

Instructions for Completing  
INTENT TO FILE APPLICATION FOR FUNDING FOR WATER/WASTEWATER PROJECTS  
To the Louisiana Water/Wastewater Joint Funding Committee (LWWJFC)

An Intent to File Application should be submitted by any eligible applicant interested in financial assistance through the various state and federal programs for water and/or wastewater projects. The Intent to File Application contains basic project information that is used by the various funding agencies to determine eligibility to each program and what source of funds will best suit the project described in the application. Submission of an Intent to File Application package does not obligate the applicant to proceed with a project, nor does acceptance of an Intent to File Application obligate the various funding agencies to provide financial assistance for a proposed project.

Upon receipt of the Intent to File Application the various funding agencies will review the application and jointly discuss at the next meeting of the LWWJFC the funding options. The LWWJFC will meet monthly to make recommendations based on each Intent application. The potential applicant will be advised in writing of those recommendations.

A complete Intent to File Application includes a completed application and the current budget of the applicant. Intent to File Applications that are incomplete and lack sufficient information may not be accepted and could delay funding recommendations. No project will be approved for funding by the various funding agencies without submission of an Intent to File Application. If the applicant is interested only in Community Development Block Grant (CDBG) Funding, please submit your grant application directly to that office. The Intent to File Application is not a substitute for any funding applications to each funding agency.

The following pages contain specific instructions for preparing the items required in the Intent to File Application. When completing the Intent to File Application, please call Lori Sonnier, at Louisiana Rural Water Association (800-256-2591) or any one the funding agencies if you need assistance.

LWWJFC meets once a month on the first Thursday of each month. LWWJFC Intent to File Application For Funding submitted by the 15<sup>th</sup> of each month will be reviewed the following month Intent to File submitted after the 15<sup>th</sup> will not make the agenda.

The original of the completed Intent To File Application For Funding must be mailed or e-mailed to:

Louisiana Rural Water Association  
Attention: Lori Sonnier  
P.O. Box 180  
Kinder, LA 70648  
or  
[lsrwa@centurytel.net](mailto:lsrwa@centurytel.net)



## Part 1: General Information

For wastewater (sewerage) projects, the applicant must be a governmental entity (this includes incorporated cities, towns, and villages and parishes, sewerage districts, and other subdivisions of the state that have legal jurisdiction over collection, treatment and disposal of wastewater.) For water (drinking water) projects, the applicant can be a governmental entity or privately owned community water system or a non profit non-community publicly owned water system.

- Check either Water or Wastewater depending on which type of project you are interested in pursuing. If you are interested in both water and wastewater, please fill out a separate form for each.
- Check as many of the funding agencies that you believe may be able to offer assistance. Please note that LDEQ-CWSRF can only make loans for wastewater projects and LDH-DWSRF can only make loans for drinking water projects. The other agencies listed can fund both types of projects.
- Provide the official name of the applicant and check the box that best describes the type of applicant. Provide the address, parish, phone number, fax number and e-mail address, Internal Revenue Service Taxpayers Identification Number (Federal Tax I.D.)
- For drinking water projects, provide the Louisiana Department of Health, Office of Public Health Public Water Supply Identification Number; and for wastewater projects, provide the National Pollutant Discharge Elimination System (NPDES) permit number or Louisiana Pollutant Discharge Elimination System (LPDES) permit number.
- Provide the population of the project area. The project area includes the entire planning area, which may be larger than the corporate limits of a municipality. If population figures were not taken from the most recent U.S. census, provide the source of the population information.
- The annual median household income can be obtained from census data. The Hud Exchange is one source of this data it may be obtained online at;

For local governments: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

For block groups: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>

If you obtain your information from another source include a copy of the source of information.

- Percentage of the population in the applicant's area that is classified as low to moderate income. Contact CDBG for specific information....
- Provide the number of current connections (customers) to the system and the number proposed to be served by the completed project.

## Part 2: Authorized Representative

The official representative named here and who signs the form must be the authorized

representative of the applicant. For example if a city is applying, the mayor or his designee is the authorized representative. Include contact mailing address, phone number, fax number and e-mail address of the official representative.

### **Part 3: Engineering Consultant**

The consulting engineering firm should be named if one has been selected. Include the name of the contact person, mailing address, phone number, fax number and e-mail address. If no engineering firm has been selected yet, this information may be submitted later. If the applicant does not plan to use an engineering firm, state who will be responsible for preparing the engineering documents.

### **Part 4: Project Description**

Provide a brief description of the proposed project.

### **Part 5: Project Budget**

Estimate the amount of funds that will be needed by the major categories indicated (not all categories may be needed). If funds are available for this project from other sources, list the amount and source of these funds.