

	Division of Water Infrastructure Tips: Preparing an Application <i>Last updated: July 2026</i>	Fall 2026
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Application deadline is 5:00 p.m. on Wednesday, September 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 August 3, 2026 and November 2, 2026, with anticipated additional dates of January 11, 2027, and March 1, 2027, pending approval of the State Water Infrastructure Authority's 2027 calendar. 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).