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**State of Louisiana**  
Department of Health and Hospitals  
Office of Public Health

**Drinking Water Revolving Loan Fund**

**LOAN APPLICATION  
PACKAGE**



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  
"AN EQUAL OPPORTUNITY EMPLOYER"



**State of Louisiana**  
Department of Health and Hospitals  
Office of Public Health

To: Applicants for Louisiana DWRLF Program Monies

From: Jennifer Wilson, Manager, DWRLF Program

Thank you for your interest in the Drinking Water Revolving Loan Fund (DWRLF) Program. 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 6 of this Package in order to remain on the Comprehensive List.

The information in this Package must be received by 4:30 PM on May 1 of each year to be considered for the current funding cycle. If a Package is received after this date, it will automatically be placed in the next funding cycle.

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.

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# 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., treatment plant, distribution main replacement, storage facilities). The DWRLF is administered by the Louisiana Department of Health and Hospitals (LDHH) Office of Public Health (OPH). Similar to the successful Clean Water State Revolving Fund (CWSRF) administered by the Louisiana Department of Environmental Quality (LDEQ), this program provides low-interest loans for construction of eligible water system projects. As loans are repaid, money is available to be used again for new loans - a true revolving fund. The program provides a significant financial incentive for public water supplies to upgrade treatment facilities to meet current and future regulatory requirements designed to protect public health and to rehabilitate and/or replace aging infrastructure.

The purpose of this Loan Application is to initially gather information concerning potential projects eligible for funding from the LDHH-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.

### DEPARTMENT OF HEALTH AND HOSPITALS

The LDHH OPH regulates the safety and adequacy of drinking water delivered by public water systems in Louisiana. OPH's mission is to protect the public health of Louisiana residents by ensuring that adequate quality and quantity of 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 OPH evaluates the eligibility of the projects, reviews and approves the plans and specifications, performs construction oversight, and approves payment requests and change orders. Additionally, OPH 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 up to 20 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 LDHH-OPH. Upon receipt of all Loan Applications, LDHH-OPH lists all eligible projects in Louisiana's annual funding plan for the DWRLF Program. 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 the Program'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 by the deadline date. 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. The Fundable List 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 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 Intended Use Plan, those systems on the fundable list will be given twelve (12) months to complete the loan application process. The basic components of the loan application process include :

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

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 LDHH-OPH, or
5. System did not meet other requirements imposed by LDHH-OPH 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 LDHH-OPH on a continuous basis. 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.

**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 waiver 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 LDHH-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:

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, and
4. Raw Water Reservoirs that are not considered part of the treatment plant facility.

# 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 LDHH-OPH 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 7)**

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 9 and 10)**

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 LDHH-OPH 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**

## 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 LDHH-OPH 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 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. LOUISIANA DWRLF PROJECT PRIORITY WORKSHEET (Complete Pages 15 and 16)**

This information is provided by the Applicant and will be verified by LDHH-OPH 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 Jennifer (Meyer) Wilson at 225-342-7499, or by email at [jennifer.wilson@dhh.la.gov](mailto:jennifer.wilson@dhh.la.gov), for an electronic copy. You may also visit our website to download it in Adobe Acrobat format (.pdf): <http://new.dhh.louisiana.gov/index.cfm/page/431/n/285>

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

Date

Louisiana Department of Health and Hospitals  
Office of Public Health  
Drinking Water Revolving Loan Fund Program  
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 Office of Public Health's Drinking Water Revolving Loan Fund (DWRLF) program. 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:

<b>TASK</b>	<b>DATE</b>
System Improvement Plan (SIP) & Environmental Review Check List submitted to OPH	_____
Begin Construction	_____

As per the requirements of the DWRLF Program, 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 and Hospitals  
Office of Public Health  
Drinking Water Revolving Loan Fund Program  
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 Office of Public Health's Drinking Water Revolving Loan Fund (DWRLF) program. 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:

<b>TASK</b>	<b>DATE</b>
System Improvement Plan (SIP) & Environmental Review Check List submitted to OPH	_____
Begin Construction	_____

As per the requirements of the DWRLF Program, 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 and Hospitals 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 and Hospitals 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 and Hospitals 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)

## 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 LDHH-OPH (This will become your DWRLF project number if the project is funded)
Parish:	Parish in which the proposed project is located
OPH Region:	LDHH-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
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.

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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. LDHH-OPH staff reviews and approves engineering reports for DWRLF eligible water facilities. Please allow thirty days for LDHH-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. LDHH-OPH technical staff reviews and approves plans and specifications for DWRLF eligible drinking water facilities. Please allow thirty days for LDHH-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: \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <b>Water Supply Source:</b><br><input type="radio"/> Ground<br><input type="radio"/> Surface<br><input type="radio"/> Purchased<br><input type="radio"/> Combination<br>Describe: _____ | <b>Water Supply Type:</b><br><input type="radio"/> Community<br><input type="radio"/> Non-Community<br><input type="radio"/> Non-Transient<br>Non-Community | <b>Organizational Structure:</b><br><input type="radio"/> Governmental Entity<br><input type="radio"/> Private for Profit<br><input type="radio"/> Private Non-Profit |
|---|---|---|

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.

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.       Yes       No      If Yes, 4 pt      |\_|\_|

### Other

New multi-year, multi-phase project or project has received prior DWRLF funding	10 pt	_ _
Project has funding commitment from another source	5 pt	_ _
Proposal includes work to address pending federal/state rules and regulations (i.e. DBR Stage2 rule, LT2ESWT rule)	5 pt	_ _
Project includes adding fluoride	2 pt	_ _
Identified problems that may be resolved by routine maintenance	-5 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 Addressed	Pts	
Pressure less than 35 psi (but greater than 15 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 XXII shown below.*

### Sanitary Code Violations

Louisiana Administrative Code Section Violated (Formerly Chapter 12 of the LA State Sanitary Code)	Violation to be Corrected	Pts	
LAC 51:XII.309 (formerly 12:003-2) Plant Supervision and Control	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.327 (formerly 12:008-1 thru -17) Ground Water Supplies	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.331 (formerly 12:010) Well Abandonment	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.333 (formerly 12:011-1 thru -5) Reservoir Sanitation	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.335 (formerly 12:012-1 thru -4) Distribution	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.337 (formerly 12:013-1 thru -4) Storage	<input type="radio"/> Yes <input type="radio"/> No	1	
LAC 51:XII.355 (formerly 12:021-1) Mandatory Disinfection	<input type="radio"/> Yes <input type="radio"/> No	1	

Total Points on this Page =

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

To help LDHH-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, may be submitted to provide 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 requirements of the current edition of Recommended Standards For Water Works. In lieu of treatment, replacement with an alternate source (another surface water and/or groundwater wells, and/or interconnection with or purchase from adjacent water system in lieu of filtration).

## TECHNICAL FACTORS CONTINUED

2. Upgrade, replace and/or improve major vulnerable system components to meet design standards required in the current edition of Recommended Standards For Water Works.
  - 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 exists for this project, please submit it to this office along with your complete Application form.**