

Loan Applicant Process Guide

This document is intended to serve as a guide for applicants and provide a general overview of the CWSRF/SWQIF/DWSRF loan process. Program documents are available online at Michigan.gov/CWSRF or Michigan.gov/DWSRF. If you have specific questions, contact EGLE Water Infrastructure Financing Section at 517-284-5433.

Item	Applicant Action	Due Date	Applicable Resources	Completed Action
1. Intent-to-Apply Form (ITA)	Submit form to EGLE	January 1 – for application in next fiscal year	<ul style="list-style-type: none"> • ITA Form • Disadvantaged Community Worksheet and Guidance • Qualifications-Based Selection (QBS) form and guidance (CWSRF only) 	
2. Project Meeting with EGLE	Have meeting – EGLE staff will initiate contact	EGLE staff will set up within 14 days of ITA receipt	<ul style="list-style-type: none"> • Small Community Planning Loan Application and Guidance (DWSRF only) 	
3. Draft Project Plan Submittal	Submit draft project plan to EGLE for review	Highly recommended, requested by winter/early spring	<ul style="list-style-type: none"> • DWSRF and CWSRF Eligibility Guidance • DWSRF, CWSRF and Nonpoint Source Project Plan Preparation Guidance • SWQIF Guidance • Applicant Actions Related to Revolving Funds Project Planning • Fiscal Sustainability Plan (FSP) form and guidance (CWSRF only) • Project Useful Life & Cost Analysis Form • Green Project Reserve Guidance 	
4. Final Project Plan Submittal (includes public hearing, transcript and resolution)	Submit final project plan to EGLE	Spring/Summer – work with EGLE project manager	<ul style="list-style-type: none"> • DWSRF and CWSRF/SWQIF Project Plan Submittal Form • Project Priority List (PPL) Scoring Form (CWSRF only) 	

5. Project Priority Ranking/Scoring	None – EGLE taskbased on project plan information			N/A
6. Annual Intended Use Plan (IUP), PPL and Public Hearing	None – EGLE will establish fundable and contingency range projects (draft IUP June/July, final IUP September), and notify applicants			N/A
7. Milestone Schedule	EGLE will draft and contact applicant for review and signature, based on selected funding quarter		Financing Schedule	
8. Environmental Assessment and Finding of No Significant Impact (FNSI)	EGLE 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 EGLE for review & approval	In accordance with milestone schedule		
10. Part I Loan Application	Submit application (financial information)	In accordance with milestone schedule	DWSRF and CWSRF/SWQIF 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"> • DWSRF and CWSRF/SWQIF Loan Application Part II • DWSRF and CWSRF/SWQIF Instructions for Part II • EPA Pre-award Compliance Review Report (Form 4700-4) 	
12. Plans and Specifications (P&S) Review and Approval	Submit draft and final P&S to EGLE for review & approval	In accordance with milestone schedule	<ul style="list-style-type: none"> • Design Phase Guidance • Disadvantaged Business Enterprise (DBE), Davis Bacon & Debarment boilerplate • EPA Form 6100-02 • American Iron and Steel boilerplate 	

			<ul style="list-style-type: none"> • Alternative Justifiable Expenditures (AJE) Guidance, if applicable 	
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	DWSRF and CWSRF/SWQIF Loan Application Part III	
16. Order of Approval (OOA)	EGLE 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 EGLE	Due to EGLE within 60 days of loan close		
19. Disbursement Requests (DR)	Submit to EGLE for reimbursement (one DR can be processed per month)		<ul style="list-style-type: none"> • Construction Phase Guidance • Disbursement Request Form and Guidance • Davis-Bacon Certification Form • Single Audit Act Requirements • Documentation for Progress Payment (SWQIF only) 	
20. Change Orders	Submit to EGLE for review/approval	When executed		
21. Administrative Completion	Final accounting of costs with EGLE, submit final DR		Certification of Project Completion (SWQIF only)	