



State Revolving Fund Loan Program IPaC Guidance for Document Preparers

Please use the following step by step guidance when entering projects in IPaC for SRF funded projects.

Under My Projects, click on “Create a New Project”.

Project Location: Draw project location into IPaC using the drawing tools or upload the correct shapefile for the footprint of your project. Please be sure not to exaggerate the project area as there could be effects on the overall outcome (i.e. including a state park where no work is being done). Click on “Define Project” to begin entering project information.

Project Name: Name the project appropriately using City/Town, drinking/clean water, and type of project (i.e. WWTP Expansion, Lead Service Line Replacements).

Project Description: This should describe the project according to what is of interest to the USFWS. The project description should include a general description of the proposed project. List any anticipated tree clearing or trimming required by the project to include location, acreage, and time of year of the tree clearing. If known, list the tree species and diameter at breast height (dbh) of trees to be cleared. If applicable the project description should also include max depth of any water/sewer lines.

Obtaining Endangered Species List: Once the project description is complete, click on “Start Review”. This will bring up a page with an active button to click to “Yes, Request a Species List”. Fill in the requested information and click on “Submit Official Species List Request”. The USFWS Official Species List will list the species in the project area that may be affected by construction of the project.

Completing the Determination Keys: If the USFWS Official Species list results with Northern long-eared bat or Tricolored bat you must complete the Northern Long-eared Bat and Tricolored Bat Range-wide Determination Key. The Indiana Endangered Species Determination Key must be completed for any other endangered or threatened species that appear on the species list (Indiana bat, gray bat, mussel species, etc).

Read each question carefully and answer the questions based on the scope and likely effect of the project. If you are uncertain how to interpret a question, please reach out to the IFA/SRF Environmental Section Manager (Jenni Curry at jecurry@ifa.in.gov).

Add Jenni Curry, jecurry@ifa.in.gov, as a member to the IPaC project for review of the determination keys. Once reviewed, IFA/SRF will then submit the Determination Keys to USFWS. IPaC will automatically alert IFA/SRF that they have been added as a member. However, a follow up email should be sent to Jenni Curry to ensure that IPaC sent the notification.

If tree clearing or trimming acreage changes after the project has been run through the Determination Keys, the keys should be re-run through IPaC with the updated information.

Technical Assistance Letters: The outcomes of the Determination Keys are recorded in Technical Assistance Letters or Concurrence Letter. The IPaC Determination Keys will result in either No Effect (NE), Not Likely to Adversely Affect (NLAA), or May Affect (MA).

If the project’s determination keys result in a May Affect, further coordination with USFWS is necessary. IFA/SRF will handle the coordination with USFWS.

Example IPaC Project Details:

Project details

Project name

Your City and Project Name

Project description

Describe the location, size, scope, and timing of this project.

The existing plant is located at 124 This Road, City, IN. This project will remove the existing plant and construct a new plant, including new electrical building, lift station, UV disinfection unit, SCADA, new mains, and a new maintenance building (fill in project details as appropriate). No existing bridges or small structures (or include if there are) in the area. The project will use the Indiana Finance Authority (IFA) State Revolving Fund (SRF) program to finance the proposed improvements, which is administered by the U.S. EPA.

Approximately (xxx) acres of tree clearing will be required for the project. There are (xxx) number of trees greater than 10-inches diameter-at-breast-height (dbh) and considered suitable summer habitat. Known species included (xxx type) trees OR trees species are unknown at this time. Tree clearing will occur outside of active bat season, Oct 1 through March 31. No new permanent lighting will be necessary, however there will be temporary lighting needed (fill in as appropriate for lighting). New mains will be installed at a depth of (xxx) feet.

SAVE

CANCEL