Wastewater Infrastructure Engineering Planning Grant (EPG) Checklist of Supporting Documents Needed for Grant Agreement

Submit the following supporting documentation to your project coordinator by June 30, 2022:

☐ **Board Resolutions**  
Board resolutions designating the Authorized Representative, Local Match, and SEQR Determination. Sample Resolution Language is available. Submit signed, certified copies in PDF format.

☐ Authorized Representative Resolution  
Board resolution designating an Authorized Representative for the project.

☐ Local Match Resolution  
Board resolution authorizing and obligating local match funds.

☐ State Environmental Quality Review (SEQR) Act Resolution  
Completion of Environmental Quality Review (SEQR) Act requirements and Board resolution declaring SEQR findings or determinations.

☐ Executed Engineering Agreement  
All contracts must be signed by both parties and must contain the scope of work and fee. Professional service contracts over $25,000 must contain the EFC Terms & Conditions (formerly known as Bid Packet), regardless of grant amount.

☐ Mandatory State Financial Assistance Terms and Conditions  
The Terms & Conditions can be found at [https://efc.ny.gov/terms-conditions](https://efc.ny.gov/terms-conditions).

☐ Budget & Plan of Finance Form  
Detailed budget and plan of finance including all third-party funding agreements, in-kind services, and satisfaction of the minimum 20% local match requirement. Use the Budget and Plan of Finance Form at [www.efc.ny.gov/epg](http://www.efc.ny.gov/epg). Submit in Excel format.

☐ Compliance with New York State Minority/Women-owned Business Enterprises (MWBE), New York State Service-Disabled Veteran-Owned Business (SDVOB), and Equal Employment Opportunity (EEO) Requirements  
The combined M/WBE goal will be 30%. The SDVOB goal will be 6%. Forms and guidance can be found at [https://www.efc.ny.gov/mwbe](https://www.efc.ny.gov/mwbe) and [https://www.efc.ny.gov/sdvo](https://www.efc.ny.gov/sdvo).

For all contracts, please submit:

☐ EEO Policy and EEO Staffing Plan

For contracts over $25,000, please submit:

☐ MWBE-SDVOB-EEO Workplan

☐ Approvable MWBE Utilization Plan/Waiver Request

☐ Approvable SDVOB Utilization Plan/Waiver Request