

**DWSRF Guidance Document Number 3
Fund Availability Notification and Project Timeline**

Systems are officially notified of fund availability for their specific project by letter and requested to complete a project timeline for review and approval by the Water Supply Division. Approval of the project timeline constitutes a determination that the system meets readiness to proceed requirements. If the timeline is not approved, the project will be bypassed and available funds used for projects that are ready to proceed.

A. Fund Availability Letter

The Program Specialist is responsible for drafting and signing the fund availability letter, which shall include the following:

- (a) Notification of available funds
- (b) Enclosed project timeline
- (c) Deadline for the submittal of a project timeline (usually 30 days)

B. Project Timeline Review and Approval:

- (1) The Program Specialist is responsible for reviewing the timeline. Review and approval shall include the following steps:
 - (a) Ensure loan applicants meet all loan-related action items (i.e., demonstrates readiness to proceed)
 - (b) Complete follow-up on incomplete timelines and assists water systems in modifying unacceptable timelines.
 - (c) Generate a compliance activity schedule from TWIT, compare timeline dates to the compliance activity deadlines, and inform the Operations and Compliance and Certification Managers of any discrepancies
 - (d) Sign timelines that meet readiness to proceed requirements
 - (e) File approved timelines on the front flap of the project loan file
- (2) Project timelines are strictly used only for SRF loan application purposes. Program review and approval of this worksheet does not supersede or have any other effect on compliance schedules established by ANR permits, enforcement orders, or other sources.

Honorable Jim Douglas, Governor George Crombie, ANR Secretary Jeffrey Wennberg, DEC Commissioner

This guidance and related environmental information are available electronically via the internet. For information visit us through the Vermont Homepage at <http://www.vermont.gov> or visit VT WSD directly at <http://www.vermontdrinkingwater.org>

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