



Division of Water Infrastructure Tips: Completing a Narrative

Last updated: July 2026

Fall
2026

Application deadline is 5:00 p.m. on Wednesday, September 30, 2026. Applications may be submitted at:

<https://edocs.deq.nc.gov/Forms/NCDWIFundingApplication>

Applications may be submitted at: <https://edocs.deq.nc.gov/Forms/RollingApplication> for LSLR, EC studies, and CWSTR DWTS Pilot Program

Know Before You Complete a Narrative for Your Application's Applicable Priority Rating System

Before Preparing a Narrative

- Read the guidance carefully and note that Division staff will not request additional information.
- Claim all the points you can document and provide all documentation required.
- Please provide supporting documentation in an organized manner with appropriate PDF page references (e.g., p. 5 of Appendix A) so that staff can easily locate needed information. Please provide page references in the narrative.
- Call us if you have questions.

When Determining Project Purpose

- All parts of the project must serve the claimed purpose.
- Projects with multiple project purposes will receive points for the lower-scoring project purpose.
- You must have project purpose points to be eligible for Principal Forgiveness or grants.

When Determining Project Benefits

- A portion of the project must provide the specified benefits.
- Projects can receive points from multiple line items.

When Determining Points for System Management (if applicable)

- For water/wastewater projects claiming Line Item 3.A related to asset management plans, please provide a summary as described in the guidance. Note: CDBG-I requires that the entire Asset Management Plan be included as part of supporting documentation.
- For Operating Ratio, please make sure that the Financial Information Form is completed and included in the application package. No Financial Information Form will mean no points awarded for this line item.

When Determining Points for Affordability

- For water/wastewater construction and planning projects, LSLR projects, and EC study projects, make sure that you include your rate sheets in the application package. Otherwise, we will be unable to award points for Line Item 4.B in water/wastewater projects.
- Please include a copy of the LGU calculator or handwritten calculations as supporting documentation for your project narrative.