

Step 1: Planning Loan

Documents to Submit	Notes	Where to Submit
Priority List Application	Required for funding, which is competitive. Applications will be scored and ranked. Scores are published in the annual Intended Use Plan (IUP). A Priority List Application is used to rank projects for potential DWSRF funding and is not a loan application. Ranking on the priority list does not secure funding; projects must still submit a complete Loan Application and receive approval through the DWSRF loan review process to be awarded funding. See more info here.	Email submission to: ANR.DWSRFpllist@vermont.gov
Step 1 Draft Engineering Services Agreement (ESA)	Consulting engineer will complete this. SRF programs require use of the EJCDC Engineering Services Agreement Contract documents version E-500 from 2014.	ANR Online site for draft ESA review
Level of Effort (LoE)	Consulting engineer will complete this.	ANR Online site for draft ESA review
Project Cost Summary (PCS)	Consulting engineer needs to use this template .	ANR Online site for draft ESA review
DEC Certification Form	Consulting engineer needs to use this template .	ANR Online site for draft ESA review
Step 1 (Planning) Funding Application	Accepted on a rolling basis. - Go to this site: https://dec.vermont.gov/water-investment/applications-and-forms - Right click on the “Funding Application” link - Select “save link as” - Save as a PDF to your desktop - you should then be able to open the form - Select the type of entity, and “Step 1 Drinking Water Loan” – this information will set up the rest of the form - Please be sure to have a majority of the Municipality’s legislative body sign the application In the “Applicant Information” section, you will see “SAM Unique Entity ID (UEI)”. Be sure to obtain a free UEI from http://SAM.gov before submitting.	ANR Online site for loan application
Operations and Maintenance (O&M) Budget	Include 3 years of financial statements.	ANR Online site for loan application

<i>Private, non-municipal borrower only: VEDA Resolution (Board Authorization)</i>	A VEDA Resolution must be completed following the vote of the borrower's board. <i>Private borrowers only, not needed by municipal systems.</i>	ANR Online site for loan application
Executed Step 1 ESA & DEC Certification Form	Once the Step 1 Draft ESA has been approved by DWGPD , you will submit these documents to the assigned DWSRF Project Developer from the Water Infrastructure Finance Program (WIFP). This will be a bit down the line.	Email submission to: Amy.Galford@vermont.gov Sarah.Bayer@vermont.gov Kathleen.Parrish@vermont.gov