



READ ME FIRST!

INTRODUCTION TO THE CWSRF APPLICATION PACKAGE

This application package provides forms, instructions, guidance and references to be used to develop an application for financing through the NYS Clean Water State Revolving Fund (CWSRF).

All of these materials are available from our website. Go to www.efc.ny.gov, click on “Clean Water State Revolving Fund,” and then “Application Process.”

IMPORTANT THINGS TO CONSIDER BEFORE YOU APPLY

A complete finance application consists of several separate documents. The documents that comprise a complete application depend on the type of CWSRF financing desired and the status of the project to be financed. **To save you time and effort**, it is important that CWSRF representatives from the Environmental Facilities Corporation (EFC) review the application requirements with you before you get started on the application. **If EFC project team members have not yet reviewed the application requirements for your particular project in a Scoping Conference Call with you, other appropriate municipal representatives and your consulting engineer, please call EFC’s phone number at 518-402-7396.** CWSRF legal, engineering, and finance experts are available to explain the application requirements.

- The CWSRF program is described in the current IUP. To view the IUP, go to www.efc.ny.gov, click on “Clean Water State Revolving Fund”, and then “Intended Use Plan and Amendments.”
- Accurate completion and prompt submission of a finance application is crucial for EFC to meet your project finance needs. Please keep a copy of the completed application submittals for your records.
- **The following critical components must be completed by the time of application.** If these items are not complete, please contact EFC before proceeding to work on the financing application.
 - 1) Your project is listed on the Annual Project Priority List, as published in the current CWSRF Intended Use Plan (IUP). An approvable engineering report for your project and a completed Smart Growth Assessment Form must have previously been submitted to EFC for your project to be listed on the Annual List.
 - 2) A bond resolution has been adopted establishing the legal authority to issue debt for the project.
 - 3) The potential adverse environmental impacts of the project have been assessed in the manner prescribed by EFC.
 - 4) A sewer district has been established or expanded, or the maximum amount to be expended for such district increased, and Office of the State Comptroller (OSC) approval obtained, as needed (this is only applicable to towns and counties).
 - 5) An engineering agreement for planning services has been executed, if those services are expected to be financed with the project.

- If a Smart Growth Assessment has not already been submitted for the project, please submit it as soon as possible but no later than the financing application due date. The Smart Growth Assessment can be found at www.efc.ny.gov. Click on “Clean Water State Revolving Fund”, and then “Smart Growth”.
- Applications that are submitted for projects not shown on the current Annual List will be considered as incomplete, will not be processed by EFC, and may be discarded. Please contact us if you have questions on this matter.
- Municipalities will need to issue notes (bond anticipation notes) to EFC for CWSRF short-term financings and bonds for CWSRF long-term financings.
- An applicant for CWSRF financing will need information from its engineer, attorney, fiscal officer, bond counsel, and perhaps others, to develop a complete CWSRF application. Plan to take time to coordinate with these individuals.
- A brief summary of the types of CWSRF financings titled “CWSRF Financing Options” is provided in the CWSRF application package.
- All application materials should be submitted to:

Finance Division – Public Finance Unit
New York State Environmental Facilities Corporation
625 Broadway
Albany, New York 12207-2997
- If you have any questions or need assistance, please call 518-402-7396.

We look forward to helping you realize a successful project!