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
- Financial Due Diligence;
  Email to wharkins@ifa.in.gov
- Preliminary Engineering Reports* (PERs);
  Email Wastewater PERs to Shelley Love at slove@ifa.in.gov
  Email Drinking Water PERs to Staci Orr Gardner at sorr@ifa.in.gov
- Amendments/Addenda*;
Email Wastewater Amendments/Addenda to Shelley Love at slove@ifa.in.gov
Email Drinking Water Amendments/Addenda to Staci Orr Gardner at sorr@ifa.in.gov

- Change Orders;
  Email to Gayle Hicks at glhicks@ifa.in.gov
- Post-bid and contract documents;
  Email to Gayle Hicks at 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.

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