



## State Revolving Fund Loan Program Public Participation Guidance

**Meaningful public participation is an important part of the SRF review and approval process and is a requirement of SRF funding. The following guidance should be followed for the initial public participation discussed in the PER.**

1. Provide a copy of the PER at a public location for viewing and comment, and public notice the availability of a hearing as described below.
2. Conduct a Public Hearing to discuss the proposed project's purpose, need, and selected alternative.
3. Submit the following Public Hearing documentation to [PERSubmittal@ifa.in.gov](mailto:PERSubmittal@ifa.in.gov).
  - a. Publisher's Affidavit and a copy of the Public Hearing notice from the newspaper.  
The notice should:
    1. Run in the newspaper once 10 days prior to the Public Hearing;
    2. State what will be discussed at the Public Hearing;
    3. State when and where the Public Hearing will be held;
    4. State the PER is available for public review 10 days prior to Public Hearing, and where and when the PER may be reviewed; and
    5. 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.
  - b. Sign-in sheet from the Public Hearing, including e-mail addresses.
  - c. Meeting minutes from the Public Hearing, and a copy of the presentation if a slide deck was utilized.
4. Submit all written comments submitted by the public, including comments submitted during the public hearing and during the 5-day period following the hearing. Additionally, include all responses to comments provided by or on behalf of the Participant. It is the expectation that written comments will receive a written response. If no written comments were received during the 5-day comment period, please state so when submitting the public hearing documentation.

*Sample of a Notice of Public Hearing:*

Notice of Public Hearing  
(Name of Loan Applicant)  
Preliminary Engineering Report (PER) to obtain assistance from  
the State Revolving Fund (SRF) Loan Program

The (Name of Loan Applicant) will hold a public hearing at (time) on (day of week), (date) at (place), (address). (Name of Loan Applicant)'s engineering consultant (name, firm) will present the recommended project for SRF funding, which will include (list general description, e.g. "construction of a new elevated storage tank, construction of a new water treatment plant, upgrades to the existing water treatment plant, adding distribution lines), as described in the PER. The project will be funded through a SRF loan.

At this hearing, there will be the opportunity for questions and comments from the public. Participation is welcomed and encouraged. If special assistance is required at the meeting, please contact (name and contact information). The PER is available for public viewing starting (date of notice) through (date 5 days following hearing) at (location). Written comments regarding this project should be sent to (contact name, contact information) prior to (date, 5 days following hearing).

**Additional public involvement may be required when the proposed use of funds is changed from the originally planned use. Minor modifications may require a 1-day public notice. Substantial modifications will require an additional public hearing. The assigned SRF Engineer can provide guidance on when a 1-day public notice, or public hearing if appropriate, will be required for approval of a PER Amendment (changes to a PER *prior to* loan closing) or Addendum (changes to a PER *after* loan closing).**

*Sample of a 1-day Public Notice for a PER Amendment (changes to a PER prior to loan closing):*

Public Notice  
(Name of Loan Applicant)  
Preliminary Engineering Report (PER) Amendment to obtain assistance from  
the State Revolving Fund (SRF) Loan Program

The (Name of Loan Applicant) is requesting to fund (list general description of current scope, e.g. “construction of a new elevated storage tank, construction of a new water treatment plant, upgrades to the existing water treatment plant, adding distribution lines) through a SRF loan. A Public Hearing discussing the project purpose and need was held on (original public hearing date). A PER Amendment was submitted to the SRF program with additional project details. The PER Amendment is available for public viewing at (location). Please contact (name and contact information) with any questions or comments on the project. Written comments regarding this project should be sent to (contact name, mailing address) prior to (date, 15 days following public notice).

*Sample of a 1-day Public Notice for a PER Addendum (changes to a PER after loan closing):*

Public Notice  
(Name of Loan Applicant)  
Preliminary Engineering Report (PER) Addendum to obtain assistance from  
the State Revolving Fund (SRF) Loan Program

The (Name of Loan Applicant) is requesting to fund (list general description of new scope, e.g. “construction of a new elevated storage tank, construction of a new water treatment plant, upgrades to the existing water treatment plant, adding distribution lines) through its existing SRF loan. A PER Addendum was submitted to the SRF program with additional project details. The PER Addendum is available for public viewing at (location). Please contact (name and contact information) with any questions or comments on the project. Written comments can be submitted to (contact name, mailing address).