INSTRUCTIONS FOR COMPLETING THE DWRLF LOAN APPLICATION FORM 100A

Date:	Date completing Application
System Name:	Name of the Public Water System (PWS)
PWS ID #:	Seven digit PWS identification number assigned by the LDH-OPH (This will become your DWRLF project number if the project is funded)
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
System Physical Address	Public Water System's physical street address of the office and/or treatment plant location
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
Desired Loan Length	Choose either 10, 20, 25, or 30 years to repay the loan
Engineering Consultant (Firm):	Engineering Consultant Firm Name 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
Project Engineer:	Engineering consultant engineer point of contact
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.
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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, <u>assume</u> 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:	Date Loan Application Package will be submitted
Completion Date of Planning (i.e. Submission of SIP/Environmental Review Checklist):	Date that planning documents will be completed and approved
Completion Date of Design (i.e. Submission of Plans and Specifications):	Date that design work (plans & specifications) will be completed and approved
Expected Loan Closing:	Date that is anticipated for loan closings (PWS has to be completed with all loan pre-closing documents)
Start of Construction:	Date that construction on the project will begin
Completion of Construction:	Date that project construction will be complete

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	Legal / Bond Attorney fees
Total Engineering	Total Engineering Sum(includes Planning/Design &
	Construction Phase as well as any other Engineering
	fees)
Planning/Design	Engineering Planning & Design Fees
Construction Phase	Engineering Fees during Construction
Land Acquisition	Any Land Acquisition costs for the project {check with
	DWRLF about eligibility}
Construction	Estimated Construction Cost for the project

Contingency fees (usually 10%)
Total Project Cost (of all above fees)
Total Funding requested from DWRLF (if project is joint funded, this amount will be less than the total project cost)
Select the preferred DWRLF funding source: Base Loan, General Supplemental, Emerging Contaminant Lead Service Line

Seal and Signature of Registered Professional Engineer Certifying Estimated Costs:

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

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 <u>State Sanitary Code</u>, and/or EPA Federal <u>National Primary Drinking Water Standards</u>. 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., Cofunded 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.