

LDH's Drinking Water Revolving Loan Fund TIMELINE AND PROGRAM SUBMITTAL SUMMARY

LOUISIANA DEPARTMENT OF HEALTH • OFFICE OF PUBLIC HEALTH

The following specific documents must be submitted, in the order listed, to the LA Department of Health\Office of Public Health (LDH\OPH) Drinking Water Revolving Loan Fund (DWRLF) prior to execution of the Loan Agreement. DWRLF will respond to all submittals within 30-days. The application and all other guidance documents for the below items can be found on our website at: www.ldh.la.gov/DWRLF

1. **DWRLF Application Package** – In order to be considered for funding, this document must be completed and submitted for review and acceptance *FIRST*.
2. **Engineering Contract** – This document must be submitted for acceptance to ensure the consultant understands the program responsibilities and requirements. Please refer to DWRLF's '[Guidance for Preparing an Engineering Contract](#)' for additional details of program requirements that must be included in the contract.
3. **Business Plan (Capacity Development Requirement)** – The Business Plan Packet must be completed and accepted by LDH prior to our acceptance of the System Improvement Plan (SIP). At the same time, Public Entities must seek approval of the loan amount from the State Bond Commission, while private entities must seek approval from the lending agencies for any proposed rate increases needed to pay off the loan.
4. **System Improvement Plan (SIP) with Environmental Impacts** – This is the largest document that must be completed by the consultant engineer and submitted for review and acceptance. Please refer to DWRLF's '[Guidance for Preparing a System Improvement Plan \(SIP\) with Environmental Impacts](#)' for specific instructions and additional details of program requirements that must be included in the document.
 - a. **Environmental Comment Request Letters** – Although most DWRLF projects do qualify for being categorically excluded (CATEX) from a more formal environmental review, if the project doesn't qualify, several specific environmental government agencies must be provided project details and requested to comment. *In the interest of time, this should be considered initially since it would require more time to complete than other sections of the SIP.*
 - b. **Public Notice** – For Non CATEX-eligible projects only, the applicant will need to place a Public Notice, advertising the availability of the SIP for public review and comment, and then allow a 30-day comment period before noting and addressing any comments received in the final SIP.
 - c. **Preparation of CATEX, Environmental Assessment/Finding of No Significant Impact, Environmental Impact Statement, or Statement of Findings** (prepared by DWRLF following review and acceptance of SIP)
5. **Parity (if applicable)** – Must be obtained by applicants having prior debt with the same collateral.
6. **Plans and Specifications** – Must be submitted to DWRLF, reviewed, and accepted via the issuance of a Permit letter (and Number) in order for the project to begin construction. Please refer to DWRLF's '[Guidance for Preparing the Plans and Specifications](#)' for specific instructions and additional details of program requirements that must be included.
7. **Bidding and Award of contract** – In order to obtain the most accurate costs, it is strongly suggested that bidding take place before the loan closing. Based on state bid law, a 25-day notice is required for all public works contracts and a 15-day notice is required for any materials or supplies contracts.
8. **Loan Pre-Closing Package** – This package will be provided and must be completed before the loan closing.
9. **Loan budget and 1st Payment Request** – The cost and budget of the entire loan amount must be determined and the first payment request must be submitted, reviewed and approved for payment prior to the loan closing so that the initial payment can be provided to the water system at the loan closing.
10. **Loan Closing** – Takes place at a selected time and date once all above requirements have been met.

Please note that on average the loan process can take 9-12 months from application to loan closing/start of construction.

Conditions:

1. An applicant has six (6) months to respond to comments on the application or it will be considered a forfeited project.
 - a. The system will be given six months from a complete application to submit the remaining planning and environmental documents which includes: Site Certificate for easement or title to project site(s), agreements for professional services, approved Business Plan, and an approved System Improvement Plan (SIP) (including Environmental Impacts). Any project that does not complete these planning and environmental documents will not be eligible for Funding.
2. Any project that has had no written communication with the DRWLF for a period of two (2) years and has presented no other evidence of progress toward completion of the above prerequisite items for funding will be deemed to be a dormant project and may be removed from the Project list and must start the process over with a new/revised DWRLF Application.
3. Any project that remains on the Project List without moving to loan closing within 5-years will be notified the project is being removed from the Project List altogether. Any wish to keep the project will require a new/revised DWRLF application (i.e. start over from the beginning).

