

Water Supply Division

**DWSRF Guidance Document Number 6  
Loan Application Review and Approval**

- I. Review Procedure:
  - A. Planning and municipal source water protection loan applications are submitted to the DWSRF Project Development Specialist and final design and construction loan applications are submitted to the DWSRF Program Specialist.
  - B. DWSRF Program Specialist or Project Development Specialist assigns the next available loan number, drafts an information memo (including authorized representative and contract engineer contact info and a brief description of the project), and hand carries the memo to an accountant in FED to establish a loan file.
  - C. DWSRF Program Specialist or Project Development Specialist completes administrative review and follow-up on incomplete applications and assists water systems with application modifications as required.
  - D. DWSRF Program Specialist or Project Development Specialist sends an application receipt letter which identifies additional requirements, review in process, etc. Copies of letter sent to the contract engineer, VRWA's Technical Assistance Provider, Bond Bank, Efficiency Vermont, VEDA, FED, etc., as appropriate.
  - E. DWSRF Program Specialist or Project Development Specialist completes general section of the Loan Application Review and Approval Form and submits application, engineering services agreement, and review and approval form to the appropriate WSD Engineer.
  - F. The WSD Engineer reviews the engineering services agreement (e.g., appropriateness of the scope and fee), completes appropriate section of WSD Application approval form, and returns all documents back to the DWSRF Program Specialist or Project Development Specialist.
  - G. DWSRF Program Specialist or Project Development Specialist reviews application and accompanying engineering services agreement for loan eligibility and regulatory compliance considerations and makes recommendations to the DWSRF Program Manager.
  - H. DWSRF Program Manager signs the approval form approving the loan application for the WSD.
  - I. The WSD's loan approval packet (including, but not limited to, a loan approval memo, loan approval letter, loan application review and approval form, executed engineering services agreement, loan application, project cost summary, and bond authorization documents) is submitted to FED for appropriate review and action within a month of receipt, assuming the applicant and engineer submit all relevant documents and respond expeditiously to WSD comments.
- II. Application Approvals:
  - A. FED completes the formal loan approval process generally within 3 weeks of receipt from WSD.
  - B. The applicant is notified of DEC loan approval by FED.
  - C. The DWSRF Program Manager is provided copies of the DEC and VMBB Loan Approval Document and FED's Executed Loan Agreement Letter.

Honorable Jim Douglas, Governor    George Crombie, ANR Secretary    Jeffrey Wennberg, DEC Commissioner

This guidance and related environmental information are available electronically via the internet. For information visit us through the Vermont Homepage at <http://www.vermont.gov> or visit VT WSD directly at <http://www.vermontdrinkingwater.org>

Water Supply Division, 103 South Main Street, Waterbury, VT 05671-0403  
Toll free 1-800-823-6500 Out of State 1-802-241-3400 Fax 1-802-241-3284