

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 16 and 17)

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 INITIATIVE" 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 16 and 17)

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 Dan MacDonald, P.E. at 225-342-7499, or by email at Dan.MacDonald@la.gov, for an electronic copy. You may also visit our website: <https://ldh.la.gov/page/financial>

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