



INDIANA FINANCE AUTHORITY STATE REVOLVING FUND PROGRAMS

DRINKING WATER PROGRAM

PRELIMINARY ENGINEERING REPORT GUIDANCE

Revised September 2026

**IFA is in the process of launching a new website.
This guidance will be revised with updated links in early 2027.**

The Preliminary Engineering Report (PER) is a document providing information necessary for the State Revolving Fund (SRF) Loan Program to determine the technical, economic, and environmental adequacy of the proposed project in accordance with Indiana Code (IC) 5-1.2-3 and 5-1.2-10. Approval of a PER by the SRF Loan Program is for administrative purposes only and does not relieve the public water system of its responsibility to properly design, build, operate, and maintain the drinking water system.

PER SUBMITTAL REQUIREMENTS

1. All correspondence to the SRF Loan Program, including the PER, must be sent with a transmittal letter signed by the Authorized Signatory¹.
2. PER and all correspondence must be dated.
3. One electronic copy (searchable pdf) of the PER must be submitted.
4. SRF may request a hard copy version for review purposes, please do not submit a hard copy unless requested. When requested, please submit hard copy PERs in a 3-ring binder.
5. A table of contents, list of graphics, list of tables, and list of appendices, if applicable, must be included.
6. **Submission instructions:**
 - a. After February 1, 2027, SRF will request all initial project application and electronic PERs be submitted through the new SRF Application Portal. This guidance will be updated with additional information on the portal as it becomes available.
 - b. Prior to February 1, 2027, please continue to submit initial project applications and electronic PERs to PERSubmittal@ifa.in.gov.
 - c. Please submit PER revisions, amendments, and addenda to PERSubmittal@ifa.in.gov.
 - d. Only upon request, please submit hard copy documents to:
State Revolving Fund Loan Program
100 N. Senate Avenue, Rm. 1275
Indianapolis, IN 46204

PER GUIDANCE AND ATTACHMENTS

Suggested PER Organization and Required Content
Acronym List

¹ The Authorized Signatory is an official of the community or water system that is authorized to contractually obligate the applicant with respect to the proposed project.

SUGGESTED PER ORGANIZATION AND REQUIRED CONTENT

TABLE OF CONTENTS

The following is a suggested table of contents for a PER. PERs submitted to SRF are not required to follow this format; however, all applicable information discussed in this guidance document should be included in the PER to facilitate scoring and review of the project.

Alternate planning documents (master plans, Office of Community and Rural Affairs (OCRA) and Rural Development (RD) PERs, etc.) may be submitted to SRF to satisfy PER submittal requirements. If an alternative planning document is submitted, it is requested that a completed PER Content Checklist be included with the document (<https://www.in.gov/ifa/srf/applications-guidance-and-documents>).

Executive Summary

Chapter 1 – Current Conditions

Chapter 2 – Utility Needs

Chapter 3 – Evaluation of Alternatives

Chapter 4 – Proposed Project

Chapter 5 – Evaluation of Environmental Impacts

Chapter 6 – Public Participation and Legal, Financial, and Managerial Capability*

**It is understood that this section may be incomplete at the time of initial PER submittal and will be updated as information becomes available. Updates should be submitted to PERSubmittal@ifa.in.gov, not through the Application Portal.*

EXECUTIVE SUMMARY

A brief executive summary (2-4 pages) that discusses the project location and scope, outlines the primary project purpose and need, and summarizes any pertinent background is helpful and appreciated.

CHAPTER 1 – CURRENT CONDITIONS

1. Please describe the existing system in terms of age, condition, and date of most recent rehabilitation/replacement of facilities. The following are examples of items that should be discussed to establish the current system conditions and needs.
 - a. Supply
 - i. Facilities at end of useful life
 - ii. Undersized capacity
 - iii. Operational problems
 - iv. Emerging contaminants
 - b. Treatment
 - i. Facilities at end of useful life
 - ii. Undersized capacity
 - iii. Operational problems
 - iv. Emerging contaminants of concern

- c. Storage
 - i. Facilities at end of useful life
 - ii. Undersized capacity
 - iii. Operational problems
- d. Distribution system
 - i. Facilities at end of useful life
 - ii. Pressure and flow
 - iii. Dead ends
 - iv. Operational problems
 - v. Lead service lines; include applicable inventory information if available
 - vi. New lines to serve existing homes; identify the drinking water concern facing these homes

Where applicable, please provide available supporting information to document needs.

Examples of supporting documents may include:

- a. Indiana Department of Environmental Management (IDEM) violations
 - b. Connection ban / early warning
 - c. Agreed or administrative order
 - d. New requirements
 - e. Letter from County Health Department
 - f. Water quality testing data
 - g. Summary of pertinent Lead Service Line Inventory information (IDEM template survey preferred)
 - h. System maps and /or water modeling
 - i. Inspection reports
 - j. Signed agreements with significant users
 - k. Inter-local agreements for purchase or sale of water
 - l. Tax Increment Financing (TIF) District information
2. Please identify the current population served by the system and provide a map of the existing service area. Identify if the entire service area is completely within the Town or City limits, if this applies.
 3. Please describe current significant water users, as applicable:
 - a. Commercial
 - b. Industrial
 - c. Institutional (schools, jails, hospitals, etc.)
 4. Please discuss existing consumption for the last 12 months, including:
 - a. Pumped versus sold
 - b. Estimated public water use (flushing, fire protection, etc.)
 - c. Percent water loss
 - d. A breakdown of domestic, commercial/institutional, and industrial consumption
 - e. Existing average day, peak day, and peak hour demand versus design capacities of the system
 - f. Backwash water and/or residuals disposal (if applicable)
 5. Please include schematics, maps, graphs, and/or tables as appropriate to assist the reviewer in understanding the existing system layout, conditions, and needs.

CHAPTER 2 – UTILITY NEEDS

1. Please identify the 20-year service area population and provide a map of the projected 20-year service area. The population projections should be supported by Census data and other local information as applicable. Growth in excess of that supported by historic population data should be supported with additional discussion and documentation such as master plans, zoning maps, building permit trends, platted developments, developer and industrial user commitment letters, and/or TIF district documentation.
2. Please summarize the projected 20-year capacity needs by including the following table:

Table: 20-year Capacity Needs (gallons per day)

Domestic Demand (D)	
Commercial Demand (C)	
Industrial Demand (I)	
Total D,C,I	
Water Loss	
Average Daily Demand	
Peaking Factor	
Peak D,C,I	
Peak Day Demand	
Peak Hour Demand	

3. Based on the current system conditions and capacities, and projected 20-year capacity needs, please discuss the overall needs of the system, including the supply, storage, and treatment systems, and the distribution system and any lead service lines. This discussion should clearly support the purpose and need of the proposed project, including any phasing prioritization.
4. Specifically with respect to service lines, please include the following table in the PER, along with a discussion of the basis of information (IDEM inventory, record drawings, home ages, site investigations, utility historical knowledge, etc.):

Table: Service Line Information

Service Line Material Category	Quantity
Known Lead ²	A
Known Lead Connector ³	B
Galvanized Requiring Replacement (GRR) ⁴	C
Known Non-Lead ⁵	D
Unknown ⁶	E
Total Services Lines in Distribution System	A + B + C + D + E

2 Please include services lines where it is known (or believed with a high confidence level) that some portion of the pipe (public- or private-side) is made of lead, EXCEPT where the only identified lead section is the gooseneck/pigtail/connector.

3 Please include service lines where it is known (or believed with a high confidence level) that only the connection to the water main (gooseneck/pigtail/connector) is leaded.

4 Please include service lines where the service line is not made of lead, but a portion is known to be (or believed to be with a high confidence level) galvanized pipe and the system is able to demonstrate that the galvanized line was downstream of a lead (pipe, gooseneck, or solder).

5 When a system knows (or believes with a high confidence level) that services lines are non-lead, please include in the PER service line discussion information on the existing service line material (plastic, copper, etc.)

6 There is not enough evidence to support material classification.

CHAPTER 3 – EVALUATION OF ALTERNATIVES

1. Please identify and discuss the evaluation of feasible alternatives to address the identified needs. Regardless of feasibility, a discussion of the “No Action” alternative and a “Regionalization” alternative must be included in the PER. Examples of additional appropriate alternatives may include, but are not limited to:
 - a. Optimum operation of existing facility
 - b. Rehabilitation versus replacement
 - c. Expansion/upgrade
 - d. Water loss reduction⁷
 - e. Alternate source water
 - f. Treatment alternatives
 - g. Sludge handling and disposal (if applicable)
 - h. Backwash Discharge options (if applicable)
 - i. Phasing
2. For utilities serving fewer than 500 people, please include an alternative that discusses drinking water supply/drinking water delivery systems sourced by publicly owned – (1) individual wells; (2) shared wells; and (3) community wells. Please also complete the “Water System Assessment Self-Certification Form.” Please contact SRF if this certification form is required.
3. A 20-year net present worth (NPW) analysis is required for all feasible alternatives identified. The NPW analysis should convert all costs to present day dollars using the below conventions:
 - a. Discount rate used shall be the “real” discount rate taken from the latest available update of Appendix C of OMB circular A-94.
 - b. Annual operation and maintenance (O&M) costs should be converted using a uniform series present worth calculation.
 - c. Salvage value should be estimated using the anticipated life expectancy of the construction items and a straight-line depreciation calculated at the end of the 20-year planning period.

⁷ Water loss reduction is a required alternative for projects that propose new wells, new treatment, or new storage facilities, and where the existing water loss is more than 15 percent.

Please include detailed NPW information in an appendix to the PER and summarize the NPW analysis in a Table similar to the following:

Table: 20-year Net Present Worth Analysis

	Selected Alternative	Alternative No. 2	Alternative No. 3
Capital Cost (C)	C		
Annual O&M Cost	O&M		
Annual O&M Present Worth Cost (USPW(O&M))	USPW(O&M)		
Salvage Value	S		
Salvage Value Present Worth (SPPW(S))	SPPW(S)		
Net Present Worth	$NPW = C + USPW(O\&M) - SPPW(S)$		
NPW Compared to Selected Alternative	NPW/NPW of Selected Alternative		

4. Please provide a brief discussion on the factors considered in the alternatives evaluation. These factors may include monetary, technical, or reliability reasons, ability to implement the alternative, environmental impacts, and/or other project specific factors. If the selected alternative does not have the lowest NPW, please specifically discuss the other factors that influenced selection of the preferred alternative.

CHAPTER 4 – PROPOSED PROJECT

1. Describe the selected plan components and how the current and future needs of the utility will be met.
2. If applicable to the proposed project, please include a brief discussion on the following topics.
 - a. Discuss prioritization of needs if phasing is proposed and/or identified 20-year needs will not be fully addressed by the selected project alternative.
 - b. Identify whether the loan participant owns or has legal access to the land where the proposed project will be located through rights-of-way and/or utility easements. If additional land rights are required for the project, please discuss a schedule for acquiring property rights prior to loan closing.
 - c. Discuss any setback restrictions that will be taken into consideration during design.
 - d. Provide a summary of the raw water analysis and discussion of any specialized treatment needs if development of a new raw water source or treatment facility is proposed.
 - e. Discuss impacts the proposed project will have on utility operations, including if a corrosion control study is recommended due to proposed changes in water source and/or treatment.

- f. Discuss any potential discharges and how they will be handled if the project will produce a change in backwash and/or residuals. Include in the discussion an estimate of waste stream volume and strength and any permits that will be required. If discharge will be to a sanitary sewer system, please include documentation that the receiving collection system and wastewater treatment facility have capacity to adequately convey and treat the discharge.
 - g. Discuss any pertinent hydraulic modeling outputs and design considerations if the project addresses unique pressure and/or flow needs, proposed storage volume will result in more than 5 days of storage following construction, or a large water main will be extended to an area with low current demand.
 - h. If the proposed project will disturb service lines, including meter replacement, discuss the extent of proposed service line replacements (to right-of-way, premise plumbing, etc.). Specifically break out the number of lead service line replacements, if applicable.
 - i. Please be aware that lead service line disturbance that does not result in a complete lead service line replacement is ineligible for SRF financing. If partial lead service line replacement may occur, please discuss the planned alternate funding source.
 - j. As applicable, discuss measures that will be incorporated into the project to protect public health from potential lead release during and after the proposed project (e.g., customer education, following flushing protocols, providing filters, etc.).
3. Please be aware that SRF may request additional preliminary design information during PER review.
 4. Please provide a figure with aerial photography showing all major elements of the proposed project, including north arrow and bar scale. **Please promptly notify SRF if the proposed project alignment or location changes from that presented in the PER.**
 5. Please summarize the proposed project cost by including table(s) similar to the following. Please document the cost basis with a date or equivalent metric, and include a contingency. If lead service line replacement is included in the proposed project, please add additional columns to the table to document lead service line replacement costs. If the project includes phasing, please include costs by project phase.

Table: Construction Costs (dollars)

Item	Quantity	Unit Cost	Total Cost
<i>Proposed Item #1</i>			
<i>Proposed Item #2</i>			
<i>Proposed Item #3</i>			
Sub-Total			
Contingencies (X%)			
Construction Costs Total			

Table: Total Project Costs (dollars)

Financial Advisor	
Bond Counsel	
Land & Rights-of-way Acquisition*	
Utility Relocation	
AMP Preparation/Updates	
Engineering Planning, Design, and Bidding Fee	
Construction Management	
Construction Inspection	
Labor Standards Administration	
Other – please specify as applicable	
Costs Related to Start-up	
Non-Construction Costs Total	
Construction Costs Total (from previous Table)	
Total Project Cost	

** Please break out actual land purchase and professional services associated with land acquisition, if applicable to the project.*

6. Please identify any costs that are ineligible for SRF financing and/or that will be paid for from a different source of funding.
7. Please summarize the proposed project schedule by including the following table. If the project includes alternate funding sources or phasing, please discuss these items, and add associated key milestone dates to the table. Please promptly notify SRF if the proposed project schedule and/or phasing changes from that presented in the PER.

Table: Proposed Project Schedule

Milestone	Date (Month/Year)
PER Submittal	
Completion of Environmental Studies*	
Anticipated PER Approval	
IURC Filing*	
IURC Approval*	
Land and Easement Acquisition Complete*	
IDEM Construction Permit Submittal	
IDEM Construction Permit Approval	
Front End Document Certification (FEDC) Submittal to SRF	
Bid Opening	
Loan Closing	
Contract Award	
Construction Notice to Proceed	
Project Substantial Completion	
Initiation of Operation	

** Include only milestones applicable to the proposed project.*

8. Please discuss if the applicant will be pursuing the Green Project Reserve (GPR) Sustainability Incentive, including climate resiliency. If so, please discuss the GPR-eligible components in the PER or in an appendix to PER and include a completed SRF Loan Program GPR Sustainability Incentive Drinking Water Checklist (<https://www.in.gov/ifa/srf/files/DWSRF-GPR-Checklist-July-2018.pdf>) with appropriate backup documentation.
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CHAPTER 5 – EVALUATION OF ENVIRONMENTAL IMPACTS

1. Please provide a brief description of the proposed facility sites and line routes, particularly vegetation and disturbance history, including easements and rights-of-way. Please discuss the complete area to be disturbed during construction (temporary and permanent) and include the construction corridor width for linear work.

If a project is near a brownfield site (current or former), please include a discussion of the brownfield site and potential or known contaminants.

2. Please provide supporting graphics that include a north arrow and bar scale and clearly show all proposed project elements.
 - a. Aerial Photography Graphic (please use the latest leaf-off photography available for the project area)
 - b. United States Geological Survey (USGS) Topography Map
 - c. Photographs of the proposed project area are not required but may be requested during the PER review process depending on project location and potential for environmental impacts.
3. Please discuss the Quadrangle map name(s), Section(s), Township(s), and Range(s) for each project element. For projects with multiple elements spanning more than one Section, Township, and/or Range; presenting the information in a table may be useful to the reviewer.
4. Discuss the potential negative environmental impacts of the proposed project within each of the following categories. Please provide supporting graphics that include a north arrow and bar scale and clearly show all proposed project elements. **Please promptly notify SRF if the proposed project impacts change from that presented in the PER (e.g., changes to the project location, construction schedule, or installation methods in environmentally sensitive areas).**
 - a. Disturbed / Undisturbed land
 - i. Please include a description of relevant prior disturbance at the proposed project site. Construction on undisturbed land may require an archaeological investigation. SRF will coordinate with Indiana Department of Natural Resources (IDNR) Division of Historic Preservation and Archeology (DHPA) on behalf of the applicant to determine what investigations, if any, are required for the proposed project area. Please be aware that agricultural use does not typically constitute land disturbance.
 - ii. Please include a Soils Map in this section if the project will affect undisturbed land.

b. Historic Properties

- i. Please include a Historic Sites and Structures Map in this section. Please use the Indiana Historic Buildings, Bridges, and Cemeteries (IHBBC) database. Interim reports do not need to be included in the PER.
- ii. IDNR DHPA considers landscaping and streetscapes part of historic and architectural resources. If the proposed project area lies within a registered historic district, please discuss impacts to curbs, sidewalks, brick streets, brick sewers, yards, or street-side plantings, regardless of previous disturbance.
- iii. If ground disturbance (temporary or permanent) is anticipated to occur within 250 feet of a cemetery, please include a discussion and a zoomed in graphic with aerial photography, a north arrow and bar scale, and clearly showing all proposed project elements.

c. Wetlands

- i. If construction is proposed to occur near or within a wetland area, please discuss the proposed construction methods and area of impact, and any avoidance and minimization measures. Construction activity in or very near wetlands must be avoided whenever possible. Consider installation methods such as directional boring to install proposed lines under streams and wetlands where possible. Increased cost due to avoidance measures may not be sufficient justification for affecting a high-quality wetland.
- ii. Some projects may require a wetland delineation to determine the extent of project impacts. The applicant is responsible for coordinating with IDEM and United States Army Corps of Engineers (USACE) to determine the necessary site investigations that will be required for permitting project impacts to Waters of the US and Waters of the State. Implementation of mitigation recommendations made by permitting agencies are a requirement for funding through SRF. Please note that compensatory mitigation costs are ineligible for SRF funding if the impacts could be avoided.
- iii. Please include a Wetlands Map, including wetland polygons, showing all proposed project elements in this section. Please site the mapping resource used. Be aware that wetlands mapping resources are subject to variances and a wetland delineation survey in the field may be needed for some projects. Loan participants are encouraged to contact IDEM and the USACE early in planning and design for projects that may impact wetlands, regardless of mapping status.

d. Surface Waters

- i. Please specifically discuss waterway crossings associated with the project and if a trenchless construction method will be implemented to avoid impacts to surface waters. If open cut installation is proposed, please discuss why open cut crossings cannot be avoided and list the mitigation measures that will be implemented to lessen impacts to the stream and riparian vegetation, especially in wooded areas.
- ii. Please specifically discuss if the project impacts, and/or the wastewater system discharges to, Outstanding State Resource Waters (327 IAC 2-1-11 (b), 327 IAC 2-1.3-3 (d), and 327 IAC 2-1.5-19 (b)), Natural, Scenic, and Recreational Rivers and Streams (312 IAC 7-2), Salmonid Streams (327 IAC 2-1.5-5(a)(3)), or Natural Resources Commission (NRC)-listed Outstanding Rivers (Indiana Register - 20070530-IR-312070287NRA).
- iii. Please specifically discuss if the project is located within the Lake Michigan, St. Joseph River, or Maumee River basin.
- iv. Please specifically discuss if the wastewater system discharges to a 303(d)-listed waterbody and/or a waterbody with an approved Total Maximum Daily Load (TMDL).

- v. Please include a Surface Waters Map showing all proposed project elements in this section. Please site the mapping resource used and label stream crossings. Please be aware that unmapped water features may occur within a project area. Please include a discussion on this if unmapped features are identified.
- e. Groundwater
 - i. Please include a St. Joseph Aquifer Map, including all proposed project elements, if the project occurs within the defined St. Joseph Sole Source Aquifer area (St. Joseph, LaGrange, Elkhart, Noble, and Kosciusko counties).
<https://www.epa.gov/dwssa/map-sole-source-aquifer-locations>
 - ii. Please include a Karst Features Map, including all proposed project elements, if the project occurs within karst areas (south central and southwest Indiana). Please site the mapping resource used and label any karst features of concern.
- f. 100-year and 500-year Floodplain
 - i. Please include the following applicable language in the PER:
The loan applicant is aware of the hazards of locating structures in areas subject to the base flood. Location of the proposed project outside the 100-year flood plain is not deemed to be a feasible or reasonable alternative because _____. OR The proposed project is not located within the currently defined 100-year flood plain.
 - ii. Please include a Floodplain Map in this section (please include the 100-year and 500-year floodplains information if available for the project area). Please site the mapping resource used.
- g. Plants and Animals
 - i. Please enter the project into the United States Fish and Wildlife Service's Information for Planning and Consultation (IPaC) system (<https://ipac.ecosphere.fws.gov/>) to obtain an official species list. Complete the Indiana Endangered Species Determination Key for all projects. Additionally, if the Northern long-eared bat or Tricolored Bat appears on the official species list, the Northern Long-eared Bat and Tricolored Bat Range-wide Determination Key must be completed. Add Jenni Curry, jecurry@ifa.in.gov, as a member to the IPaC project for review of the determination keys. IFA/SRF will then submit the Determination Keys to USFWS. The resulting Technical Assistance or Concurrence Letters should be included in an appendix to the PER. Please see IPaC Guidance for Document Preparers for further information on IPaC requirements under *Preliminary Engineering Report (PER) Guidance and Documents* on the IFA website at <https://www.in.gov/ifa/srf/applications-guidance-and-documents>.
 - ii. Please discuss tree removal if required by the project. Include location, acreage, and time of year for any tree removal.
 - iii. Consulting agency mitigation recommendations and requirements should be implemented by the loan applicant and are a requirement of SRF funding. Please note that compensatory mitigation replacement of trees and wetlands is ineligible for SRF funding if the impacts could be avoided.
- h. Farmland
 - i. Farmland designation is based in part on soils and hydrology, not actual use. All projects require the applicant to contact Natural Resources Conservation Service (NRCS) for a farmland determination. Please include NRCS correspondence in an appendix to the PER, including the Farmland Conversion Impact Rating form. If the project results in a conversion of prime farmland, parts VI and VII of the AD-1006 must be completed and correspondence provided.

- i. Air Quality
 - i. Please discuss short-term (construction-related) and long-term (operational) negative impacts associated with the proposed project. These may include noise, dust (e.g., asbestos, lead, etc.), odors, and airborne contaminants (e.g., ozone).
 - j. Open Space and Recreational Opportunities
 - i. If the project will disturb a public recreational area (e.g., a park, ball diamond, boat ramp, etc.), please discuss negative impacts associated with the proposed project. Please state the acreage to be affected, if the impact will be temporary or permanent, and discuss mitigation measures to be implemented. If the resource was obtained with federal or state funds, please also include that information in this section.
 - k. Lake Michigan Coastal Management Zone
 - i. Please discuss if the project area lies within the Lake Michigan Coastal Management Zone. This is applicable to projects in Lake, Porter, and LaPorte counties. https://www.in.gov/dnr/lake-michigan-coastal-program/files/lm-boundary_and_watershed.pdf
 - l. National Natural Landmarks
 - i. In the PER, describe impacts to National Natural Landmarks. Suggested language (use only if this statement is true): "The construction and operation of the proposed project will not affect National Natural Landmarks." <https://www.nps.gov/subjects/nnlandmarks/nation.htm>
5. Please include a discussion of anticipated waterway permits required by the proposed project, including typical review and approval timelines. Once available, please provide both applications and approved waterway permits issued by local boards, USACE, IDNR, or IDEM (e.g., 401/404, CIF, county drainage permit, local floodplain management, etc.) to Jenni Curry, jecurry@ifa.in.gov.
 6. Please discuss any specific mitigation measures that will be incorporated into the project to eliminate or minimize the identified environmental impacts.
 7. Please include the following "Induced/Secondary Impacts" language for all projects:

The [loan applicant], through local zoning laws, the authority of its council or planning commission, or other means, will ensure that future development and utility projects connecting to SRF-funded facilities will not adversely affect wetlands, wooded areas, steep slopes, archaeological/historical/structural resources, or other sensitive environmental resources. The [loan applicant] will require new development and utility projects to be constructed within the guidelines of the US Fish and Wildlife Service, Indiana Department of Natural Resources, Indiana Department of Environmental Management, and other environmental review authorities.
 8. If the project will be completed in phases, please discuss any identified cumulative impacts of the entire proposed system, including all succeeding phases.

CHAPTER 6 – PUBLIC PARTICIPATION and LEGAL, FINANCIAL, and MANAGERIAL CAPABILITY

1. Conduct a Public Hearing to discuss the proposed project. Example public notice language is available for reference at <https://www.in.gov/ifa/srf/applications-guidance-and-documents>.
2. Provide the Publisher's Affidavit and a copy of the Public Hearing notice from the newspaper. The notice must comply with the following minimum requirements:
 - a. Be placed in the newspaper once, 10 days prior to the Public Hearing;
 - b. State what will be discussed at the Public Hearing;
 - c. State when and where the Public Hearing will be held;
 - d. State that the PER is available for public review 10 days prior to Public Hearing, and where and when the PER may be reviewed; and
 - e. State that written comments will be accepted at the Public Hearing and for five days after the Public Hearing, including an address of where to send written comments.
3. Include a sign-in sheet from the Public Hearing, including e-mail addresses.
4. Include a copy of the minutes from the Public Hearing, and any formal presentation material or handouts provided to the public.
5. Include all written comments submitted by the public, including comments submitted during the public hearing and during the 5-day period following the hearing. Also include all responses to comments provided by, or on behalf of, the loan participant. Please state if no written comments were received.
6. Correspondence for public participation will be sent via e-mail, please provide e-mail addresses for the following:
 - a. Attendees from the Public Hearing sign-in sheet;
 - b. Interested parties (those individuals, industries, groups, and organizations who demonstrated an interest in receiving copies of the Environmental Assessment (EA)/Finding of No Significant Impact (FNSI); and
 - c. Local media outlets (newspaper, radio, or T.V. station).

If e-mail addresses are not available, please provide self-sticking mailing labels.

7. Please include executed copies of the Signatory Authorization Resolution and PER Acceptance Resolution (<https://www.in.gov/ifa/srf/applications-guidance-and-documents>)
8. Please include a completed SRF Financial Information Form (<https://www.in.gov/ifa/srf/applications-guidance-and-documents>) and a brief discussion of current user rates and estimated post-project user rates. The rate discussion should assume no grant funding unless the identified grant funding is already committed to the project. If the loan participant intends to proceed with BAN financing prior to SRF financing, or wishes to refinance existing debt through the SRF Loan Program, please include this information in this discussion.
9. Please discuss applicable inter-local agreements, including any quantity limitations and expiration dates. Copies of agreements may be requested.

10. Please state if the SRF loan participant is regulated by the Indiana Utility Regulatory Commission (IURC). If the loan participant is under the jurisdiction of IURC, please also discuss the status of any necessary IURC approvals related to the proposed project.
11. SRF loan participants are required to report their annual participation in utility regional planning meetings. The purpose of the regional meetings is to enable drinking water and wastewater utilities to work together to address long-term needs. A schedule for regional meetings hosted by the Indiana Finance Authority (IFA) can be found at <https://www.in.gov/ifa/3035.htm>. Please include one of the following statements in the PER:

The [loan applicant name] last participated in a utility regional planning meeting on [date] and will continue to attend regional planning meetings on an annual basis, pursuant to IC 5-1.2-11.5-6.

OR

The [loan applicant name] has not participated in a utility regional planning meeting within the last calendar year. Pursuant to IC 5-1.2-11.5-6, the [loan applicant name] plans to meet this requirement prior to loan closing.

12. Please submit a completed Asset Management Program (AMP) Certification form (<https://www.in.gov/ifa/srf/applications-guidance-and-documents>) and include the following statement in the PER:

The loan applicant's existing Asset Management Program (AMP) meets the requirements defined by the State Revolving Fund's AMP Guidelines, pursuant to IC 5-1.2-10-16. The completed AMP Certification form is included in Appendix ____.

The AMP certification form must be received by April 1st for the proposed project to be ranked on the upcoming State Fiscal Year (SFY)⁸ Project Priority List (PPL). Please be aware that the AMP must include the entire drinking water system, not only that which is being financed by the loan.

13. In accordance with IC 8-1-30.8-8, Indiana utilities are required to submit a validated water loss audit to IFA for compilation into a biennial report to the General Assembly in every even numbered year. Please discuss the status of the loan participant's progress towards meeting this requirement.

End of Guidance

⁸ SFY runs July 1 through June 30.

ACRONYMS

AMP	Asset Management Program
C	commercial water demand
D	domestic water demand
DHPA	Division of Historic Preservation and Archeology
DWSRF	Drinking Water State Revolving Fund
EA	Environmental Assessment
FEDC	Front End Document Certification
FNSI	Finding of No Significant Impact
GPR	Green Project Reserve
GRR	Galvanized Requiring Replacement
I	industrial water demand
IAC	Indiana Administrative Code
IC	Indiana Code
IDEM	Indiana Department of Environmental Management
IDNR	Indiana Department of Natural Resources
IFA	Indiana Finance Authority
IHBBC	Indiana Historic Buildings, Bridges, and Cemeteries
IPaC	Information for Planning and Consultation
IURC	Indiana Utility Regulatory Commission
NPW	net present worth
NRC	Natural Resources Commission
NRCS	Natural Resources Conservation Service
OCRA	Office of Community and Rural Affairs
O&M	operation and maintenance
PER	Preliminary Engineering Report
RD	Rural Development
SRF	State Revolving Fund
TIF	tax increment financing
USACE	United States Army Corps of Engineers
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
USPW	uniform series present worth