

Dear Water System Owner/Applicant:

The Drinking Water Assistance Fund (DWAF) is pleased to inform you that your [project name] drinking water project has been placed on the Intended Project List (IPL) for Program Year 2014 (July 1, 2013 – June 30, 2014) and is eligible for funding. In order to obtain a loan during the program year, it is important to begin preparing the documentation required for your drinking water project to move forward and stay on schedule to make your requested loan award date. To assist you in this effort, attached is the following information:

1. Contact information
2. Steps in the loan process
3. Elements of General Planning Information
4. Ineligible projects
5. Capability Assurance Plan Checklist
6. Contract Document Review Checklist
7. WSRLA Loan Applications (2) (planning/design and construction)
8. Financial worksheet (private entities only)

#### Contact information

This provides contact information for the people/offices for your project team throughout the loan process.

#### Steps in the loan process

Each project loan can be different but the main steps are the same for everyone. This information will give you an idea of what is expected in the coming months.

#### Elements of Project Planning Information

If you nominated a construction project for PY2014, project planning information should have been submitted with the nomination form. In the event you did not submit project planning information with the nomination form or if you have been notified that the one you submitted previous is incomplete, please submit the requested project planning information promptly. Please be aware that additional planning information may be requested later in the process.

#### Ineligible projects

This is a list of projects and project elements that are not eligible for funding through the DWAF. If detailed plans include these elements, the cost of these elements will be excluded from funding and will need to be itemized in the bid documents.

#### Capability Assurance Plan (CAP)

An approvable CAP is required in order to receive a DWAF project loan award. Submitting a complete CAP on time is an important step toward ensuring your project loan will be awarded in the month you have requested. Please submit the checklist with the completed CAP.

#### Contract Document Review Checklist

There are a significant number of contract requirements and forms that must be included in the construction contract documents. Completed copies of the forms are to be submitted to Ohio EPA within one week after bids are received, or sooner depending on your individual project schedule. A contract document review checklist is included with this email to help ensure that all requirements are included and to help expedite Ohio EPA's review of your documents.

#### WSRLA Loan Applications

The WSRLA loan application is normally provided to you by the Division of Environmental and Financial Assistance (DEFA) Assistance Administration Section (AAS or project coordinator). The DWAF is including the applications with this package of information for your convenience. There is one application for a planning/design loan and one application for a construction loan. These are identified at the very top of the first page of the application. There should be one loan application for each loan. The loan application should be submitted to Ohio EPA at the same time the CAP is submitted,

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90 days prior to the 1<sup>st</sup> day of the month of loan award. While CAP is submitted to the DWAF, the completed and signed loan application is submitted to the assigned DEFA project coordinator.

Financial worksheet

Only **private** water systems need to complete this worksheet. If this applies to you, the worksheet and associated documentation needs to be completed and submitted to Ohio EPA as directed on the worksheet, within 20 business days of receipt. Without a financial analysis and subsequent approval, your project cannot be funded through the DWAF.