

APPLICATION CONTENTS

CLEAN WATER FUND PROGRAM

Before the Clean Water Fund Program (CWFP) project manager can accept a municipality's financial assistance application as complete, the municipality must submit the following items to the Bureau of Community Financial Assistance (CFA), when applicable to its project.

- Evidence of an approved facility plan or other department approved plan. Projects submitted through the fast track approval process generally are not eligible for CWFP assistance. Contact CFA prior to submitting a loan application if the municipality does not have a signed facility plan approval letter.
- A copy of plans and specifications that are of such quality as to be considered approvable (without further work needed) and could be used to seek bids.
- A completed CWFP Financial Assistance Application form (**2 copies**--Form 8700-203), including estimated or actual project costs.
- Executed engineering contracts for planning and design if funds are requested for these activities. The budget in the application form must include construction costs in order to receive loan funds for planning and/or design costs. (See ENGINEERING CONTRACTS in this Reference Guide.)
- A proposed or executed engineering contract for construction management if funds are requested for this activity.
- An authorized representative resolution. (See AUTHORIZED REPRESENTATIVE RESOLUTION.)
- A proposed or an executed intermunicipal agreement when two or more municipalities discharge to or through the same treatment works or structural urban best management practice (BMP). (See INTERMUNICIPAL AGREEMENTS.)
- A resolution declaring intent to reimburse municipal accounts with financial assistance proceeds as required by U.S. Treasury regulations. (See REIMBURSEMENT RESOLUTION.) A copy of an executed reimbursement resolution must be included if funding from the CWFP will be directed to a municipal account. The municipality may be reimbursed for municipal funds previously spent on eligible project costs. The reimbursement resolution should be adopted and in effect before eligible costs are incurred.
- Financial information required by the Department of Administration, e.g. municipality's current year budget, financial audit reports, information regarding any outstanding bank promissory note or bond anticipation note that will be refinanced with proceeds from the CWFP loan, etc. This information is necessary in determining the affordability of the project and the financial capability of the municipality to repay the loan. (See CREDIT REVIEW.)
- The proposed user charge system and information regarding a sewer use or storm water utility ordinance. (See USER CHARGE SYSTEMS AND SEWER USE ORDINANCES.)
- Any existing contracts with users of the treatment works or structural urban BMP.
- Documentation applicable to IRS tax information.

Before a project manager can prepare the municipality's financial assistance agreement, the municipality will need to submit additional documentation for review. The items shown on page 2 of the application are critical in terms of allowing the project manager to prepare the financial assistance agreement. Supplying target submittal dates on the application for these additional documents will help the project manager prepare an appropriate schedule for project reviews and loan closing. (See FINANCIAL ASSISTANCE AGREEMENT AND LOAN CLOSING PROCESS for further information.)