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| Logo  Description automatically generated | **North Carolina Department of Environmental Quality** |  |
| **Division of Water Infrastructure** |
| **Spring 2023 Application for Funding**  |
| (Last updated: February 2023) |

Low-interest loans and principal forgiveness from the Drinking Water State Revolving Fund (DWSRF) and the Clean Water State Revolving Fund (CWSRF), and Community Development Block Grant – Infrastructure (CDBG-I) grants are available for drinking water and wastewater infrastructure construction projects. Low-interest CWSRF loans are available for green projects such as stormwater quality infrastructure and stream restoration projects. Local Assistance for Stormwater Infrastructure Investments (LASII) grants are available for stormwater planning projects. Complete this Application for Funding form and submit it along with required additional forms and documents to the Division of Water Infrastructure for consideration.

Spring 2023 application due date is **May 1, 2023**.

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| Instructions are enclosed. |  | Application form is attached after the Instructions.Additional forms required for completing an application are available on the Division of Water Infrastructure’s [application page](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources). |

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**Instructions for Completing the**

**NC DEQ Division of Water Infrastructure Application for Funding**

(Last updated: February 2023)

The following instructions relate to completing the Application for Funding form for loan and grant funding programs offered by the Division of Water Infrastructure (the Division), attached below. Please follow these directions when completing the form. In some cases, the instructions may refer you to the Division’s [applications webpage](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources) for additional information that may be helpful. Such cases are noted below.

**Section 1 – General Information**

This section contains information the Division will need to process your application. Complete each blank as directed below.

* **Applicant Name** – Provide the official name of your local government unit (LGU) or utility or organization eligible to apply for funding (e.g., Town of Anytown, Bixby Sanitary District).
* **County** – List the county in which the Applicant is located.
* **Unique Entity Identifier (UEI)** – Use [www.sam.gov](http://www.sam.gov) to find your Unique Entity Identifier number. The UEI replaces the former DUNS number. Make sure your number is up to date and displaying the UEI.
* **Federal Tax ID #** - Needed for loan and/or grant disbursement purposes.
* **PWSID #** – Public Water System ID; needed for all drinking water projects.
* **NPDES #** – National Pollutant Discharge Elimination System permit number; provide if applying for a project involving a wastewater treatment system.
* **Project Name** – Enter a project name that is short yet captures the nature of your project.
* **Funding Amount Requested** – Enter the amount of funding you are requesting. **Failure to provide this information will result in an incomplete application, which will not be eligible for consideration.**
* **Total Project Cost** – Enter the cost of the entire project, including costs that will be covered by other sources. Total Project Cost might vary from (but will not be less than) the Funding Amount Requested.
* **Funding Type(s) Requested** – Check the box(es) that is/are appropriate for the project type for which you are requesting funding. Each application will be evaluated based on the Priority Rating System that applies to the selected funding type.CWSRF Green Projects (stream restoration, stormwater control measures, reclaimed water) construction project applications will be reviewed according to the Priority Rating System for Wastewater Projects. Stormwater planning projects funded with LASII grants must be separate from all other applications. Complete the LMI Determination Method and LMI Percentage for CDBG-I grant applications only.
* **Acceptance of Funding Offer (for Construction Projects only)** – Answer the question as described below if applying for construction projects. Your response to this question will determine for which funding program(s) the project is eligible.
1. The Division may offer a combination of grants (or principal forgiveness) and/or low-interest loans to applicants. Enter the minimum amount you require in grant or principal forgiveness funding to accept a funding offer from the Division for this application, indicating that you are willing to accept the rest of the funding offer as a loan. Enter $0 if you are willing to accept a loan-only offer. If the desired amount of grant/principal forgiveness funding is available, the Division will offer grant/principal forgiveness funding up to the full amount for which the applicant is eligible, including above the stated minimum request if applicable. Selecting a lower acceptable amount than what you may be eligible for does not reduce your potential grant/principal forgiveness offer if funds are available. Selecting too high of an acceptable amount risks the possibility of not being offered any funding if there are insufficient grant/principal forgiveness funds available to meet your desired minimum. If grant/principal forgiveness funding cannot be offered to meet your requested minimum, no funding offer (loan or grant) will be made.

Grants/principal forgiveness are limited by program type (e.g. up to $400,000 for stormwater planning grants for single LGUs; up to $500,000 in State Revolving Funds for most types of projects unless additional principal forgiveness funds are available; up to $3 million in CDBG-I grants), and by the grant/principal forgiveness eligibility of the Applicant. For drinking water, wastewater, and CWSRF Green Project construction projects, provide a copy of the Affordability Calculator (available on the Division’s [application page](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources#additional-resources)) or handwritten affordability calculations as part of the application package.

**Section 2 – Drinking Water and Wastewater System Parameters (not applicable for stormwater planning projects)**

This section contains information related to drinking water and wastewater system parameters, which is used across all programs except for the stormwater funding program (LASII). Please complete all blanks unless otherwise noted.

* **Residential and Non-Residential Sewer and Water Connections** – Follow the guidance found in Line Item 4.A of the *Priority Rating System Guidance and Form for Division of Water Infrastructure Construction Funding Programs* (Priority Rating System guidance, available on the Division’s [application page](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources#priority-points-rating-sheet-and-guidance)). For wastewater applications, count only sewer connections. For drinking water applications, count only drinking water connections. Include only existing connections; do not include number of new connections resulting from the project.
* **Monthly Sewer and Water Bills per 5,000 gallons** – If your system offers it, provide the monthly bills for 5,000 gallons per month of use for **both sewer and water**. These rates are (1) used to calculate Line Item 3.B operating ratio eligibility via rates to median household income; (2) used to determine points in Line Item 4.B; and (3) used to determine grant or principal forgiveness eligibility for some funding programs. See Line Item 4.B in the Priority Rating System for Drinking Water/Wastewater guidance for more information about what is needed for this parameter.

**Sections 3, 4, and 5 – Applicant, Application Preparer, and Engineer Contact Information**

Complete this section with all pertinent information. The following bullet points contain specific information.

* **Authorized Representative Name** – This name must be either: (1) the top elected official (e.g., Mayor, Chair of the Board), (2) the top administrative official (e.g., Town Manager, Town Administrator, County Manager, CEO), or (3) must match the name listed on the Resolution by Governing Body of Applicant as the Authorized Representative. Note: For the CDBG-I program, *the Authorized Representative must be named in the resolution, regardless of their title*.

The Authorized Representative must sign the application at the end of the application form.

* **Mailing Addresses** – Provide the mailing address where the Applicant, Application Preparer, and Engineer receive mail. For example, if you have a PO Box, provide this information rather than your physical address.

**Note:** Zip codes between PO Boxes and physical addresses may vary. If using a PO Box to receive mail, **use the zip code that matches the PO Box**.

* **Engineer Contact Information** – If your Application Preparer is the same as the Engineer Contact, check the No box. Section 5 may then be left blank. If the answer is Yes, provide the appropriate information.

**Section 6 – Project Description**

In this section, provide a brief description of the proposed project in a broad level of detail. Include the project purpose and what the project entails. For example: rehabilitation of 2,000 l.f. of sewer, construction of a new well, stream restoration, construction of a new stormwater control measure, connecting 104 residences in a disadvantaged area to the water system along Orchard St., planning for a new stormwater control measure, conducting an asset inventory and assessment of stormwater infrastructure, etc. Include information such as types of equipment to be included, capacity of equipment, estimates of line length, street names for sewer or waterline work, and/or neighborhoods or areas where work will occur or benefits will accrue. Descriptions of the work related to the major line items in the Project Budget (Sections 8a and 8b) must be included in the project description. For example, if 2,000 l.f. of 4-inch, 3,000 l.f. of 6-inch, 4,000 l.f. of 8-inch pipe, or a stormwater control measure are listed in the project budget, they must be listed in the project description.

For drinking water and wastewater projects, expenses such as pre-construction expenses may be included in construction projects.

For stormwater planning projects, if the Applicant is a Council of Government or a nonprofit entity partnering with a Municipality or County, the Applicant must identify the Municipalities and/or Counties that are partners on the project. Describe the project, location of the project work, the beneficiaries of the project, and the nature of the partnership between the Applicant and the Municipalities/Counties, including the roles and responsibilities of all partners and whether there is an agreement between the Municipalities/Counties and the Applicant to conduct this project.

If the project is a regional project that involves two or more partners, such as two or more units of local government, identify all of the partners, describe the project and its location, the beneficiaries of the project, how the project is being co-funded (if applicable), and the nature of the partnership between all partners, including the roles and responsibilities of all partners. Identify whether the partners have interlocal agreement(s) or begun discussions on an agreement for the project.

If your drinking water or wastewater or CDBG-I construction project will add new connections to the water and/or wastewater system (or to a decentralized system owned, operated, and maintained by the public utility), please estimate the number of new connections in this section.

For drinking water, wastewater, CDBG-I, and CWSRF Green Projects only: check the appropriate box(es) if the project is a result of a study grant (Asset Inventory and Assessment grant and/or Merger/Regionalization Feasibility grant) previously awarded by the Division. If neither is the case, check None of the Above.

**Section 7 – Additional Information for Consideration**

In some situations, a construction project’s purpose might not be listed as eligible for points under Category 1 – Project Purpose of the relevant construction projects’ Priority Rating System. In these situations, you may use the *Supplemental Guidance for the Ranking of Applications and Providing Additional Information for Consideration* found on the Division’s [application page](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources). Please note the following related to this section:

* This section does not apply to the Drinking Water State Revolving Fund program.
* Information for this section must fit into the space provided.

**Section 8 – Project Budget**

Complete the project budget for your project as discussed in Sections 8a or 8b.

Complete Section 8a for all construction projects.

Complete Section 8b for stormwater planning grants from LASII.

**Section 8a – Project Budget for All Construction Projects**

Complete the project budget by addressing the categories provided in the table (insert rows as needed). Total the cost amount for each line and provide the total cost amount. Please note the following related to this section:

* Project budget is **required** for construction projects.
* If applying for a construction project, include the pre-construction planning costs in the budget. Final design and permitting costs are eligible as pre-construction costs.
* Note the instructions at the top of Section 8a about separating costs and labeling them to show portions of the project costs that are attributable to certain factors, such as cost components for disadvantaged areas vs. non-disadvantaged areas, and replacement/rehabilitation of lead service lines and older water/sewer lines vs. newer lines. This can be done by adding additional lines to the project budget (e.g.: 1) construction of 720 linear feet of waterline extensions in disadvantaged areas, and 2) 300 linear feet of waterline extensions in non-disadvantaged areas). You may also add additional columns for the sole purpose of separating and labeling costs as required at the top of Section 8.
* The project budget must be signed, dated and sealed by a properly licensed Professional Engineer (PE). Note: If not using DocuSign to seal and sign the budget, put the seal/signature on the Word document or use a wet seal/signature with a scan of the wet seal/signature. **If you do not provide a PE signature and seal on the budget, the application will be incomplete and not considered for funding.**

**Section 8b – Project Budget for Stormwater Planning Grants (LASII)**

List each activity that will be undertaken in the stormwater planning study and provide their associated costs.

**Certification by Authorized Representative**

The Authorized Representative must read and initial in the space beside each question, or use “N/A”.

**Completeness Checklist**

When putting together the application package, initial to show that the information is in the package, if applicable. **Failure to include or properly document an item marked with \* will result in the application being incomplete and ineligible for consideration of funding**. Forms are available separately on the Division’s [application page](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources).

**Submittal Information**

* Applications must be submitted electronically no later than 5:00 pm on Monday, May 1, 2023.
* Submit the application electronically at: <https://edocs.deq.nc.gov/Forms/Spring2023DWIFunding>
* Follow the directions as shown on the form on the website.
* Complete the required fields, almost all of which can be found directly from this Application for Funding form.
* Upload each required document (e.g. completed Application for Funding form, Resolution by Governing Body and the Form of Certification by the Recording Officer, Narrative to Claim Points, etc.) **individually; do not upload a single file with the entire application package**. Combine all documentation to support the narrative in claiming points into one file before uploading. **Individual file sizes must be limited to 250 MB.**
* Uploading files may take several minutes and may be slow during high volume periods. **It is strongly encouraged to submit applications several days before the application due date to avoid technical difficulties.**
* Once you have submitted your application online, the applicant submitter should receive a confirmation email.
* Online submittal of the application package is sufficient for all applications except for CDBG-Infrastructure applications. For CDBG-I applications only, please submit a hard copy of the application to the Division in addition to the application submitted online.

**Application Signature**

**Signing of this application indicates the Applicant’s willingness to accept federal and state conditions.** The top elected official, the top administrative official, or the Authorized Representative who is named in the Resolution by Governing Body of Applicant must sign the application. Note: For the CDBG-I program, *the Authorized Representative must be named in the Resolution, regardless of their title*.

Note: Use a wet signature, or DocuSign signature if signing electronically.

**An application without this signature is incomplete and will not be eligible for consideration.**

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|  | **North Carolina Department of Environmental Quality** |  |
| **Division of Water Infrastructure** |
| **Application for Funding** |
|  | (Last updated: February 2023) |
| 1. **General Information**
 |
| **Applicant Name** | **County** | **Unique Entity Identifier (UEI)** |
|        |       |       |
| **Project Name** | **Federal Tax ID #** | **PWSID or NPDES # (if applicable)** |
|        |       |       |
| **Applicant Type** | **Funding Amount Requested** |
| [ ]  Municipality[ ]  County [ ]  Water and Sewer District[ ]  Water and Sewer Authority[ ]  Sanitary District | [ ]  Metropolitan Water/Sewerage District[ ]  Non-Profit Water Corporation[ ]  Investor-Owned Drinking Water Corporation[ ]  Council of Government[ ]  Other (Specify:      ) |       |
| **Total Project Cost** |
|       |
| **Funding Type(s) Requested** |
| Planning Project[ ]  Stormwater Planning Grant (Local Assistance for Stormwater Infrastructure Investments)Drinking Water or Wastewater Planning **[not applicable]**[ ]  Asset Inventory and Assessment (AIA)[ ]  Merger/Regionalization Feasibility (MRF) Study | Construction Project[ ]  Drinking Water [ ]  Wastewater [ ]  CWSRF Green Project: stream restoration, stormwater SCM, reclaimed water[ ]  CDBG-Infrastructure (CDBG-I) |
|  | **CDBG-I only:**LMI Determination Method: [ ]  ACS [ ]  Survey | LMI Percentage:      |
| **Acceptance of Funding Offer (for Construction Projects only)**This question will be used to identify the best funding fit. Funding from CDBG-I is available as grants, and principal forgiveness is available from the State Revolving Funds. |
| * I will only accept a funding offer if a minimum of $      is offered as a grant or principal forgiveness. I will accept the rest as loan. *Enter $0 if you are willing to accept a loan offer with no grant or principal forgiveness.*
 |
| 1. **Drinking Water and Wastewater System Parameters** (Not applicable for stormwater planning projects)
 |
| **Residential Sewer Connections** | **Residential Water Connections** |
|       |       |
| **Non-Residential Sewer Connections** | **Non-Residential Water Connections** |
|       |       |
| **Monthly Sewer Bill per 5,000 gallons** | **Monthly Water Bill per 5,000 gallons** |
|       |       |
| **Percentage of Utility Bills Collected and Rate Increase Percentages** |
| **Year** |  | **Percentage of Utility Bills Collected** |  | **Rate Increase Percentage** |
|       |  |       |  |       |
|       |  |       |  |       |
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| 1. **Applicant Contact Information** (See Instructions regarding the Authorized Representative)
 |
| **Authorized Representative Name**: |       |
| **Authorized Representative Title:** |       |
| **Mailing Address Line 1:** |       |
| **Mailing Address Line 2:** |       |
| **City:** |       |
| **State:** |       |
| **Zip Code:** |       |
| **Physical Address Line 1:** |       |
| **Physical Address Line 2:** |       |
| **Physical Address City:** |       |
| **Physical Address State:** |       |
| **Physical Address Zip Code:** |       |
| **Phone Number:** |       |
| **Email Address:** |       |
| 1. **Application Preparer Contact Information**
 |
| **Firm Name:** |       |
| **Contact Name:** |       |
| **Mailing Address Line 1:** |       |
| **Mailing Address Line 2:** |       |
| **City:** |       |
| **State:** |       |
| **Zip Code:** |       |
| **Physical Address Line 1:** |       |
| **Physical Address Line 2:** |       |
| **Physical Address City:** |       |
| **Physical Address State:** |       |
| **Physical Address Zip Code:** |       |
| **Phone Number:** |       |
| **Email Address:** |       |
| 1. **Engineer Contact Information**
 |
| Is the engineering firm different from the application preparer? | [ ]  Yes [ ]  No |
| **Engineering Firm Name**: |       |
| **Contact Name:** |       |
| **Mailing Address 1:** |       |
| **Mailing Address 2:** |       |
| **City:** |       |
| **State:** |       |
| **Zip Code:** |       |
| **Physical Address Line 1:** |       |
| **Physical Address Line 2:** |       |
| **Physical Address City:** |       |
| **Physical Address State:** |       |
| **Physical Address Zip Code:** |       |
| **Phone Number:** |       |
| **Email Address:** |       |

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| 1. **Project Description** (see Instructions)
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|       |
| **Estimated number of new connections served by Drinking Water or Wastewater construction project:**  |       |
| **For Drinking Water and Wastewater Construction, CWSRF Green Projects, and CDBG-I projects:** |
| [ ]  The proposed project is a result of an Asset Inventory and Assessment grant previously awarded by the Division.[ ]  The proposed project is a result of a Merger / Regionalization Feasibility Study grant previously awarded by the Division.[ ]  None of the above. |
| 1. **Additional Information for Consideration**
 |
|       |
| **8a. Project Budget for All Construction Projects.** Do *not* use for Stormwater Planning Grant (LASII).  |
| 1. Drinking Water/Wastewater: Costs for portions of the project that will fulfill the requirements related to rehabilitating or replacing waterlines, old infrastructure, lead service lines (DW/WW Priority Rating System Line Items 1.C.1 or 1.D.1, 2.B.2) must be labeled and shown separately to successfully claim points.
2. All: Costs for portions of the project that will benefit disadvantaged areas (DW/WW Priority Rating Systems Line Items 1.E or 4.D) must be labeled and shown separately to successfully claim points.
3. Add additional lines as needed.
 |
| Indicate construction costs by line item (e.g., linear feet of different-sized lines, each type of stormwater control measure, each stream restoration reach). Include a more detailed construction cost budget if needed. | **Division Funding Requested** | **Other Secured Funding Source(s)** | **Total Cost Amount** |
| **Construction Costs** |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| *Contingency (10% of construction costs):* |       |       |       |
| ***Construction Subtotal:*** |  |  |  |
| **Engineering Costs** |  |  |  |
| Engineering Design |       |       |       |
| Permitting |       |       |       |
| Land Surveying Costs |       |       |       |
| Other:       |       |       |       |
| ***Engineering Subtotal:*** |  |  |  |
| **Administration Costs** |  |  |  |
| Planning (pre-construction costs) |       |       |       |
| Easement/Land Acquisition Costs  |       |       |       |
| Engineering Report Preparation |       |       |       |
| Environmental Documentation Preparation (if applicable) |       |       |       |
| Legal Costs |       |       |       |
| Project Funding Administration (if applicable) |       |       |       |
| Other:       |       |       |       |
| ***Administration Subtotal:*** |  |  |  |
| **TOTAL FUNDING REQUESTED AND PROJECT COST:** |  |  |  |
| **A Professional Engineer seal, signature, and date for the estimate *must be provided* in the space to the right for the application to be considered complete.** **(**Note: If not using DocuSign to seal and sign the budget, put the seal/signature on the Word document or use a wet seal/signature with a scan of the wet seal/signature.) |  |

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| **8b. Project Budget for Stormwater Planning Grant (LASII).** *Do not* use for any other project type. |
| 1. If the applicant is claiming points for Stormwater Planning Study Priority Rating System Line Item 3.C, the costs for portions of the projects that will benefit disadvantaged areas must be labeled and shown separately to successfully claim points.
2. Add additional lines as needed.
 |
|  | **Division Funding Requested** |
|       |       |
|       |       |
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|       |       |
| **TOTAL DIVISION FUNDING REQUESTED:** |       |

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| **Certification by Authorized Representative** |
| The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the Applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that: |
| \_\_\_\_\_\_\_ | 1. as Authorized Representative, I have been authorized to file this application by formal action of the governing body (e.g., by resolution) or as defined in this application as the Authorized Representative in Section 3 following the Instructions;
 |
| \_\_\_\_\_\_\_ | 1. the governing body agrees to provide for proper short-term and long-term maintenance and operation of the approved project after its completion;
 |
| \_\_\_\_\_\_\_ | 1. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, ordinances, and funding conditions as applicable to this project;
 |
| \_\_\_\_\_\_\_ | 1. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principal and interest on loans (if applicable) of the project [if not applicable, initial “N/A”];
 |
| \_\_\_\_\_\_\_ | 1. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant’s most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
 |
| \_\_\_\_\_\_\_ | 1. the Project Budget for all construction projects provided in this application form (Section 8a, if applicable) includes all funding requested from all sources of funding proposed for this project;
 |
| \_\_\_\_\_\_\_ | 1. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina, or the special purpose unit of local government is incorporated under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, “Public officers or employees benefiting from public contracts; exceptions.” (For units of local government only. All others should initial “N/A”);
 |
| \_\_\_\_\_\_ | 1. the Applicant acknowledges that all loans and Viable Utility Reserve grants are subject to approval by the Local Government Commission (not applicable for CDBG-I or stormwater planning projects);
 |
| \_\_\_\_\_\_ | 1. the Applicant acknowledges that if the application is for a drinking water or wastewater project and any one of the local government units involved in the project is designated as distressed by the State Water Infrastructure Authority and the Local Government Commission, the local government unit(s) must complete the viable utility requirements in NCGS 159G-45(b) by conducting an asset assessment and rate study, participate in a training program, and develop a short-term and long-term action plan considering infrastructure repair, maintenance, and management, continuing education, and long-term financial management plan. Additional conditions may be imposed on the local government(s) designated as distressed by the State Water Infrastructure Authority and/or the Local Government Commission. (Initial “N/A” if does not apply to project type or all local governments involved in the project).
 |
| \_\_\_\_\_\_\_ | 1. the Applicant acknowledges that, in accordance with G.S. 120-157.2, for local government debt to be issued greater than $1,000,000, the local government must report to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission (For units of local government only. All others, and CDBG-I applicants should initial “N/A”); and
 |
| \_\_\_\_\_\_\_ | 1. if the Applicant receives a stormwater planning grant from the Local Assistance for Stormwater Infrastructure Investments fund, which is funded by the American Rescue Plan Act (ARPA) State Fiscal Recovery Funds, the Applicant acknowledges and accepts the following conditions:
2. all ARPA project funds must be incurred on or after March 3, 2021;
3. all ARPA project funds must be expended (reimbursed) by December 31, 2026;
4. project funds will not be used to pay existing debt or as a match for other federal funds; and
5. if the project is also funded with other federal funds, the federal requirements of the other funds will apply to the ARPA funds.
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| **Completeness Checklist** |
| In addition to this application, the following items must be included in the application package to be eligible or to successfully claim priority points. **Failure to include or properly document an item marked with \* will result in an incomplete and ineligible application which will not be considered for funding.** Please initial that each item is included in this submittal. If not applicable for the project, please initial “N/A”. |
| \_\_\_\_\_\_ | Resolution by Governing Body of Applicant and the Form for Certification by the Recording Officer \* † |
| \_\_\_\_\_\_ | Comprehensive Narrative to Claim Points in the Priority Rating System \*  |
| \_\_\_\_\_\_ | Documentation to Support the Comprehensive Narratives, including maps or images as needed |
| \_\_\_\_\_\_ | Applicable Priority Rating System Form to Claim Points † |
| \_\_\_\_\_\_ | Affordability Calculator † or handwritten affordability calculations (not applicable to CDBG-I or LASII stormwater planning) |
| \_\_\_\_\_\_ | Fund Transfer Certification with appropriate box checked \* † (not applicable to CDBG-I or LASII stormwater planning)  |
| \_\_\_\_\_\_ | Water & Sewer Financial Information Form † (not applicable to LASII stormwater planning) |
| \_\_\_\_\_\_ | Stormwater Entity Eligibility Certification form \* † (for LASII stormwater planning applications only) |
| \_\_\_\_\_\_ | Commitment of Other Funds Form, Low to Moderate Income Documentation, and Federal Compliance Documents\* † (for CDBG-I applications only) |
| \_\_\_\_\_\_  | Current water and wastewater rate sheets in effect on application deadline (for both water and sewer if the utility provides both water and sewer, or for water or sewer depending on the utility service; not applicable to LASII stormwater planning)  |
| \_\_\_\_\_\_ | Professional Engineer seal with signature and date on Project Budget \* (for Construction Projects only) |
| \* Required in the application package. Failure to include or properly document will result in an incomplete and ineligible application which will not be considered for funding.† Forms and templates are available separately on the [Division’s application webpage](https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding/application-forms-and-additional-resources). |

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| **Submittal Information** |
| **All application packages must be submitted electronically at** [**https://edocs.deq.nc.gov/Forms/Spring2023DWIFunding**](https://edocs.deq.nc.gov/Forms/Spring2023DWIFunding)See Instructions on completing the form online.Online submittal of the application package is sufficient for all applications, except for CDBG-Infrastructure applications. |
| ***For CDBG-Infrastructure applications only*:** in addition to submitting the application package electronically at the link above, you must **send one (1) original hard copy\*** of the application package to: |
| **Mailing Address† (US Postal Service *only*)** | **Physical Address (FedEx, UPS)‡** |
| Division of Water Infrastructure1633 Mail Service CenterRaleigh, NC 27699-1633 | Division of Water Infrastructure – 8th Floor, Archdale Building512 North Salisbury StreetRaleigh, NC 27604919.707.9160 |
| \* Provide a hard copy that is bound (3-ring binders). No paper clips, staples or binder clasps.† Please allow two weeks for delivery if mailing via the US Postal Service.‡ For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.  |
|  |
| **Application Signature** |
| **Original signature is required for the application.** **Application with no signature is incomplete and ineligible for consideration.** |
|  |
| **SIGNATURE OF TOP ELECTED OFFICAL, TOP ADMINISTRATIVE OFFICIAL, OR AUTHORIZED REPRESENTATIVE AS NAMED IN RESOLUTION\*** |
|  | , |  | , |  |
| **TYPED NAME** |  | **TYPED TITLE** |  | **DATE** |
| **\*Note:** For the CDBG-I program, signature must be of the Authorized Representative *who must be named in the Resolution, regardless of their title*. |