

## Loan Applicant Process Guide

This document is intended to serve as a guide for applicants and provide a general overview of the SRF/SWQIF/DWRF loan process. Program documents are available online at [www.michigan.gov/cleanwaterrevolvingfund](http://www.michigan.gov/cleanwaterrevolvingfund) or [www.michigan.gov/drinkingwaterrevolvingfund](http://www.michigan.gov/drinkingwaterrevolvingfund). If you have specific questions, contact the DEQ Revolving Loan Section at 517-284-5433.

Item	Applicant Action	Due Date	Applicable Resources	Completed Action
1. Intent-to-Apply Form (ITA)	Submit form to DEQ	December 31 for project plan submittal the following May 1 (DWRF) and July 1 (SRF)	<ul style="list-style-type: none"> <li>• ITA Form</li> <li>• Disadvantaged Community <a href="#">Worksheet</a> and <a href="#">Guidance</a></li> <li>• Qualifications-Based Selection (QBS) <a href="#">form</a> and <a href="#">guidance</a> (SRF only)</li> </ul>	
2. Project Meeting with DEQ	Have meeting – DEQ staff will initiate contact	DEQ staff will set up within 14 days of ITA receipt	<ul style="list-style-type: none"> <li>• Small Community Planning Loan <a href="#">Application</a> and <a href="#">Guidance</a> (DWRF only)</li> </ul>	
3. Draft Project Plan Submittal	Submit draft project plan to DEQ for review	Highly recommended, requested by winter/early spring	<ul style="list-style-type: none"> <li>• <a href="#">DWRF</a> and <a href="#">SRF</a> Eligibility Guidance</li> <li>• <a href="#">DWRF</a>, <a href="#">SRF</a> and <a href="#">Nonpoint Source</a> Project Plan Preparation Guidance</li> <li>• <a href="#">SWQIF Guidance</a></li> <li>• <a href="#">Applicant Actions Related to Revolving Funds Project Planning</a></li> <li>• Fiscal Sustainability Plan (FSP) <a href="#">form</a> and <a href="#">guidance</a> (SRF only)</li> <li>• <a href="#">Project Useful Life &amp; Cost Analysis Form</a></li> <li>• <a href="#">Green Project Reserve Guidance</a></li> </ul>	
4. Final Project Plan Submittal (includes public hearing, transcript and resolution)	Submit final project plan to DEQ	May 1 for DWRF, July 1 for SRF/SWQIF	<ul style="list-style-type: none"> <li>• <a href="#">DWRF</a> and <a href="#">SRF/SWQIF</a> Project Plan Submittal Form</li> <li>• <a href="#">Project Priority List (PPL) Scoring Form</a> (SRF only)</li> </ul>	

5. Project Priority Ranking/Scoring	None – DEQ task based on project plan information			N/A
6. Annual Intended Use Plan (IUP), PPL and Public Hearing	None – DEQ will establish fundable and contingency range projects (draft IUP June/July, final IUP September), and notify applicants			N/A
7. Milestone Schedule	DEQ will draft and contact applicant for review and signature, based on selected funding quarter		<a href="#">Financing Schedule</a>	
8. Environmental Assessment and Finding of No Significant Impact (FNSI)	DEQ will prepare and publish the document, applicant may need to answer questions and provide information during preparation	In accordance with milestone schedule		N/A
9. Rate Methodology Review/Approval	Submit draft and final to DEQ for review & approval	In accordance with milestone schedule		
10. Part I Loan Application	Submit application (financial information)	In accordance with milestone schedule	<a href="#">DWRF</a> and <a href="#">SRF/SWQIF</a> Loan Application Part I	
11. Part II Loan Application	Submit application (loan supporting cost documentation)	In accordance with milestone schedule	<ul style="list-style-type: none"> <li>• <a href="#">DWRF</a> and <a href="#">SRF/SWQIF</a> Loan Application Part II</li> <li>• <a href="#">DWRF</a> and <a href="#">SRF/SWQIF</a> Instructions for Part II</li> <li>• <a href="#">EPA Pre-award Compliance Review Report</a> (Form 4700-4)</li> </ul>	
12. Plans and Specifications (P&S) Review and Approval	Submit draft and final P&S to DEQ for review & approval	In accordance with milestone schedule	<ul style="list-style-type: none"> <li>• <a href="#">Design Phase Guidance</a></li> <li>• <a href="#">Disadvantaged Business Enterprise (DBE), Davis Bacon &amp; Debarment boilerplate</a></li> <li>• <a href="#">EPA Form 6100-02</a></li> <li>• <a href="#">American Iron and Steel boilerplate</a></li> </ul>	

			<ul style="list-style-type: none"> <li>• <a href="#">Alternative Justifiable Expenditures (AJE) Guidance</a>, if applicable</li> </ul>	
13. Publish Bid Advertisement	Publish bid ad in state-wide source	In accordance with milestone schedule		
14. Open Bids	Open bids 30 days after ad publication	In accordance with milestone schedule		
15. Part III Loan Application	Submit application (construction bid costs)	In accordance with milestone schedule	<a href="#">DWRP</a> and <a href="#">SRF/SWQIF</a> Loan Application Part III	
16. Order of Approval (OOA)	DEQ will develop OOA which establishes loan amount; conference call to discuss costs with Treasury & applicant	In accordance with milestone schedule		N/A
17. Loan Close	Work with Treasury and bond counsel	In accordance with milestone schedule		
18. Construction Contract Award	Notice to Proceed issued and contract(s) executed – submit to DEQ	Due to DEQ within 60 days of loan close		
19. Disbursement Requests (DR)	Submit to DEQ for reimbursement (one DR can be processed per month)		<ul style="list-style-type: none"> <li>• <a href="#">Construction Phase Guidance</a></li> <li>• Disbursement Request <a href="#">Form</a> and <a href="#">Guidance</a></li> <li>• <a href="#">Davis-Bacon Certification Form</a></li> <li>• <a href="#">Single Audit Act Requirements</a></li> <li>• <a href="#">Documentation for Progress Payment</a> (SWQIF only)</li> </ul>	
20. Change Orders	Submit to DEQ for review/approval	When executed		
21. Administrative Completion	Final accounting of costs with DEQ, submit final DR		<a href="#">Certification of Project Completion</a> (SWQIF only)	