

	<p style="text-align: center;"><b>Division of Water Infrastructure</b></p> <p style="text-align: center;"><b>Tips: Preparing an Application</b></p> <p style="text-align: center;"><i>Last updated: February 2024</i></p>	<p style="text-align: center;"><b>Spring 2024</b></p>
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**Application deadline is 5:00 p.m. on Tuesday, April 30, 2024. Applications may be submitted at:**

<https://edocs.deq.nc.gov/Forms/Spring2024DWIFunding>

## Know Before You Apply

### **Before Preparing an Application**

- If applying for drinking water or wastewater construction projects, sit down with your LGU's decision makers and determine what is realistic related to the potential to take on a loan.
- Get the project resolution onto your LGU board's agenda
- Make sure to tab all places in the application package where signatures are needed.

### **Preparing the Common Application**

- Pull down the most recent version of the application from the Division's website. Do not use old versions of the application. Read all instructions before completing the application.
- Make sure the application has at least the items shown in the dark red print on the presentation (as applicable). Without these items, applications will be incomplete.
- Where needed to claim points in the Priority Rating System, break out line items in budget.
- Be aware that if you drop a signature and/or PE Seal onto an application, when it's uploaded to the system, Laserfiche may strip it out. It is best to use DocuSign if at all possible.

### **Preparing Other Forms**

- Financial Information Form – Finance Officer or Authorized Representative must sign.
- Fund Transfer Certification form – Finance Officer or Authorized Representative must sign. Be sure to check all boxes.
- Resolutions
  - Be sure to list the project and include the form for the Certification by the Recording Office or attestation.
  - List at least the Title of the Authorized Representative, which must match the Authorized Representative in the Common Application. For CDBG-I, the Authorized Representative must be named.





## Division of Water Infrastructure Tips: Completing a Narrative

Last updated: February 2024

Spring 2024

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### Know Before You Complete a Narrative for Your Application's Applicable Priority Rating System

#### Before Preparing a Narrative

- Read the guidance carefully and note that Division staff will not request additional information.
- Claim all the points you can document and provide all documentation required.
- Please provide supporting documentation in an organized manner with appropriate PDF page references (e.g., p. 5 of Appendix A) so that staff can easily locate needed information.
- Call us if you have questions.

#### When Determining Project Purpose

- All parts of the project must serve the claimed purpose.
- Projects with multiple project purposes will receive points for the lower-scoring project purpose.
- You must have project purpose points to be eligible for Principal Forgiveness or grants.

#### When Determining Project Benefits

- A portion of the project must provide the specified benefits.
- Projects can receive points from multiple line items.

#### When Determining Points for System Management

- For water/wastewater projects claiming Line Item 3.A related to asset management plans, please provide a summary. For CDBG-I projects only, the entire asset management plan must be provided.
- For Operating Ratio, please make sure that the Financial Information Form is completed and included in the application package. No Financial Information Form or certified rate sheets will mean no points awarded for this line item.

#### When Determining Points for Affordability

- For water/wastewater construction and planning projects, make sure that you include your rate sheets in the application package. Otherwise, we will be unable to award points for Line Item 4.B in water/wastewater projects.
- Please include a copy of the LGU calculator or handwritten calculations as supporting documentation for your project narrative.