



**Division of Environmental & Financial Assistance (DEFA)  
Office of Financial Assistance (OFA)**

50 West Town Street, Suite 700, Columbus, Ohio 43215

Ph: 614.644.2798

E-mail: [defamail@epa.ohio.gov](mailto:defamail@epa.ohio.gov)

<https://epa.ohio.gov/divisions-and-offices/environmental-financial-assistance/financial-assistance>

***This nomination form must be completed in its entirety and signed by the authorized representative, or designee, identified on TAB 2***

Please review and follow nomination form instructions available at

<https://epa.ohio.gov/static/Portals/29/documents/ofa/WPCLF-WSRLA-Nomination.xlsx>

The following checklist indicates the information necessary for Ohio EPA DEFA to review and prioritize projects. Ohio EPA may review all readily available project information in addition to the nomination submittal.

### Nomination Checklist - Required Documents

- A copy of legislation authorizing current water and sewer rates/tap-in fees. Please include both water and wastewater information. ***Note: To obtain a loan from Ohio EPA, the Borrower is required to pledge user revenues derived from the ownership and operation of their system sufficient for repayment of the loan.***
- Documentation supporting creation of water or sewer utility (for new systems) including proposed rate structure and schedule for collection of fees.
- A map showing the project(s) location. The map should be either a 7.5 minute USGS topographic map, or a property map, that shows the project details.
- Project planning information. Refer to Project Planning Guidance available for WPCLF and WSRLA at [https://epa.ohio.gov/static/Portals/28/documents/dwaf/4\\_WSRLA\\_PPD\\_GP.pdf](https://epa.ohio.gov/static/Portals/28/documents/dwaf/4_WSRLA_PPD_GP.pdf)
- A scope of services and/or an agreement for planning, design or construction engineering services.
- For **Construction loans**, along with project planning information, submit any Basis of Design documents and/or Preliminary Engineering Reports.
- Additional documentation requested or required on specific tabs (e.g., WSRLA, WPCLF). Failure to do so may impact your project's ranking.
- Estimated construction cost for Emerging Contaminant or Lead Service Line work.

Once signed and dated, please submit this complete form along with the abovementioned documents to:

[defamail@epa.ohio.gov](mailto:defamail@epa.ohio.gov)

**Please include the loan applicant and project name in the subject line.**

**ONLY electronic submittals will be accepted.**

**\*\* PLEASE NOTE: Regardless of the number of nominations/re-nominations an entity submits, there will only be ONE auto-response from the DEFAMail submission box.**