



DRINKING WATER REVOLVING LOAN FUND

# LOAN APPLICATION PACKAGE



The State of Louisiana  
Department of Health  
Drinking Water Revolving Loan Fund  
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*A Equal Opportunity Employer*



**DRINKING WATER**  
**REVOLVING LOAN FUND**  
A PROGRAM OF THE DEPARTMENT OF HEALTH



# TABLE OF CONTENTS

SECTION	PAGE
Greetings From the DWRLF Manager .....	3
DWRLF Fact Sheets .....	4
Submitting a Complete Loan Application .....	7
Sample Letter of Intent - First Time Submitted Loan Application .....	8
Sample Letter of Intent - Previously Submitted Loan Application .....	9
Instructions for Preparing a Resolution .....	10
Sample Resolution .....	11
Instructions for Completing DWRLF Loan Application Form 100A .....	12
DWRLF Loan Application Form 100A .....	13
DWRLF Loan Application Form 100A Intended Use Plan Information .....	14
Instructions for Completing DWRLF Loan Application Form 100A Intended Use Plan Information .....	15
Louisiana DWRLF Project Priority Worksheet .....	16
Additional Information to Assist Priority Ranking of DWRLF Projects .....	18



# State of Louisiana

Department of Health  
Office of Public Health

To: Applicants for Louisiana DWRLF Funding

From: Joel Mckenzie, Manager, DWRLF

RE: Greetings from the DWRLF Program Manager

Thank you for your interest in the Drinking Water Revolving Loan Fund (DWRLF). This Loan Application Package was designed to provide you with information regarding the DWRLF Program and to help us collect information regarding your water system's needs. The next section of this Package is a Fact Sheet explaining how the Program began, what state agencies are involved in running the Program, Loan Program Requirements, and Eligible and Ineligible Projects. The subsequent pages include the information needed to place your project on our Comprehensive List in consideration for funding.

If your system has previously submitted a completed Loan Application Package and you want to be considered for funding of additional projects, please follow the instructions on Page 7 of this Package in order to remain on the Comprehensive List.

Should you have any questions regarding the DWRLF Program or should you need assistance completing the Loan Application Package please feel free to call me or my staff at 225-342-7499.

DRINKING WATER REVOLVING LOAN FUND

BIENVILLE BUILDING • 628 N. 4TH STREET • P.O. BOX 4489 • BATON ROUGE, LOUISIANA 70821-4489

PHONE # 225/342/7499 • FAX # 225/342/7303 • [www.ldh.la.gov/DWRLF](http://www.ldh.la.gov/DWRLF)

**"AN EQUAL OPPORTUNITY EMPLOYER"**

## DRINKING WATER REVOLVING LOAN FUND (DWRLF)

# FACT SHEET

### INTRODUCTION AND PURPOSE

As a result of State Legislation, as well as legislation by the U.S. Congress, the Drinking Water Revolving Loan Fund (DWRLF) was created to assist public water systems in financing needed drinking water infrastructure improvements (e.g. *new or rehabbed wells, intakes, treatment plant facilities, storage facilities, and distribution mains, etc*). The DWRLF is administered by the Louisiana Department of Health (LDH) Office of Public Health (OPH) and provides below-market, low-interest loans for construction of eligible water system improvement projects. As loans are repaid, that money becomes available to be used again for new loans - thus, the name 'revolving' fund. This program is designed to provide financial incentives to public water systems to make much needed upgrades, repairs, and necessary improvements to meet current and future regulatory requirements designed to protect public health.

The purpose of this Loan Application is to initially gather information concerning potential projects eligible for funding from the LDH/OPH Drinking Water Revolving Loan Fund. This information will be used to develop a comprehensive priority list of projects that will be eligible for assistance from the DWRLF.

### LOUISIANA DEPARTMENT OF HEALTH

LDH/OPH regulates the safety and adequacy of drinking water delivered by public water systems in Louisiana. LDH's mission is to protect the public health of Louisiana residents by ensuring that adequate quality and quantity of safe drinking water is supplied reliably and dependably to consumers. This involves not only ensuring that drinking water standards are met, but also that all proposed water systems, system components, and rehabilitated or upgraded drinking water facilities are properly planned, designed, and constructed.

Consequently, during the loan process, DWRLF evaluates the eligibility of the projects, reviews and approves the plans and specifications, performs construction oversight, and approves payment requests and change orders. Additionally, DWRLF evaluates the credit ratings of the water systems, administers the loans, and audits and services the loans for the life of the project.

### DWRLF LOANS

Loans are made directly to public water systems from the DWRLF Program. A DWRLF loan is a construction type loan, which includes up to 2 years interim construction financing and either 20, 25, or 30 years long-term financing.

*Fact Sheet is Continued to Next Page ►*

## GENERAL REQUIREMENTS FOR DWRLF LOAN APPLICATION

In order to be considered for a DWRLF Loan, a water system must first submit a completed Loan Application Package to DWRLF. DWRLF then lists all eligible projects in DWRLF's annual funding plan. There are two project lists compiled from the drinking water loan projects for which applicants have expressed an interest in financing. These lists are included in DWRLF's Intended Use Plan (IUP). The lists are as follows:

1) **The Comprehensive Priority List**, includes all the public water systems that have submitted a completed DWRLF Loan Application Package. The proposed projects are listed and ranked on this list in priority order based upon the priority ranking system. Projects are considered for funding in order of priority ranking of the individual project.

2) **The Fundable List**, is a subset of the Comprehensive Priority List and is compiled by drawing a funding line at the point where the total of DWRLF monies available to fund new projects for the next funding cycle is reached. Funding starts with the project at the top (the one with the highest priority ranking) of the Comprehensive Priority List and then continues down the list until there are no DWRLF monies left to expend for that funding cycle. These projects are placed on the Fundable List since these are the projects which are expected to be offered funding from current DWRLF monies available from Federal funds and corresponding state match funds.

Once both lists are prepared and published as part of the IUP, those systems on the fundable list will be given twelve (12) months to complete the remainder of the loan process. The basic components of the loan process include:

- 1 Loan Application,
- 2 Accepted Agreement for Professional Services (i.e. Engineering Contract),
- 3 Accepted Capacity Development Business Plan (BP).
- 4 Accepted System Improvement Plan (SIP),
- 5 Accepted Environmental Review,
- 6 Municipal Bond Resolution or Other Form of Security,
- 7 Easement or Title to Project Site(s) (i.e. Site Certificates),
- 8 Approved Plans and Specifications,
- 9 Construction Permits,
- 10 Construction Bid Documents,
- 11 Bid Opening, and
- 12 Approved Project Budget/Initial Payment Request.

A project on the Fundable List may be bypassed and removed from consideration for funding during the current funding cycle because of:

- 1 Failure to complete the loan application process within the twelve (12) month period allowed,
- 2 Failure to respond to requests for additional information within 30 days of the receipt of the request,
- 3 Determination that the project will not be ready to proceed during the funding period,
- 4 System was found not to be credit worthy by DWRLF, or
- 5 System did not meet other requirements imposed by DWRLF, which were required to allow the loan to be closed.

Once one or more systems on the Fundable List have been bypassed, the agency will then turn its attention to those projects existing on the Comprehensive Priority List (below the previously drawn funding line). Any systems on the Comprehensive Priority List below the Loan Previously drawn funding line which have completed a significant portion of the loan application process will then be funded based upon their readiness to proceed.

Loan Applications will be accepted by DWRLF on a continuous basis (no deadline or due by date). New projects will be ranked and added to the Comprehensive Priority List as they are received from applicants interested in DWRLF Financing.

**Fact Sheet is Continued to Next Page ►**

## ELIGIBLE PROJECTS

DWRLF loans are available to both publicly and privately owned community water systems and nonprofit, non-community publicly owned water systems. Capital investments to replace infrastructure, address violations of federal or state health standards, prevent future violations of standards, and provide the public with safe drinking water are eligible for funding.

**NOTE: Public water systems that are not currently metered MUST include purchasing and installing meters as part of the funded project in order to receive a loan. If a public water system is metered, but the meters do not work properly, the system must replace or repair the meters as part of the funded project to obtain a loan. Systems currently operating with a wavier for disinfection must include disinfection as part of the funded project to receive a loan.**

**Examples of eligible projects include:**

1. Drinking Water Sources:
  - Rehabilitate or develop new drinking water sources to replace contaminated sources.
  - Install a new well to replace contaminated and/or aging wells, or install wells.
2. Treatment Facilities:
  - Install or upgrade treatment facilities if, in the opinion of LDH-OPH, the project will improve the quality of drinking water and facilitate compliance with primary and/or secondary drinking water standards or treatment/performance criteria.
  - Installation of treatment to comply with a primary or secondary drinking water standard or remove some unregulated contaminant.
3. Storage Facilities:
  - Install or upgrade water storage facilities, including finished water storage, to prevent microbiological contamination and/or to provide adequate delivery.
  - Installation of additional finished water storage at a surface/ground water treatment plant to increase chlorine contact time.
4. Distribution System:
  - Install or replace aging transmission and distribution mains to prevent contamination caused by leaks or breaks.
  - Installation of larger water lines or looping lines to improve pressure and/or maintenance of chlorine residual.
5. Land Acquisition:
  - Land acquisition which is integral to the project that is needed to meet or maintain compliance and further public health protection.
  - Land acquisition/conservation easements necessary for source water protection.
6. Consolidation of Water Supplies:
  - Projects intended to consolidate water supplies (for example, when individual homes or public water systems have inadequate quantity of water; the water supply is contaminated; or the system is unable to maintain adequate compliance because of financial or managerial reasons) are eligible for DWRLF assistance.
  - The purchase of a portion of another system's capacity is eligible for a loan if the proposal is in accordance with a consolidation plan to bring the smaller system into compliance and is the most cost-effective solution available.

## INELIGIBLE PROJECTS

Projects not eligible for assistance include but are not limited to the following:

1. Public water systems owned by federal agencies.
2. Projects needed solely for fire protection and/or to promote growth.
3. Refinancing debt for privately owned water systems.
4. Raw water reservoirs that are not considered part of the treatment plant facility.
5. Laboratory fees for routine compliance monitoring.
6. Operation and maintenance expenses.

# SUBMITTING A COMPLETE LOAN APPLICATION PACKAGE

## First Time Applicants

If this is the first time a Loan Application Package has been submitted for this project, the following information must be submitted and approved by DWRLF in order to have the project ranked and listed on the Comprehensive Priority List:

**1. LETTER OF INTENT - First Time Project Submittal (See Example Page 8)**

A letter from the applicant requesting that the project be listed on the Comprehensive List. The letter must contain a request for financial assistance, an estimate of the total cost of the project, an estimated construction schedule, and the documented authority of the applicant.

**2. RESOLUTION (See Instructions and Example Pages 10 and 11)**

A resolution must be adopted by corporations/governmental entities authorizing an official of the corporation/entity to submit the Loan Application Form 100A and other information that may be requested.

**3. Application FORM 100A (Complete Form 100A Pages 12 and 13)**

**4. LOUISIANA DWRLF PROJECT PRIORITY WORKSHEET (Complete Pages 15 and 16)**

This information is provided by the Applicant and will be verified by DWRLF and used to assign priority rating points to the project utilizing the Project Priority Ranking System which is based on 1) the elimination of adverse public health impacts, 2) unacceptable/undesirable physical conditions, 3) environmental criteria, and 4) affordability criteria.

**5. THE WATER SYSTEM'S MOST RECENT FINANCIAL STATEMENT OR AUDIT REPORT**

**6. IF THIS IS A "CONSOLIDATION INIATIVE" PROJECT: The following must be addressed:**

- A Resolution from both parties regarding the proposed consolidation - to be submitted with application;
- A Buy/Sell Agreement - to be submitted prior to loan closing.
- Provide a "Priority Criteria Worksheet" for all water systems involved.

## Previous Applicants

If a Loan Application Package has been submitted for a previous funding cycle, the following information must be re-submitted and approved by DWRLF in order to have the project re-ranked and remain listed on the Comprehensive Priority List:

**1. LETTER OF INTENT - Previously Submitted Project (See Example Page 9)**

A letter from the applicant requesting that the project be listed on the Comprehensive List. The letter must contain a request for financial assistance, an estimate of the total cost of the project, an estimated construction schedule, and the documented authority of the applicant.

**2. LOUISIANA DWRLF PROJECT PRIORITY WORKSHEET (Complete Pages 15 and 16)**

This information is provided by the Applicant and will be verified by DWRLF and used to assign priority rating points to the project utilizing the Project Priority Ranking System which is based on 1) the elimination of adverse public health impacts, 2) unacceptable/undesirable physical conditions, 3) environmental criteria, and 4) affordability criteria.

**3. THE WATER SYSTEM'S MOST RECENT FINANCIAL STATEMENT OR AUDIT REPORT**

## For Additional Information

All of the forms listed above are available in electronic format within our 'Loan Application Package'. Please contact Joel McKenzie at 225-342-7499, or by email at [joel.mckenzie@la.gov](mailto:joel.mckenzie@la.gov), for an electronic copy. You may also visit our website to download it in Adobe Acrobat format (.pdf): <http://ldh.la.gov/index.cfm/page/1298>

## SAMPLE LETTER OF INTENT - FIRST TIME SUBMITTED LOAN APPLICATION

Date

Louisiana Department of Health  
Office of Public Health  
Drinking Water Revolving Loan Fund  
P. O. Box 4489  
Baton Rouge, LA 70821-4489  
RE: DWRLF Loan Application

This letter serves to indicate the **(Name of Governmental Entity/Corporation)** intention to proceed with the financing of its drinking water infrastructure improvement project through the Louisiana Department of Health's Drinking Water Revolving Loan Fund (DWRLF). This project is for improvements to **(name of PWS)** whose PWS ID No. is **(PWS ID#)**.

It is estimated \$\_\_\_\_\_ will be borrowed to complete this project. Estimated project target dates are as follows:

### **TASK**

### **DATE**

System Improvement Plan (SIP) &  
Environmental Impacts submitted to DWRLF  
Begin Construction

\_\_\_\_\_  
\_\_\_\_\_

As per the requirements of LDH's DWRLF, please find the following documents attached for your review:

Resolution  
Loan Application Form 100A  
DWRLF Project Priority Worksheet  
Most Recent Financial Statement/Audit Report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The engineering consultant on this project is **(Consultant Engineer's Name and Firm Name)**. You may contact the engineering consultant at phone number **(Consultant Engineer's Phone Number)** for additional information as needed.

Sincerely,

Mayor/President/Owner of Public Water System or the Official Project Representative as listed on Form 100A

Attachments



## SAMPLE LETTER OF INTENT - PREVIOUSLY SUBMITTED LOAN APPLICATION

Date

Louisiana Department of Health  
Office of Public Health  
Drinking Water Revolving Loan Fund  
P. O. Box 4489  
Baton Rouge, LA 70821-4489  
RE: DWRLF Loan Application

This letter serves to indicate the **(Name of Governmental Entity/Corporation)** intention to remain on the Drinking Water Revolving Loan Fund Program's Comprehensive List in order to proceed with the financing of its drinking water infrastructure improvement project through the Louisiana Department of Health's Drinking Water Revolving Loan Fund (DWRLF). This project is for improvements to **(name of PWS)** whose PWS ID No. is **(PWS ID#)**.

It is estimated \$\_\_\_\_\_ will be borrowed to complete this project. Estimated project target dates are as follows:

**TASK**

**DATE**

System Improvement Plan (SIP) &  
Environmental Impacts submitted to DWRLF  
Begin Construction

\_\_\_\_\_  
\_\_\_\_\_

As per the requirements of LDH's DWRLF, please find the following documents attached for your review:

DWRLF Project Priority Worksheet  
Most Recent Financial Statement/Audit Report

\_\_\_\_\_  
\_\_\_\_\_

The engineering consultant on this project is **(Consultant Engineer's Name and Firm Name)**. You may contact the engineering consultant at phone number **(Consultant Engineer's Phone Number)** for additional information as needed.

Sincerely,

Mayor/President/Owner of Public Water System or the Official Project Representative as listed on Form 100A

Attachments

## INSTRUCTIONS FOR PREPARING RESOLUTION

A resolution must be adopted by corporations/governmental entities authorizing an official of the corporation/entity to submit the Loan Application Form 100A and any other information which is or may be required, and designating an official to be the official project representative if a project results from such submission, and giving such official signature authority on all applicable documents. A Sample Resolution is provided as a guide for use in preparing the resolution. Changes in the wording may be made as required to fit each public water system's needs.

The Department of Health, Office of Public Health staff will not review or approve any documents, authorize the award of any contract, or take any official action on the project unless requested by the official project representative named in the resolution or the consultants and attorneys engaged by the governmental entity/corporation to work on the project (such requests by these parties must be authorized by the official project representative). Exception: The Department may investigate allegations of misconduct involving the project that may be made by any person who presents sufficient evidence to warrant such an investigation.

The official project representative is generally in a position such as Mayor, Parish President, president of corporation, etc., but may be an individual listed by name. If the title of a position, rather than an individual person, is listed, the resolution will remain valid as long as the corporation/governmental entity wishes the person holding that position to be the official project representative. If an individual is listed by name, a new resolution must be submitted each time that individual is replaced by another.

## SAMPLE RESOLUTION

WHEREAS the **(Name of Governmental Entity/Corporation)** is in need of improvements to **(Name of PWS)** whose PWS ID No. is **(PWS ID#)**; and,

WHEREAS loans for this project may be available through the Drinking Water Revolving Loan Fund program operated by the Louisiana Department of Health Office of Public Health.

NOW, THEREFORE, BE IT RESOLVED, by the **(Name of Governing Body)** of the **(Name of Governmental Entity/Corporation)** that:

Section 1. (Name and/or Title of Official) is hereby authorized to submit a Loan Application Form 100A and accompanying documents to the Department of Health on behalf of the (Name of Governmental Entity/Corporation) for the purpose of placing this project on the Comprehensive Priority List for funding through the Drinking Water Revolving Loan Fund program; and,

Section 2. (Name and/or Title of Official) is further authorized to furnish such additional information as may reasonably be required in connection with the Loan Application; and,

Section 3. (Name and/or Title of Official) is hereby designated as the Official Project Representative and is hereby given signature authority for all relative documents for the (Name of Governmental Entity/Corporation) for any project that may result from the submission of the Loan Application Form 100A and accompanying documents. Furthermore, (Name and/or Title of Official) representing (Name of Governmental Entity/Corporation) is hereby given the power and authority to do all things necessary to implement, maintain, amend, and renew such documents relative to any such project.

A MOTION TO ADOPT the above resolution was made by **(Name)**, seconded by **(Name)**, and resulted in the following vote:

YEAS	_____
NAYS	_____
ABSENT	_____
ABSTAINING	_____

### CERTIFICATE

We the undersigned do certify that the foregoing resolution is a true and correct copy of a resolution adopted at a meeting held on the **(Day)** day of **(Month)**, **(Year)**, at which meeting a quorum was present and voting.

\_\_\_\_\_  
Presiding Official

ATTEST:

\_\_\_\_\_  
Name & Title (Secretary/Clerk)

## SAMPLE RESOLUTION (For Consolidation)

WHEREAS the **(Entity A)** is in need of improvements to **(Name of PWS)** whose PWS ID No. is **(PWS ID#)**; and,

WHEREAS, the **(Entity A)** has adopted a Resolution the **(Name and/or Title of Official of Entity A)** to enter into a contract whereby the **(Entity B)** will provide water to its residents and transfer its water system to the **(Entity B)**, and it is in the best interest of this **(Entity A)** to enter into the transaction proposed by the **(Entity A)**.

NOW, THEREFORE, BE IT RESOLVED that **(Name and/or Title of Official of Entity A)** is hereby authorized to negotiate and execute an agreement with the **(Entity B)** whereby the **(Entity A)** will be transferred to the **(Entity B)** and the residents of the **(Entity A)** will become members of the **(Entity B)**. Thus the **(Entity A)** will be entirely absorbed by the **(Entity B)** forming one water system.

A MOTION TO ADOPT the above resolution was made by **(Name)**, seconded by **(Name)**, and resulted in the following vote:

YEAS	_____
NAYS	_____
ABSENT	_____
ABSTAINING	_____

### CERTIFICATE

We the undersigned do certify that the foregoing resolution is a true and correct copy of a resolution adopted at a meeting held on the **(Day)** day of **(Month)**, **(Year)**, at which meeting a quorum was present and voting.

\_\_\_\_\_  
Presiding Official

ATTEST:

\_\_\_\_\_  
Name & Title (Secretary/Clerk)

TERMS:	*Entity A	Name of Governmental Entity/Corporation being consolidated.
	*Entity B	Name of Governmental Entity/Corporation merged with. (Parent water system)

## INSTRUCTIONS FOR COMPLETING THE DWRLF LOAN APPLICATION FORM 100A

Date:	Date completing Application
System Name:	Name of the Public Water System (PWS)
Official Project Representative's Name:	The person designated (in the resolution adopted by the system) to submit the DWRLF Loan Application Form 100A, sign the letter of intent, and any other information that may be requested
Official Project Representative's Title:	Title of the Official Project Representative
Mailing Address:	Mailing Address for the Official Project Representative
Telephone Number:	Official Project Representative's telephone number
Fax Number:	Official Project Representative's fax number
Website Address:	Public Water System's website address, if available
Email Address:	Public Water System's and/or the Official Project Representative's email address, if available
PWS ID #:	Seven digit PWS identification number assigned by the LDH-OPH (This will become your DWRLF project number if the project is funded)
Parish:	Parish in which the proposed project is located
OPH Region:	LDH-OPH Region in which the proposed project is located
Number of Service Connections:	Number of connections served by the water system
Population:	Population served by the water system
Project Owner and Address:	Name and address of the project's owner - the project owner is a parish, municipality, special purpose district, commissioners of public works, any other public agency of the state, nonprofit corporation or the owner of a private water utility, subdivision or mobile home park
Desired Loan Length	Choose either 20, 25, or 30 years to repay the loan
Engineering Consultant:	Engineering consultant that has been selected to assist in the project
Mailing Address:	Engineering consultant's address
Telephone Number:	Engineering consultant's telephone number
Fax Number:	Engineering consultant's fax number
Email Address:	Engineering consultant's email address, if available
Description of proposed facilities:	Provide a brief description of the proposed facilities such as information regarding rehabilitation of treatment facilities, new storage tanks, new water sources, etc.
Description of problems to be solved by this project:	Provide a brief description of the drinking water problems and how this project will address the problem. (Please identify any compliance problems with existing or pending federal/state rules and regulations that will be corrected with this project)
Does the proposed project benefit any other public water systems?	Indicate if the proposed project will result in the consolidation or regionalization of water systems. If so, provide a listing of the names and PWS ID Numbers of the water systems that will benefit from this project. Please note that prior to loan closing a Buy/Sell Agreement between the water systems is required.

# DRINKING WATER REVOLVING LOAN FUND (DWRLF) LOAN APPLICATION FORM 100A

Date: \_\_\_\_\_  
System Name: \_\_\_\_\_  
Official Project Representative's Name: \_\_\_\_\_  
Official Project Representative's Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Website Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

PWS ID # \_\_\_\_\_ Parish: \_\_\_\_\_ OPH Region: \_\_\_\_\_  
Number of service connections: \_\_\_\_\_ Population served: \_\_\_\_\_

Project Owner and Address: \_\_\_\_\_

**DESIRED LOAN LENGTH\*:** \_\_\_\_\_  
(10, 20, 25, or 30 Years Only) Circle One: **10-Years**    **20-Years**    **25-Years**    **30-Years**

*\*Remember that the System Improvement Plan (SIP) must be designed to cover this same length of time.  
DWRLF encourages the use of 20-years based on the anticipated useful life of most water system components.  
Please be aware that DWRLF may require a different loan length than desired.*

Engineering Consultant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

FOR THE FOLLOWING QUESTIONS, PLEASE ATTACH ADDITIONAL EXPLANATIONS IF ADEQUATE SPACE IS NOT PROVIDED.

1. Description of proposed facilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Description of problems to be solved by this project:

\_\_\_\_\_  
\_\_\_\_\_

3. Does the proposed project benefit any other public water systems?    ☐ YES    ☐ NO

If so, list the other public water systems and their PWS ID #'s below and explain how the project benefits each of them (*i.e. as a consolidation project, emergency connection, purchased water source, etc.*):

\_\_\_\_\_  
\_\_\_\_\_

- \* If this is a "**Consolidation Initiative**" Project, two (2) additional items need to be submitted/addressed:
- A Resolution from both parties regarding the proposed consolidation - to be submitted with Application,
  - A Buy/Sell Agreement - to be submitted prior to the loan closing.

# DRINKING WATER REVOLVING LOAN FUND (DWRLF)

## LOAN APPLICATION FORM 100A

### INTENDED USE PLAN INFORMATION

#### Estimated Project Schedule (Give Estimated Dates)

Submittal of DWRLF Loan  
Application Form 100A \_\_\_\_\_

Completion Date of  
Project Planning  
(i.e. Submission of the System  
Improvement Plan, the  
Environmental Review  
Documentation) \_\_\_\_\_

Completion Date of Design  
(i.e. Submission of Plans & Specs) \_\_\_\_\_

Start of Construction \_\_\_\_\_

Completion of Construction \_\_\_\_\_

*NOTE: For the purpose of providing the dates  
above, assume the project will be funded as  
soon as the loan application process is  
complete.*

#### Estimated Project Costs (To Nearest \$10,000)

Legal/Fiscal: \_\_\_\_\_

Engineering: \_\_\_\_\_

Planning/Design: \_\_\_\_\_

Construction Phase: \_\_\_\_\_

**Total Engineering:** \_\_\_\_\_

Land Acquisition: \_\_\_\_\_

Construction: \_\_\_\_\_

Contingencies: \_\_\_\_\_

**Total Project Costs:** \_\_\_\_\_

#### CERTIFICATION

**The following section is to be completed by the Owner  
or Authorized Representative of the Water System:**

I hereby certify that the information contained herein is true  
and accurate, to the best of my ability.

Name of  
Water System: \_\_\_\_\_  
*Print Full Name Clearly*

PWSID#: \_\_\_\_\_

\_\_\_\_\_  
*Print Your Full Name Clearly*

\_\_\_\_\_  
*Print Your Full Title Clearly*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

#### Seal and Signature of Registered Professional Engineer Certifying Estimated Costs

## INSTRUCTIONS FOR COMPLETING DWRLF LOAN APPLICATION FORM 100A INTENDED USE PLAN INFORMATION

### Estimated Project Schedule:

The following guidelines will assist you in filling out the schedule. *Note that for the purposes of providing these dates, assume the project will be funded as soon as the loan application process is complete.*

1. If the project involves formation of a water district, approval from the Parish Police Jury or Parish Council is needed.
2. LDH-OPH staff reviews and approves engineering reports for DWRLF eligible water facilities. Please allow thirty days for LDH-OPH's technical review and approval.
3. An applicant must complete an Environmental Review before it can receive DWRLF financing. Please allow at least sixty days for the public hearing and public notice of the environmental determination.
4. Contact any other responsible permitting agencies for anticipated review and issuance times of required permits.
5. LDH-OPH technical staff reviews and approves plans and specifications for DWRLF eligible drinking water facilities. Please allow thirty days for LDH-OPH's review and approval.
6. Although the construction schedule may be very tentative when you complete this schedule, it is important to set target dates because they indicate when DWRLF financing is needed.

Submittal of DWRLF Loan Application Form 100A:	<i>Date Loan Application Package will be submitted</i>
Completion Date of Planning (i.e. Submission of SIP/Environmental Review Checklist):	<i>Date that planning documents will be completed and approved</i>
Completion Date of Design (i.e. Submission of Plans and Specifications):	<i>Date that design work will be completed and approved</i>
Start of Construction:	<i>Date that construction on the project will begin</i>
Completion of Construction:	<i>Date that project construction will be complete</i>

### Certification:

Provide the printed name of the water system, the PWSID# of the water system, the printed name and title of the owner or authorized representative, and sign and date the form.

### Estimated Project Costs:

The accuracy of project costs will vary depending on the stage of project development. Please use the best available information when completing the form. If certain cost elements are unknown and cannot be reasonably estimated, please indicate on the form. Estimates for all expenses will be needed to ensure that sufficient monies are available for the fundable projects.

Provide to the nearest \$10,000 the estimated cost for each category listed on the form:

Legal/Fiscal  
Engineering  
Planning/Design  
Construction Phase  
Land Acquisition  
Construction  
Contingencies

### Seal and Signature of Registered Professional Engineer Certifying Estimated Costs:

Your Louisiana registered Professional Engineer must stamp and sign this section of the application certifying the estimated costs of the project.



## LOUISIANA DWRLF PROJECT PRIORITY CRITERIA WORKSHEET

Water System: \_\_\_\_\_ PWSID: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Person Completing Worksheet: \_\_\_\_\_ Date: \_\_\_\_\_

Water Supply Source:                      Water Supply Type:                      Organizational Structure:  
☐ Ground                                      ☐ Community                                      ☐ Governmental Entity  
☐ Surface                                      ☐ Non-Community                                      ☐ Private for Profit  
☐ Purchased                                      ☐ Non-Transient                                      ☐ Private Non-Profit  
☐ Combination                                      Non-Community

Population Served: \_\_\_\_\_

### ADMINISTRATIVE CRITERIA

#### Violations (SDWA Violations in Last 8 Quarters)

Number of Total Coliform MCL Violations	_____	x 2 pt each =	_____
Number of Acute Coliform MCL Violations	_____	x 6 pt each =	_____
Number of IESWTR Violations (Turbidity, C.T.)	_____	x 6 pt each =	_____
Number of Chemical MCL Violations (i.e. THM, HAA5)	_____	x 2 pt each =	_____
Number of Acute Chemical MCL Violations (i.e. nitrates, nitrites)	_____	x 6 pt each =	_____
Number of Secondary MCL Exceedances (i.e. iron, taste, odor)	_____	x 1 pt each =	_____

#### Consolidation (population absorbed from other PWSs)

Identify the size & number of other community and non-community systems to be tied into this system (they must be completely absorbed by the system):

Population greater than 10,000	No. of Systems	_____	x 4 pt each =	_____
Population of 3,301 to 10,000	No. of Systems	_____	x 3 pt each =	_____
Population of 100 to 3,300	No. of Systems	_____	x 2 pt each =	_____
Population less than 100	No. of Systems	_____	x 1 pt each =	_____

#### Affordability

Service area lies within a census tract where the Median Household Income is 25% or more below the State average.	<input type="radio"/> Yes <input type="radio"/> No	If Yes, 4 pt	_____
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#### Other

New multi-year, multi-phase project or project has received prior DWRLF funding.	10 pt	_____
Proposal includes work to address Administrative Orders and/or significant deficiencies noted in the most recent sanitary survey.	10 pt	_____
Project has funding commitment from another source	5 pt	_____
Project includes adding fluoride	2 pt	_____

Total Points on this Page = \_\_\_\_\_

Total Points from Page 2 = \_\_\_\_\_

## TOTAL PRIORITY POINTS = \_\_\_\_\_

# LOUISIANA DWRLF PROJECT PRIORITY CRITERIA WORKSHEET

Page 2

Water System: \_\_\_\_\_ PWSID: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Person Completing Worksheet: \_\_\_\_\_ Date: \_\_\_\_\_

## PHYSICAL CRITERIA

**For each YES answer to the questions below, provide the appropriate number of points in the blank.**

### Physical Conditions

System Condition	Condition to be	Pts	
Low Pressure - less than 40 psi (but greater than 20 psi)	<input type="radio"/> Yes <input type="radio"/> No	1	
Leaks/Water Loss of 15% to 25% of production	<input type="radio"/> Yes <input type="radio"/> No	1	
Leaks/Water Loss greater than 25% of production	<input type="radio"/> Yes <input type="radio"/> No	2	
Dead Ends will be eliminated	<input type="radio"/> Yes <input type="radio"/> No	2	
Asbestos Cement Pipe or Lead Pipe (replacement)	<input type="radio"/> Yes <input type="radio"/> No	2	
No disinfection-PWS has a variance from mandatory disinfection	<input type="radio"/> Yes <input type="radio"/> No	3	
Production less than 85% of potable (non-fire) demand	<input type="radio"/> Yes <input type="radio"/> No	3	
Storage less than 2 day potable demand	<input type="radio"/> Yes <input type="radio"/> No	2	
No meters or non-functioning meters	<input type="radio"/> Yes <input type="radio"/> No	5	
Source capacity inadequate	<input type="radio"/> Yes <input type="radio"/> No	2	
Industrial activity, Agricultural activity, Oil/Gas Spills, etc. are within source recharge area	<input type="radio"/> Yes <input type="radio"/> No	3	
Directly impacted by point source discharge	<input type="radio"/> Yes <input type="radio"/> No	2	
Unprotected Watershed	<input type="radio"/> Yes <input type="radio"/> No	2	
Will serve area not on community sewerage	<input type="radio"/> Yes <input type="radio"/> No	2	
Proposed system will replace private wells	<input type="radio"/> Yes <input type="radio"/> No	2	
Project includes system redundancy	<input type="radio"/> Yes <input type="radio"/> No	2	
Components exceeding design life to be replaced	<input type="radio"/> Yes <input type="radio"/> No	4	

NOTE: None of the above physical conditions are violations of the Louisiana Administrative Code, Title 51, Chapter XII shown below.

### Sanitary Code Violations

Louisiana Administrative Code Section Violated	Violation to be	Pts	
LAC 51:XII.135 Standby Power	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.141 Sample Taps	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.151 Disinfection	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.159 Security	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.169 Ground Water Supplies	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.225 - 231 Storage	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.233 - 255 Distribution	<input type="radio"/> Yes <input type="radio"/> No	1	

Total Points on this Page =

0

## **ADDITIONAL INFORMATION**

### **TO ASSIST IN PRIORITY RANKING OF DWRLF PROJECTS**

To help LDH-OPH accurately score the project, please document the existing conditions and how the proposed project will improve drinking water quality. A technical report, if available, can be submitted to support this information. Some of the factors that will be taken into consideration when scoring projects are listed below. Any information listed below that you can provide will assist DWRLF Staff in accurately scoring the project.

### **TECHNICAL FACTORS**

#### **A. Maximum Contaminant Level (MCL) / Treatment Technique Violations**

1. Microbiological
  - a. Surface Water Treatment Rule
    - i. Filtration and/or replacement with an alternate source of supply (i.e. groundwater wells) and for interconnection with, or purchase from adjacent water system/s in lieu of filtration
    - ii. Filtration Performance Criteria (Nephelometric Turbidity Units compliance)
    - iii. CT Disinfection [Chlorine Concentration (C) X Time (T)]
  - b. E. Coli
  - c. Total Coliform
2. Organics
  - a. Disinfection byproducts / other organic chemicals
  - b. Organic Chemical / Unregulated Organic Chemical (OC/UOC)
3. Lead and Copper / Corrosion Control including lead service line replacement
4. Radiological
5. Inorganic / Physical
  - a. Nitrates
  - b. Other health related
  - c. Taste / Odor / Color
  - d. Arsenic

#### **B. Other Sanitary Code Violations**

1. Inadequate Source Capacity (public health hazard)
2. Inadequate Distribution Pressure (public health hazard)
3. Uncovered Filtered Water Storage (public health hazard)

#### **C. System Reliability / Dependability Issues**

1. Complete replacement or major rehabilitation of the water filtration facility that has exceeded design life and/or does not meet the current requirements of the Louisiana State Sanitary Code, and/or EPA Federal National Primary Drinking Water Standards. In lieu of replacing/rehabbing treatment/filtration equipment, replacing the source with an alternate source (surface water intake and/or groundwater wells) and/or interconnection for purchase and/or consolidation with adjacent water systems is an option.

## TECHNICAL FACTORS *CONTINUED*

2. Upgrade, replace and/or improve major vulnerable system components to meet State Sanitary Code and EPA Federal design standards.

- a. A principal component integral to an existing filtration process such as sedimentation, flocculation, filtration, chemical feed, or back washing.
- b. Pump stations
- c. Existing wells
- d. Existing disinfection system for a groundwater/surface water supply
- e. Transmission main
- f. Finished water or distribution line
- g. Other water treatment systems (or replacement of source instead of treatment)

3. Aged mains, and appurtenances

4. Redundancy of critical components (pumps, valves, chemical feed systems, etc.)

5. Asbestos cement pipe water main replacement

6. Control / automation for operational efficiency (computerization, control valves metering, laboratory upgrading)

7. Inadequate source capacity which is not a public health hazard

8. No meters / non-working meters

## NON-TECHNICAL FACTORS

### **D. Governmental Needs**

- 1. Development of a public water system or extending an existing public water system to serve residential homes with contaminated or insufficient yielding private wells.
- 2. Consolidation of water systems (can include improving technical, managerial and financial capacity).
- 3. System dependent on a Sole Source Aquifer for its source
- 4. Unfunded part of a project that is funded from another source [e.g., Co-funded with Clean Water SRF, Rural Utilities Service (RUS), Community Development Block Grants (CDBG), etc.]
- 5. Proposed operational changes that improve and insure adequate technical, managerial, and financial capacity of the system in order to insure compliance.

## OTHER FACTORS

### **E. Other factors not listed above (water supplier to provide with details).**

If an engineer's report (PER, SIP, etc.) exists for this project, please submit it to this office along with your complete Application form.