



WATER METER REPLACEMENT PROGRAM APPLICATION REQUIREMENTS

The IFA administers the SRF. One of the programs within the SRF is the Water Meter Replacement Program.

The Water Meter Replacement Program Application is a document that provides information necessary for the Indiana Finance Authority to determine the need of the proposed project. Approval of an application by the Indiana Finance Authority is for administrative purposes only, and does not relieve the participant of its responsibility to properly design, build, and effectively operate and maintain the project.

SUBMITTAL REQUIREMENTS:

1. All correspondence pertaining to the Water Meter Replacement Program, including the application and any correspondence, must be sent with a transmittal letter signed by the Authorized Signatory, as noted in the Application.
2. All correspondence must be dated.
3. Please submit the Water Meter Replacement Program application to:
Bill Harkins, SRF Programs Director
Wharkins@ifa.in.gov

The Application must include the following:

1. **The need for the proposed project.** Information should be presented to define the area(s) in which the meters will be installed; the approximate purchase date for the meters to be replaced with Water Meter Replacement funds, as well as any documentation of need, such as current rate of water loss, engineer opinion of need, etc.
2. **The need for money to undertake the project:** Explain why borrowing funds to carry out the project makes sense, rather than paying for it from Applicant's operating budget; describe how long the meters are expected to remain functional [i.e., useful life] after installation. Will any sources of co-funding be utilized?
3. **Description of the project:** Describe the existing conditions and prior history of meter replacement (if applicable), as well as type(s) of current meters in the system.
4. **Project summary:** Describe the number and type of meters to be installed, and locations of meter replacement (residential, commercial, industrial, etc.).

5. **Figures:**
 - Please include an aerial map showing the utility service area.
 - If water meter replacement is not for the entire system, please show the intended areas for replacement.

6. **Estimated cost of proposed project.** Provide an estimate of the proposed project cost, including all equipment and installation. This includes planning, design, construction, installation, inspection, contingencies, and legal & financial fees. Provide a breakout of costs, distinctly indicating the amount of funds requested from the SRF Water Meter Replacement Program.

7. **Project Schedule:** Please provide a schedule for the project indicating milestones including, but not limited to, the following:
 - A. Application submittal
 - B. Anticipated application approval
 - C. Quote solicitation from vendors, if applicable
 - D. Loan closing
 - E. Contract award
 - F. Initiation of installation
 - G. Completion of installation

8. **Public Notice Requirement:** At least one public notice shall be issued prior to application by the Participant. The purpose of the public notice shall be to discuss the proposed project and source(s) of financing. A copy of the application shall be available for viewing for any interested parties. The public notice shall be publicized in a least one newspaper of general circulation in the study area for a minimum of one day.