

# DRINKING WATER STATE REVOLVING FUND INTENDED USE PLAN (IUP) APPLICATION FORM



The application for inclusion on the Drinking Water State Revolving Fund (DWSRF) IUP can be submitted only when the project is at the right stage of the construction permitting process. This numbered list outlines the requirements of the permitting process that must be met prior to submitting an IUP application. It also identifies the materials and information needed to complete the IUP application. Please follow the preliminary steps and instructions to make sure your application is complete before submitting it.

## PRELIMINARY STEPS FOR IUP APPLICATION SUBMISSION

Enter the following information here:

1. Applicant Name: \_\_\_\_\_
2. DNR Number (if previously assigned, choose number or enter N/A): \_\_\_\_\_ ☐ N/A
3. DNR Project Manager Name: \_\_\_\_\_
4. Project Name/Title: \_\_\_\_\_
5. Viability Assessment Manual Attached (choose Yes or Previously Submitted): ☐ Yes ☐ Previously Submitted
  - a. If previously submitted enter date VA was previously approved within 3 years or choose N/A \_\_\_\_\_ ☐ N/A
6. Preliminary Engineering Report Attached (choose Yes or enter date PER was previously approved within 3 years): \_\_\_\_\_ ☐ Yes

Ensure that your IUP application includes the following (all boxes must be checked)

7. Socioeconomic Assessment Worksheet included with application ☐
8. IUP Application signed ☐
9. UEI Number included ☐
10. Property Assurance Form signed and dated ☐
11. SRF Environmental Review Checklist and Attachment included with application ☐

## Submission Instructions:

- ☐ Do not submit a single file that includes all requested documents.
- ☐ Each requested document must be submitted as an individual, separate document.
- ☐ Each document must be titled using the following naming convention:

| Document Name                             | Required Name/Title Structure  | Example                               |
|---|--|---------------------------------------|
| IUP Application                           | ApplicantName_IUPApplication   | Waterloo_IUPApplication               |
| Environmental Review Checklist            | ApplicantName_ERChecklist  | Waterloo_ERChecklist                  |
| Socioeconomic Assessment Worksheet        | ApplicantName_SAWorkshop   | Waterloo_SAWorkshop                   |
| Preliminary Engineering Report            | ApplicantName_PreliminaryEngineeringReport                                       | Waterloo_PreliminaryEngineeringReport |
| Viability Assessment Manual               | ApplicantName_ViabilityAssessment  | Waterloo_ViabilityAssessment          |
| Environmental Review Supporting Materials | ApplicantName_ERSupplement_No._<br>*number each additional document sequentially | Waterloo_ERSupplement_No.1            |

**\*Your application will not be considered complete or acceptable if items 1 through 11 have not been completed and/or included. Keep a copy of the completed application for your records and submit the signed form to: [SRF-IUP@dnr.iowa.gov](mailto:SRF-IUP@dnr.iowa.gov). See instructions below for additional guidance.**

# DRINKING WATER STATE REVOLVING FUND

## INTENDED USE PLAN (IUP) APPLICATION INSTRUCTIONS



### ITEMS 1 – 6: Drinking Water Construction Permitting

The Drinking Water SRF Intended Use Plan Application will only be accepted when Items 1-6 have been completed through the Water Supply Construction Permitting Process of the DNR Drinking Water Engineering Section. Please refer to the [Water Supply Construction Manual](#) for detailed information on these steps.

1. Applicant Name: Enter the name of the applicant who is requesting SRF funding.
2. DNR Project Number: Enter the project number assigned by the DNR for the project if known; enter “N/A” if unknown.
3. DNR Project Manager Name: A project manager from the DNR Drinking Water Engineering Section is assigned to each project. Enter name of project manager if known; enter “N/A” if unknown.
4. Project Name/Title: Enter a descriptive title for the project.
5. Viability Assessments (VA) must be reviewed and approved by the DNR Drinking Water Engineering Section to be eligible for SRF funding. Please submit the VA with the IUP application or provide a date if an assessment was previously approved within 3 years. The Viability Assessment Manual is available for download on our website at: <http://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Viability-Capacity-Dev>
6. A Preliminary Engineering Report (PER) must be reviewed and approved by the DNR Drinking Water Engineering Section to be eligible for SRF funding. Please submit the PER with the IUP application or provide a date if a PER was previously approved within 3 years.

### ITEMS 7-11: SRF Requirements for a Complete Application

7. Socioeconomic Assessment Worksheet must be completed and included as an attachment with the IUP application. The worksheet can be found on the IowaSRF.com website, SRF Resources page under General Information: [https://www.iowasrf.com/about\\_srf/srf-resources/](https://www.iowasrf.com/about_srf/srf-resources/)
8. IUP Application Signed: The Intended Use Plan application must be signed by the Applicant’s authorized representative. Printed or electronic signatures are accepted.
9. UEI Number Included: The U.S. Federal Government has transitioned from using Dun and Bradstreet Number (DUNS) to using a Unique Entity Identifier (UEI). Entity refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal Government agencies desiring to do business with the government.

**You can register your entity to obtain a Unique Entity ID here:** <https://sam.gov/content/entity-registration>

10. Property Assurance Form Signed: This form is required to be signed and dated whether or not the Applicant currently intends to purchase land using SRF funds.
11. SRF Environmental Review Checklist and Attachments Completed and Submitted: The ER checklist outlines the information needed to start the SRF ER Services. The environmental review checklist can be obtained here: [https://www.iowasrf.com/about\\_srf/srf-resources/](https://www.iowasrf.com/about_srf/srf-resources/)

Complete the requested information in the following sections to the best of your ability. Please print or type the information on the form. If a particular item does not apply to your system, enter “N/A” for “not applicable.” Attach supporting documentation as needed. Keep a copy of the completed application for your records and **submit the signed form to the following e-mail address:** [srf-iup@dnr.iowa.gov](mailto:srf-iup@dnr.iowa.gov).

# DRINKING WATER STATE REVOLVING FUND INTENDED USE PLAN (IUP) APPLICATION FORM

This form may be used to apply for inclusion on the project priority list (PPL) of the Drinking Water SRF IUP after or concurrent to submitting the Viability Assessment (VA) and Preliminary Engineering Report (PER) to DNR for approval. IUPs are developed on an annual basis with quarterly updates as needed.

\*This form is not an application for a loan. SRF loan application materials may be obtained at [www.iowaSRF.com](http://www.iowaSRF.com). The loan application should not be completed until after bids are received. Extended term financing (up to 30 years) is available to all projects based on the weighted average useful life of the project components.  
[See Exhibit 8 - DWSRF Extended Term Worksheet](#)

\*Applicants will be required to comply with all applicable State and Federal requirements in order to be eligible to receive SRF funding. A list of these requirements can be found at: [https://www.iowasrf.com/about\\_srf/srf-resources/](https://www.iowasrf.com/about_srf/srf-resources/)

## Section 1: Applicant and Other Project Contacts

Applicant Name: \_\_\_\_\_

Applicant Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

UEI Number: \_\_\_\_\_ Public Water Supply ID No.: \_\_\_\_\_

Community/Service Area: \_\_\_\_\_

Population Served by System: \_\_\_\_\_ Population Served by Project: \_\_\_\_\_

Consulting Engineer Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Bond Counsel Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Municipal Advisor Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Required at time of application

## Section 2: Project Schedule

Anticipated final plans and specifications submittal date: \_\_\_\_\_

Anticipated construction start date: \_\_\_\_\_

**Section 3: Project Summary and Environmental Outcomes** (Attach additional pages if necessary.)

Describe the reasons for the proposed project: (i.e. specific water quality problem or system improvement)

Describe the proposed project: (i.e., specific solution to the water quality problem, or proposed system improvement)

Does your project involve a consolidation of two or more water systems? (check one)

☐ Yes ☐ No If yes, list systems and populations served: \_\_\_\_\_

Number of Service Connections: \_\_\_\_\_

If this project includes a Lead Service Line Replacement, enter a number in the box below or enter N/A

Number of Lead Service Lines being replaced: \_\_\_\_\_

If this project includes an Emerging Contaminant (PFAS) project, where is the contaminant identified? (select only one, either finished or raw)

☐ Finished OR ☐ Raw Water

Select one Contaminant Being Addressed: ☐ PFOA ☐ PFOS ☐ GenX ☐ PFBS

Amount detected in parts per trillion: \_\_\_\_\_

If this project includes Non-PFAS Health Advisories (HA) contaminant that is on EPA's Contaminant Candidate Lists 1-5, where is the contaminant identified? (select only one, either finished or raw)

☐ Finished OR ☐ Raw Water

Name of Contaminant Being Addressed: \_\_\_\_\_

Amount detected in milligrams per liter: \_\_\_\_\_

Profit Status of the System: (for Nontransient Noncommunity systems only)

☐ Not for profit system ☐ For profit system

**Section 4: Connection & User Revenue Information (most recent fiscal year)**

|                                     | Number of Connections | Percent of System Usage | Annual Revenue |
|-------------------------------------|-----------------------|-------------------------|----------------|
| Residential                         |                       |                         |                |
| Commercial                          |                       |                         |                |
| Industrial                          |                       |                         |                |
| Other                               |                       |                         |                |
| Unmetered                           |                       |                         |                |
| <b>Total Number of Connections:</b> |                       |                         |                |
| <b>Total Revenue:</b>               |                       |                         |                |

## Section 5: Project Cost

Percentage of population meeting LMI criteria: \_\_\_\_\_

Method of determining percentage LMI: ☐ 2011-2015 American Community Survey Data

☐ Income Survey

If income survey was used, list party that conducted survey: \_\_\_\_\_

| Cost Category  | Estimated Total Cost in \$ |
|--|----------------------------|
| Legal Expenses   |                            |
| Land and Easements   | +                          |
| Engineering Planning Fees  | +                          |
| Engineering Design Fees  | +                          |
| Engineering Construction Fees  | +                          |
| Construction   | +                          |
| Equipment  | +                          |
| Other:   | +                          |
| Other:   | +                          |
| <b>PROJECT SUBTOTAL</b>  | =                          |
| Contingencies  | +                          |
| Planning and design loan proceeds, if rolling into construction loan | +                          |
| Less Any Funds Requested from Other Sources                          | -                          |
| <b>LOAN SUBTOTAL</b>   | =                          |
| Loan Initiation Fee (Loan Subtotal x .005)                           | +                          |
| <b>TOTAL IUP REQUEST (Round to the nearest \$1,000)</b>              | =                          |

Which other funding programs are you considering to assist in completion of this project? (Check all that apply)

| Funding Program                            | Yes                      | No                       | Amount (If Known) |
|--|--------------------------|--------------------------|-------------------|
| Community Development Block Grant (CDBG)   | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| USDA – Rural Development Grant and/or Loan | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Reserve Funds                              | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Other – Specify:                           | <input type="checkbox"/> | <input type="checkbox"/> |                   |

## Section 6: Acquisition of Property by SRF Applicants

Note: Purchase of land may be eligible under the Drinking Water SRF. Please check with your project manager to confirm.

### US ENVIRONMENTAL PROTECTION AGENCY

#### ASSURANCE WITH RESPECT TO REAL PROPERTY ACQUISITION OF TITLE III OF THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 AS AMENDED

The \_\_\_\_\_ (Applicant) hereby assures that it has authority under applicable State and local law to comply with Section 213 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646, 84 Stat. 1894 (42 U.S.C. 4601) as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987, Title IV of Public Law 100-17, 101 Stat. 246-256 (42 U.S.C. 4601 note) and 49 CFR 1.48(cc); and certifies, assures and agrees that, notwithstanding any other provision set forth in the application.

1. For projects resulting in the displacement of any person:
  - a. It will adequately inform the public of the relocation payments and services which will be available as set forth in Subparts A, C, D and E of 49 CFR 24.
  - b. It will provide fair and reasonable relocation payments to displaced persons as required by Subparts D and E of 49 CFR 24.
  - c. It will provide a relocation assistance program for displaced persons offering services described in Subpart C of 49 CFR 24.
  - d. Comparable replacement dwellings will be available pursuant to Subpart F of 49 CFR 24, or provided if necessary, a reasonable period in advance of the time any person is displaced.
  - e. In acquiring real property, it will provide at least 90 days written notice to each lawful occupant of real property acquired, stating the date such occupant is required to move from a dwelling or to move his business or farm operation.
2. For projects resulting in the acquisition of real property:
  - a. It will fully comply with the requirements of Subpart B of 49 CFR 24.
  - b. It will adequately inform the public of the acquisition policies, requirements and payments which apply to the project.
  - c. It will make every effort to acquire real property expeditiously through negotiation.
  - d. Before the initiation of negotiations, it will have the real property appraised and give the owner or his representative an opportunity to accompany the appraiser during inspection of the property, except as provided in 49 CFR 24.102(c)(2).
  - e. Before the initiation of negotiations, it will establish an amount which it believes to be just compensation for the real property, and make a prompt offer to acquire the property for that amount; and at the same time, it will provide the owner a written statement of the basis for such amount in accordance with 49 CFR 24.102.
  - f. Before requiring any owner to surrender possession of real property it will pay the agreed purchase price; or deposit with the court, for the benefit of the owner, an amount not less than the approved appraisal of the fair market value of the property; or pay the amount of the award of compensation in a condemnation proceeding for the property.
  - g. If interest in real property is to be acquired by exercise of the power of eminent domain, it will institute formal condemnation proceedings and not intentionally make it necessary for an owner to institute legal proceedings to prove the fact of the taking of this real property; and
  - h. It will offer to acquire the entire property, if acquisition of only part of a property would leave its owner with an uneconomic remnant.

References to 49 CFR are citations to Title 49, Code of Federal Regulations, Part 24, published in the Federal Register Vol. 54, No. 40, March 2, 1989.

This document is hereby made part of and incorporated in any contract or agreement, or any supplements and amendments thereto, relating to the above-identified application and shall be deemed to supersede any provision therein to the extent that such provisions conflict with the assurances or agreements provided therein.

Legal Name of Applicant: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_