material the qualified entity incurs in the project except ordinary expenses of local government such as salaries and expenses of a mayor, city council members, board, or a city, district, or board attorney.
- Professional and consulting services using any type of contract except cost plus percentage of construction.

- Engineering services directly related to the planning of public wastewater treatment, storage, and collection facilities including, but not limited to, preparation of a facility plan and environmental review report.
- Financial, technical, and management capability analyses.
- Public participation during the alternative selection process.
- Site acquisition services, which may include legal fees, appraisals, and surveys for future land purchases.

The following costs are ineligible for funding:

- Basin or area-wide planning not directly related to the project.
- Personal injury compensation or damages arising out of the project.
- Fines or penalties due to violations of, or failure to comply with, federal, state, or local laws.
- Costs outside the scope of the approved project.
- Ordinary operating expenses of local government, such as salaries and expenses of a mayor, city council members, or city attorney.
- Preparation of a grant application, and other costs associated with acquiring funding.
- All costs related to assessment, defense, and settlement of disputes.
- Costs of supplying required permits or waivers.
- Costs incurred prior to award of the grant unless specifically approved in writing as eligible pre-award costs by DEQ.
- Engineering costs incurred prior to approval of the engineering contract or in excess of the contract ceiling unless pre-approval in writing by DEQ.
- Land acquisition and associated costs other than those listed as eligible above.

## **Part VII: Preparation of the Facility Plan and Environmental Information Document**

Systems must complete a facility plan in compliance with Chapter 5 of the *Wastewater Facilities Loan Handbook of Procedures*. The purpose of the plan is to evaluate feasible treatment and collection alternatives for the system and to determine the most cost-effective, environmentally sound alternative. Public input must be solicited during development of the facility plan, and at least one public hearing must be held before the plan is finalized. The planning period must be 20 years for all facilities except collection systems, which must be for 40 years.

At a minimum the facility plan should include:

- A description of existing conditions for the proposed project area.
- A description of expected future conditions for the proposed project area.
- A description of the development and initial screening of alternatives.
- A description of the final screening of principal alternatives and plan adoption.
- A description of the selected plan and implementation arrangements.
- The relevant engineering data supporting the final alternative, and
- The environmental information document as specified by DEQ and the rules.

Refer to the Facility Plan Outline and Checklist ([Form I](#)) to assure compliance.

As part of the facility plan, systems are required to complete an EID. The purpose of the EID is to assess the environmental impacts of the proposed project.

Systems are advised to consult with DEQ early on in the preparation of the facility plan to determine the most likely level of environmental review that will be required for the proposed project. In assessing potential impacts, the system must consult with the appropriate state or federal agencies having official jurisdiction over the environmental resources. If negative impacts to sensitive environmental resources are identified, the level of environmental review required will increase accordingly as will the level of public participation to resolve the impacts. Adverse impacts require a system to develop and implement mitigation measures as part of the EID to be considered prior to an environmental determination being made by DEQ.

The environmental determination is made by DEQ before final agency approval is given on the facility plan.

At a minimum, the EID must include all of the following:

- A description of the purpose and need for proposed action.
- A description of the proposed selected construction alternative.
- A description of the affected environment.
- A discussion of the environmental impacts of the proposed action.
- A means to mitigate adverse environmental impacts.
- A description of the public participation process.
- A list of referenced documents.
- A list of agencies consulted.
- The findings regarding possible adverse affects and the recommendations regarding resolution and mitigation made by consulting agencies.
- A mailing list of interested parties.

Refer to the *Outline and Checklist for Environmental Information Documents* ([Form J](#)) to assure compliance.

## **Part VIII: Review and Approval of Facility Plan and Environmental Information Document**

Throughout the development process, DEQ staff engineers work closely with the system and system's engineer to assure that the facility plan is of the highest quality, resolves problems with the wastewater system, and is acceptable to the public. Approval of the final alternative and approval of the final facility plan are contingent upon DEQ taking one of the following actions:

- Issuing a *Categorical Exclusion (CE)* with supporting documentation.  
A Categorical Exclusion is issued when, based on an EID, it is determined that the proposal actions individually or cumulatively will have no significant effect on the human

environment and, therefore, neither a finding of no significant impact nor an environmental impact statement is required.

- **Issuing a *Finding of No Significant Impact* (FONSI).**  
A FONSI is issued when, based on an EID, an action, not otherwise excluded, will have no significant effect on the human environment. The document explains why no significant effect is anticipated and includes an environmental assessment or a summary of it and other related documents including agency consultations. When a FONSI is issued, an environmental impact statement is not required.

The FONSI is a draft document, subject to a 30-day public comment period following publication in the project area, after which it may be finalized by DEQ.

- **Requiring the grantee to prepare an *Environmental Impact Statement* (EIS).**  
An EIS is required when DEQ determines that the proposed project would significantly affect the environment. The purpose of the EIS is to describe the project's potentially significant impacts and to explain how the impacts can be avoided, minimized, or mitigated.

The EIS is a draft document, subject to a 30-day public comment period and a public hearing, after which it may be finalized by the system (grantee) and submitted to DEQ for approval.

- ***Adoption of an environmental determination made by another agency.***  
DEQ may issue its own determination by adopting the environmental determination previously made by another state, federal or local agency on the same project. Affirmation of another agency's determination relieves DEQ from conducting a full environmental review of the project.

## **Part IX: Payments**

Systems will use the Outlay Report and Request for Reimbursement form ([Form K](#)) or other form for payment as provided by DEQ to submit requests for payment. Reimbursement is limited to eligible costs.

If actual planning costs exceed the grant award amount, systems may request a grant increase, subject to available funding. Documentation and justification for an increase must be submitted *before* additional costs may be incurred.

If actual planning costs are lower than the grant award amount, DEQ grant reimbursements will be reduced accordingly.

DEQ may conduct a final project review to determine actual eligible costs. The system's financial records may be reviewed by DEQ. The final project review may be deferred until a review of the design/construction loan has been completed.

Payment of the last 5% of the total grant is subject to final DEQ approval of the facility plan, completion of the environmental review process, and finalization or deferment of the final project review.

### **For More Information**

- For questions regarding DEQ's Wastewater Planning Grant Program, contact Tim Wendland, Loan Officer at 208-373-0439 or [tim.wendland@deq.idaho.gov](mailto:tim.wendland@deq.idaho.gov).
- For questions on environmental reviews or preparing environmental documents, contact Nancy Bowser, DEQ's Environmental Reviewer, DEQ State Office at 208-373-0406 or [nancy.bowser@deq.idaho.gov](mailto:nancy.bowser@deq.idaho.gov)
- Link to the wastewater planning grant forms on DEQ's Web site at [http://www.deq.idaho.gov/water/permits\\_forms/forms/waste\\_water/forms.cfm](http://www.deq.idaho.gov/water/permits_forms/forms/waste_water/forms.cfm)

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