

Step 3: Construction 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.DWSRFplist@vermont.gov
Preliminary Engineering Report (PER)	Submission needed to be ranked on Priority List. DW: use link at right. CW: submit to assigned CWSRF design engineer.	ANR Online site for report submission
Environmental Information Document (EID)	Consulting engineer will complete this.	Email submission to: ANR.DECSRFEID@vermont.gov
Construction Permit	Consulting engineer will complete this. See more info here.	ANR Online site for construction permit application
Step 3 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 3 (Construction) Funding Application	1. Go to this site: https://dec.vermont.gov/water-investment/applications-and-forms 2. Right click on the “Funding Application” link 3. Select “save link as” 4. Save as a PDF to your desktop - you should then be able to open the form 5. Select the type of entity, and “Step 3 Drinking Water Loan” – this information will set up the rest of the form	ANR Online site for loan application

	6. 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.	
Expected Useful Life Determination	Consulting engineer will complete this. Complete and submit both: DWSRF Expected Useful Life Certification & DWSRF Expected Useful Life Worksheet	ANR Online site for loan application
Bond Vote Warning, Results, & Bond Counsel Opinion Letter	See approved legal counsels here. <i>Municipal borrowers only, not needed by private systems.</i>	ANR Online site for loan application
<i>Private, non-municipal borrowers only:</i> VEDA Resolution	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
Operations and Maintenance (O&M) Budget	Include 3 years of financial statements.	ANR Online site for loan application
Executed Step 3 ESA, DEC Certification Form, & PCS	Once the Step 3 Draft ESA has been approved by DCE, 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