

	<p>Division of Water Infrastructure</p> <p>Tips: Preparing an Application</p> <p><i>Last updated: February 2026</i></p>	<p>Spring 2026</p>
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Application deadline is 5:00 p.m. on Thursday, April 30, 2026. Applications may be submitted at: <https://edocs.deq.nc.gov/Forms/NCDWIFundingApplication> for DW/WW, CDBG-I, EC construction Application cutoff dates are March 2, 2026, June 1, 2026, and August 3, 2026. Applications may be submitted at: <https://edocs.deq.nc.gov/Forms/RollingApplication> for the LSLR, EC studies, and CWSRF DWTS Pilot Program

Know Before You Apply

Before Preparing an Application

- 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 only one of the boxes.
- Resolutions
 - Be sure to list the project and include the form for the Certification by the Recording Officer or attestation.
 - List at least the Title of the Authorized Representative, which must match the Authorized Representative in the Common Application
 - For attestations and resolutions, make sure the recording officer signs (attestations) or completes the certification form (resolutions).