

DWSRF Construction Project Checklist For Use by Loan Recipients

Generally, the following information is required. However, we reserve the right to request additional information as necessary to process your application. If you have any questions call Bryan Redmond at (800) 823-6500 or (802) 241-3408

	Yes	No	Item
1.			Attend Pre-Loan Application Meeting (optional)
2.			Submit Project Timeline
3.			Submit Loan Application
4.			Schedule Bond Vote (project >\$75K, or Vote by Municipal Legislative Body (projects<\$75K)
5.			Submit application and provide additional information as requested by:
a.			Vermont Municipal Bond Bank (municipal water systems)
b.			Vermont Economic Development Authority (private water systems)
6.			Submit Draft Engineering Agreement for Review and Approval
7.			Submit Signed Engineering Agreement Following Approval of Draft
8.			Submit Preliminary Engineering Report or Basis of Design Information to WSD
9.			Intermunicipal Agreement if Applicable (generally prior to completion of final design)
10.			Submit Environmental Information, including, but not limited to:
a.			Categorical Exclusion Request
b.			Act 250 Jurisdictional Opinion
c.			Archeological Determination
d.			Other Permit Determinations
e.			NEPA Questions (National Environmental Policy Act)
11.			Final Design Plans and Specifications submitted to the Water Supply Division (WSD) and the Facilities Engineering Division (FED)
12.			Apply for Construction Permit from the WSD
13.			Obtain Approval to Advertise for Bids from FED
15.			Submit Reimbursement Requests to FED Following Execution of Loan Agreement
16.			Complete Loan Agreement Conditions and Capacity Improvement Plan

