APPLICATION INSTRUCTIONS
CLEAN WATER STATE REVOLVING FUND (CWSRF)
GENERAL NONPOINT SOURCE
INTENDED USE PLAN (IUP)

This document provides an overview of the General Nonpoint Source (GNS) program and instructions on how to fill out the GNS IUP Application Form. Submit the signed application along with the signed property assurance form and supporting documents to: SRF-IUP@dnr.iowa.gov.

GNS Program Overview

The purpose of the Iowa Clean Water State Revolving Fund (CWSRF) General Nonpoint Source (GNS) Loan Program is to provide financial assistance to support Iowa's water quality goals. The goal of the program is to provide communities with innovative funding mechanisms to finance water quality improvement projects.

Project goals may address water quality improvement or protection of Iowa's surface and groundwater for public health or fish and wildlife. Project outcomes may include reduction and treatment of urban stormwater or agricultural run-off, restoration of natural hydrology, or prevention of the pollution of groundwater. GNS projects may include construction or restoration of wetlands and riparian areas, cleanup of brownfields, landfill closure, stream stabilization, source water protection practices, land retirement and other water quality practices with currently approved design standards.

GNS Program Requirements

To be eligible to apply for a GNS direct loan the applicant must have a funding source for repayment of a CWSRF loan and the ability to issue a bond. Planning and design costs directly related to the GNS practice to be constructed are eligible for inclusion in the GNS loan. GNS construction activities that are required to move, repair or replace existing water infrastructure (e.g. sewer, drinking water and stormwater pipes) must be evaluated for eligibility under the GNS program.

Program participation for nontraditional projects, where the primary purpose is not water quality protection or improvement, will be limited to the portion of the project that is directly related to water quality improvement, restoration or protection. Construction costs that do not directly result in a water quality improvement are not eligible under the GNS program. Temporary and permanent easements as well as land acquisition necessary for the practice may be eligible. The applicant must own or have long-term control of the property where the project is located.

GNS Incentive Requirements (when available)

All applications are scored based on the evaluation factors in the table below. Applications that score above a threshold published in the CWSRF IUP will receive the current incentive as published in the IUP. Applications that score below the threshold will not be eligible to receive the current incentive, but may still be eligible for a GNS loan at the current SRF interest rate.

Projects with incentive awards are expected to have completed construction within 18-24 months of approval by the Environmental Protection Commission (EPC). Projects may be granted an extension on a case by case basis, and projects that have not completed construction within the authorized timeframe may have their incentive award withdrawn.

GNS Application and Project Process

1. Pre-application consultation
    a. Prior to applying please contact the DNR SRF Program to discuss project eligibility for the GNS program, application process and project timeline. Email srf@dnr.iowa.gov with "GNS pre-application discussion" in the subject line.
    b. A pre-application consultation with the DNR project manager, the applicant, design engineer, technical advisor (TA) and Iowa Finance Authority should occur prior to submitting the application. The pre-application consultation should ideally occur at least 10 business days prior to the quarterly IUP submission deadline.

c. A TA must be identified prior to submitting the application (e.g. IDALS Urban Conservationist, DNR Engineer)
d. A site visit to the proposed project area is also recommended to occur prior to submitting the application.

2. Submit application to SRF-IUP@dnr.iowa.gov
   a. Applications are scored by DNR SRF nonpoint staff and reviewed by a TA and additional subject matter experts as needed.
   b. Updates to the application may be requested by DNR to clarify project concept and associated eligible costs.
   c. 6-8 weeks following submittal, the applicant will receive an email which includes the application score, assigned DNR Project Manager, and the date their project will be included in the IUP that is reviewed by the EPC.
3. Quarterly meeting of EPC to review IUP and Project Priority List. Upon EPC approval, the applicant may be required to sign and return a notice describing the terms and conditions of the interest rate and construction loan offered through the CWSRF GNS Program.
4. The DNR Project Manager will schedule a virtual design check-in meeting to occur after the quarterly EPC meeting. If a site visit has not occurred, a site visit with the applicant, design engineer, technical advisor and DNR Project Manager should occur prior to the design check-in meeting. The design check-in meeting confirms the current status of design (e.g. design concept, 30%, 60%, 90%) and outlines next steps for design review.
5. Depending on technical and eligibility comments discussed at the design check-in meeting the applicant will proceed through 30/60/90%/Final plans and specifications review.
6. Final plans and specifications are submitted to the DNR Project Manager for pre-bid eligibility review.
   a. SRF Nonpoint Front-Ends must be included in final specifications in the bid document package
   b. The DNR Project Manager issues a **Final Plans and Specifications Letter** to applicant identifying eligible and non-eligible line items in the bid.
   c. DNR Project Manager provides a **Bid Document Checklist.**
7. Project goes to bid and is awarded. Bid documents are submitted to the DNR PM.
8. The DNR Project Manager reviews the bid document package and issues a Notice of Funding Eligibility (NOFE) detailing the total amount of SRF-eligible construction bid items.
9. Applicant may now work with the Iowa Finance Authority to prepare and submit a Construction Loan Application. Disbursements are made as costs are incurred, using forms provided by IFA.
10. Pre-construction meeting must include TA and DNR PM.
11. TA and possibly DNR Project Manager visit the project during construction. All change orders must be reviewed for eligibility by the TA and DNR PM.
12. Final inspection. Applicant completes Works in Operation form and final disbursement request.

GNS Scoring Criteria for Project Selection and/or Special Incentive Awards

Evaluation Factor (Points out of 20)	Description	Scoring considerations
Water quality impact (4)	Extent to which the constructed practice will reduce or prevent pollution to a water body. e.g. reduces/prevents delivery of sediment, nutrients, heat or another identified pollutant. Constructed practice will directly address a water quality issue identified within the community.	Water quality issue identified and addressed directly with practice; Treatment volume; DA and land use, >1 water quality benefit per practice e.g. wetland reduces nutrient AND sediment. For stream stabilizations, design goes beyond stream armoring; use of vegetation for buffers and bank protection. Calculated load reductions.
Viability of design, strong technical merit (4)	Practices are designed with strong technical merit and are based on previously used and approved manuals and/or design standards. If a current design standard does not exist for Iowa, the application can still score well for viability of design if the applicant has consulted with a TA and incorporated relevant design components from other standards.	Design standard cited or relevant methods/best practices cited (e.g. Iowa River Restoration Toolbox. Likelihood practice will fit in the project area based on 5 lines of evidence: design concept, footprint/DA ratio, preliminary checklist calculations, discussions with TA and site visit.

Evaluation Factor (Points out of 20)	Description	Scoring considerations
Project readiness (4)	Demonstrated ability to implement the project/practices in an efficient manner; readiness to proceed quickly upon project approval. Readiness evaluated based on stage of design, realistic timeline, demonstrated legal control and understanding of permitting needs.	Stage of design (e.g. concept/30/60/90), design checklist started or complete, realistic timeline, demonstrated legal control, and permitting needs understood and in progress if needed.
Cost effectiveness (SRF $$ per water quality impact) (3)	Project maximizes the volume of water treated or pollutant load reduced by the practice relative to the total cost of the project.	Co-funders either in-kind or monetary, >1 practice within project footprint, extent of impervious surfaces.
Demonstrated understanding of staff training and equipment maintenance needs (2)	Discuss previous staff experience with maintenance of proposed practice or similar practices, or plans to address staff training needs. Discuss maintenance equipment needs.	Staff experience maintaining proposed practice or a similar practice, training needs.
Stakeholder communication plan and stakeholder support (1)	Neighbors and community members that will be directly impacted by the project are supportive of the project. Plan to engage with stakeholders prior to construction of the project.	Letters of support from partners who are directly impacted by the project e.g. landowner, monetary or in-kind support. Existing watershed plan if applicable.
Intended evaluation/assessment of water quality outcomes (1)	Application describes evaluation criteria or measures of success for the practice. Discussion of how water quality impact will be measured post-construction.	Practice evaluation criteria or measures of success clearly stated. Discussion of plan to monitor and measure success post-construction.
Public impact and demonstration value of the practice (1)	Outreach and education activities planned to inform the general public about the water quality benefits of the practice, and/or activities planned to encourage surrounding communities to adopt similar practices	Planned signage, media coverage, community programs or field days relevant to constructed practice

Instructions - GNS IUP Application Form

Project Name: A two- or three-word project name that describes the applicant and project. For example, Springfield Wetland, Pleasantville County Landfill, Buckingham Stream Stabilization.

Section 1: Project Contacts

Public Entity Applicant Name: The name of the public entity applying for the GNS direct loan. e.g. City of Durham, Casper County Solid Waste Management

Name of Authorized Representative: The DNR Project Manager will use this representative as the primary point of contact for project construction and financing. If necessary, provide additional points of contact in the table below.

Authorized Representative Title: Title of authorized representative e.g. City Administrator

UEI Number: Unique Entity Identifier (UEI). The UEI serves as the primary means of identifying entities (businesses, organizations, individuals) registered for federal awards and contracts, including loans.

Consulting Firm: The name of the consulting firm responsible for engineering of the project.

Primary Point of Contact: Name of primary point of contact at consulting firm.

Primary Contact Title: Title of primary point of contact at consulting firm

Technical Agency or Group: The name of the technical agency that will advise on design and maintenance. Prior to submitting an application, a technical expert with knowledge of current design standards and/or current sound engineering principles is needed to certify that the practice will result in a water quality improvement as designed. Technical advisors may also offer suggestions to effectively increase the water quality benefit as well as highlight maintenance issues and maintenance solutions that have been observed with previously constructed practices.

Primary Point of Contact: Name of primary point of contact at technical agency.

Primary Contact Title: Title of primary point of contact at technical agency
Bond Counsel Firm: Name of firm
Bond Counsel Firm Contact: Name of primary point of contact
Municipal Advisor Firm: Name of firm
Municipal Advisor Firm Contact: Name of primary point of contact
Additional Applicant Contacts: If applicable
Additional Consulting Engineer Contacts: If applicable
Please list any additional partners or stakeholders involved in the project: For example, surrounding landowners, a watershed group or watershed management authority etc. If another funding partner is involved in the project please include in Section 7 Budget.

Organization	Contact Person	Email Address
E.g. County Conservation Board	E.g. Name of County Conservation Board GNS project contact	
E.g. Friends of Duck Lake	E.g. Name of Friends of Duck Lake primary point of contact for project	

Section 2: Pre-Application Checklist
Design concept: Ensure the submitted design concept includes the following information: drainage area, ratio of practice footprint to drainage area, extent of impervious surface and predominant land cover within the drainage area, a design standard citation. If proposed practice is a stream stabilization, indicate NA as appropriate.
Pre-application consultation: Indicate the date that the pre-application consultation/meeting occurred with the DNR PM and TA identified in Section 1: Project Contacts.
Site Visit: If a site visit has occurred with the TA indicate the date of the visit or indicate the date a site visit with the TA is planned.
Long term control of the project site: For a project to be SRF eligible the borrower must demonstrate long-term control of the project location and maintenance access routes. It is not necessary that the entire footprint be under long-term control at the time of application, but a path to obtaining long-term control prior to construction must be described in the application. Land acquisition and easement costs are eligible project costs.

Section 3: Executive summary (100 word limit) and water quality objectives
Executive summary: Distill the information provided in the Section 6 Project Narrative to a few sentences. This description should articulate how the proposed practice (or practices) will address the specific water quality issue, the expected water quality improvement that will result from the project, and the expected timeline to construction completion.
Water quality objectives: For a description of the SRF nonpoint source program objectives review the current Iowa Nonpoint Source Management Plan. For examples of water quality practices that address a variety of water quality objectives visit cleanwateriowa.org.

Section 4: Project Area
The goal of this section is to visualize the boundaries of the project footprint to understand current ownership and access necessary to maintain the practice. At a minimum show the proposed project area. It is also helpful to delineate public vs. private property as well as neighboring landowners that may need to be contacted regarding construction and maintenance activities.

Latitude & Longitude: Provide a latitude and longitude that can be used to locate the center of the project area.

Section 5: Project Schedule
Anticipated final plans and specifications submittal date: This is the date final plans and specs are expected to be completed and submitted to the DNR Project Manager for eligibility review.
Anticipated bid letting date: This date considers approval by city council, etc.
Anticipated construction start date: This date should reflect the expected date of a notice to proceed.
Anticipated construction end date: This date should reflect the expected date construction activities will be completed

and all vegetation has been planted. This date should not account for vegetation establishment.

Section 6: Project Narrative (1,500 word limit, not including supplemental materials)

- Describe the reason for the proposed project and the specific water quality issue that the constructed practice will address.
- Discuss the how the constructed practice will address the water quality issue for the impacted community and/or the extent to which the practice will reduce or prevent pollution to a water body.
- Cite a design standard for the practice. For example, reference the Iowa Stormwater Management Manual (ISWMM) or NRCS standards. Alternatively design standards may be derived from relevant manuals or other best practice documentation. If the project is a stream stabilization, consider whether planners will use the Iowa River Restoration Toolbox (IRRT).
- Discuss the design concept, including the proposed practice drainage area, footprint of the practice, land use within the drainage area, and other considerations such as public impact.
- Discuss the current stage of design (e.g. design concept, 30%/60%/90%) and evidence the practice is appropriately sized. Consider the ratio of practice footprint to drainage area, preliminary design checklist calculations, discussions with a TA, length of stream reach, evidence from a site visit and/or site photos.
- Include any preliminary design checklist calculations or IRRT documentation and previous discussions or site visits that have occurred with the TA.
- Highlight in the narrative any preliminary water quality calculations. For example, estimated storage or water quality volume, calculated sediment and nutrient load reductions, etc.
- Discuss long-term control of the project site by the applicant. Include a project area map that identifies applicant owned property and non-applicant owned property. If acquisition or easements are needed to complete the project discuss status and plans and a timeline for obtaining these.
- Discuss the cost-effectiveness of the proposed water quality impact given co-funders, matched or leveraged funding, and the extent to which the practice maximizes water quality treatment or improvement relative to the total cost of the project. Evaluate and discuss strategies to maximize the amount of water captured and/or treated within the project area and overall drainage area.
- Discuss expected water quality impacts or outcomes and any plans to monitor or measure outcomes.
- For the personnel that have been identified to maintain the practice, discuss their extent of experience with the proposed practice or similar practices. If experience is limited, discuss plans to provide the necessary training to maintenance personnel.
- Discuss equipment needs for maintenance of the practice.
- Discuss current support for the project from neighboring landowners and community members that will be directly impacted by the project. Discuss any plans to engage with stakeholders prior to construction of the project.
- Letters of support can be included in supplemental materials but should be limited to landowners who will need to provide easements or land access, and partners who are providing financial or in-kind contributions to the planning, design, implementation, and maintenance of the project.
- Describe evaluation criteria or measures of success for the practice, e.g. clearer water, less sediment exported, lower temperatures, etc. Post-construction water quality assessments should go beyond regular maintenance requirements.
- Describe outreach and education activities planned to inform the general public about the water quality benefits of the practice, and/or activities planned to encourage surrounding communities to adopt similar practices.
- Attach any applicable spreadsheets, design standards, runoff calculations, maps, etc. in supplemental materials.

Section 7: Budget Legal Expenses: Includes costs associated with bond counsel

Legal Expenses: Includes costs associated with bond counsel
Land and Easements: Includes costs for land acquisition and temporary and permanent easements
Engineering Planning and Design: Includes costs associated with project engineering prior to construction
Engineering Construction: Includes engineering costs associated with construction
Construction: Costs associated with items that will be bid by the construction contractor
Equipment: Includes equipment rental and specialized equipment that may be necessary to purchase for maintenance
Planning and design loan proceeds: Only relevant if the applicant has received an SRF Planning and Design Loan

Total IUP Request: SRF recognizes that the loan amount may vary from this IUP request as planning, bidding and funding proceed. Please keep the DNR PM informed about major variance from this estimate as it arises.

Other Funding Table: If applicable, identify any funds that have been applied for, or will be applied for as a funding source for the project. If the water quality project is part of a larger, phased project please identify the larger project and funding sources. This helps SRF estimate grant timelines and other state/federal requirements that may impact the project.

Signature: The Authorized Representative for the Applicant should sign and date the application

Section 8: Self-Certification of Intention to Maintain SRF Funded Practices

This section indicates the applicant's agreement to maintain the constructed water quality practice for the useful life of the practice or length of the GNS loan, whichever is shorter. The expected useful life of common water quality practices can be obtained from an IDALS Technical Advisor or DNR SRF Program Manager. Print the authorized representative name and the name of the technical advisor who will assist with maintenance plans. Print the name of the department and or personnel who will be responsible for maintenance of the practice and indicate the expected useful life of the practice.

Section 9: Acquisition of Property by SRF Applicants

Please fill and sign the Property Assurance Form. This form is required to be signed and dated even if the Applicant does not intend to purchase land using SRF funds.

Section 10: Iowa State Revolving Fund (SRF) Borrower Civil Rights Self-Certification Form

Please fill and sign the Borrower Civil Rights Self-Certification Form, assuring compliance with all applicable civil rights laws and regulations for recipients of SRF funds.

Application Submission

Complete the requested information in the GNS IUP Application Form and include supporting documentation (e.g. maps) as separate files. Submit the signed application along with the signed property assurance form, civil rights self-certification, and supporting documents to: SRF-IUP@dnr.iowa.gov.