



## State Revolving Fund Loan Programs an Indiana Finance Authority Environmental Program

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### MEMORANDUM

TO: Participants in the SRF Loan Programs  
FROM: Bill Harkins, Director  
DATE: March 24, 2020  
RE: SRF Operations during Stay-At-Home Order

Governor Holcomb has pledged that, “Indiana (is) responding to uncommon problems with uncommon solutions.” With that directive, the Indiana Finance Authority’s (IFA) State Revolving Fund (SRF) Loan Programs plan to continue to provide access to our programs, however all SRF Program staff will be working remotely through at least April 7, 2020.

We will endeavor to provide the same level of service to which you are accustomed, for what we all hope is a temporary period of time. Disbursement processing will continue on a weekly basis, however, please note that a potential delay may occur due to the logistics of staff working remotely. We appreciate your flexibility and will certainly do our best to extend the same to you as we move through these unprecedented times.

To assist the program with efficiently carrying out program functions, effective immediately, we will accept electronic submissions (in addition to the required hard copies, where noted\*) for all program documents, including the following:

- Disbursements;  
Email to [Disbursements@ifa.in.gov](mailto:Disbursements@ifa.in.gov)
- Financial Due Diligence;  
Email to [wharkins@ifa.in.gov](mailto:wharkins@ifa.in.gov)
- Preliminary Engineering Reports\* (PERs);  
Email Wastewater PERs to Shelley Love at [slove@ifa.in.gov](mailto:slove@ifa.in.gov)  
Email Drinking Water PERs to Staci Orr Gardner at [sorr@ifa.in.gov](mailto:sorr@ifa.in.gov)
- Amendments/Addenda\*;  
Email Wastewater Amendments/Addenda to Shelley Love at [slove@ifa.in.gov](mailto:slove@ifa.in.gov)  
Email Drinking Water Amendments/Addenda to Staci Orr Gardner at [sorr@ifa.in.gov](mailto:sorr@ifa.in.gov)
- Change Orders;  
Email to Gayle Hicks at [glhicks@ifa.in.gov](mailto:glhicks@ifa.in.gov)
- Post-bid and contract documents;  
Email to Gayle Hicks at [glhicks@ifa.in.gov](mailto:glhicks@ifa.in.gov)
- Any other project-specific documentation.  
Please see [IFA SRF Contact Information](#)

And for other SRF-related news, please remember to read our [Newsletter](#) to find helpful updates about the upcoming State Fiscal Year.