



READ ME FIRST! INTRODUCTION TO THE DWSRF APPLICATION PACKAGE

The application package provides forms, instructions, guidance and references that are to be used to develop an application for financing through the NYS Drinking Water State Revolving Fund (DWSRF).

All of these materials are available from our website. Go to www.efc.ny.gov, click on “Drinking 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 constitute a complete application depend on the type of DWSRF financing desired and the status of the project to be financed. **To save you time and effort**, it is important that DWSRF representatives from the Environmental Facilities Corporation (EFC) and the Department of Health (DOH) review the application requirements with you before you get started on the application. **If DWSRF 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 at 518-402-7396.** DWSRF legal, engineering, and finance experts are available to explain the application requirements.
- The DWSRF program is described in the current IUP. In order to view the IUP, go to www.efc.ny.gov, click on “Drinking Water State Revolving Fund” and, then, “Intended Use Plan and Amendments.”
- Accurate completion and prompt submission of a finance application is crucial in order to meet your project finance needs. Please keep a copy of the completed application submittals for your records.

The following important steps should have been accomplished by the time of application.

If not, please contact EFC before proceeding to work on the financing application.

- 1) Your project is listed on the Annual List, as published in the current DWSRF Intended Use Plan (IUP). An approvable engineering report for your project must have previously been submitted to DOH for your project to be listed on the Annual List.
 - 2) The potential adverse environmental and historic preservation impacts of the project have been assessed in the manner prescribed by the DWSRF.
 - 3) A water 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).
 - 4) A bond resolution has been adopted establishing the legal authority to issue debt for the project.
 - 5) An executed engineering agreement for planning services, 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.
 - Applications that are submitted for projects not shown on the current Annual List will be considered incomplete and will *not* be processed by EFC. Please contact us if you have questions on this matter.



- Municipalities will need to issue notes (bond anticipation notes) to EFC for DWSRF short-term financings and bonds for DWSRF long-term financings.
- An applicant for DWSRF financing will need information from their engineer, attorney, fiscal officer, bond counsel and perhaps others, to develop a complete DWSRF application. Plan to take time to coordinate with these individuals.
- A brief summary of the types of DWSRF financings, titled “DWSRF Financing Options,” is provided in the DWSRF application package.
- A Drop Box is available on EFC’s website, www.efc.ny.gov, if the applicant prefers to submit the application forms electronically. Or, if mailed, all application materials should be addressed 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) 402-7085.

We look forward to helping you realize a successful project!