

Special Instructions for Spring 2020 SRF and ASADRA Applications

Due to unforeseen delays as a result of measures taken by business owners and community leaders to protect citizens during the COVID-19 pandemic, the Division of Water Infrastructure is providing exceptions for applicants preparing State Revolving Fund (SRF) funding applications for the Spring 2020 funding round. Certain items not necessary for the prioritization of the applications may be received as an Application Addendum no later than June 17, 2020 provided that the applicant meets the following conditions:

- The Initial Application (received by April 30, 2020) identifies the items that **will be** submitted to complete the application using the Spring 2020 SRF Application Addendum Completeness Checklist (checklist) provided with these instructions.
- **All items other than those indicated on the checklist must be submitted with the Initial Application by April 30, 2020.**
- The applicant submits the remaining items in a single Application Addendum received by June 17, 2020.
- The Application Addendum includes an updated checklist indicating both the items not submitted as part of the Initial Application and the items included in the Application Addendum.

Applications that do not have all necessary items to be considered a complete application will not be eligible for funding.

The following items may be identified in the April 30 Initial Application as “not submitted” and provided in the Application Addendum. Any additional information or changes to the Initial Application that are included of the Application Addendum will not be considered.

- Professional Engineer (PE) Seal on project budget. Note that the Initial Application must include a project budget prepared by a professional engineer.
- Resolution by Governing Body of Applicant with Certification by Recording Officer.
- Signed Application. The Initial Application must include all six pages of the Application.
- Signed Water & Sewer Financial Information Form. Water and sewer financial information must be provided with the April 30 application.
- Non-viable resolution (if applicable).
- Additional copies of the Initial Application.

Applicants choosing to submit an incomplete Initial Application for the April 30 deadline may submit only a single copy of the Initial Application. If a single copy of the Initial Application is submitted, two (2) complete copies of the Final Application (Initial Application and Application Addendum) must be received in the Division’s office prior to 5:00 p.m. on June 17, 2020.

Please note that public access to our building at 512 N. Salisbury St. in Raleigh is now limited. All public access must be preapproved and will be by appointment only. (Conditions subject to change given the current COVID-19 situation.)

It is recommended that all documents be delivered via U. S. mail or through delivery services (FedEx, UPS). **Please note (below) that specific (different) addresses apply for U. S. Mail and the delivery services.**

Address to use for U. S. Mail is:

Division of Water Infrastructure_
1633 Mail Service Center
Raleigh, NC 27699-1633

Address to use for FedEx, UPS, etc. is:

Division of Water Infrastructure
8th floor, Archdale Building
512 N. Salisbury St.
Raleigh NC 27699

Applicants planning to use courier services or hand delivery must make arrangements with our staff in advance to verify that staff will be available to accept the application. To reach Division of Water Infrastructure staff members, visit the contacts page on the Division of Water Infrastructure website at: <https://deq.nc.gov/water-infrastructure-contacts>

Please be aware that State offices are looking into the use of web-based tools for electronic submittal of documents. Please continue to check the Division of Water Infrastructure website at: <https://deq.nc.gov/about/divisions/water-infrastructure> and emails sent from the UNC Environmental Finance Center's NC Water listserv, available at: <https://www.sog.unc.edu/resources/listservs/nc-water-listserv-ncwater>, for additional instruction on electronic submittal of applications and other documents.

Please note: See the next page (page 3) for the *Spring 2020 SRF Application Addendum Completeness Checklist*.

**Spring 2020 SRF Application
Application Addendum Completeness Checklist**

Project name:		
Completeness Checklist	SRF Initial Application (Received by April 30, 2020)	SRF Application Addendum (Received by June 17, 2020)
	Check "X" on all items not included in the Initial Application	Check "X" on all items included in the Application Addendum
PE Seal on project budget (Page 4 of application)		
Resolution by Governing Body of Applicant with Certification by Recording Officer (Page 5 of application)		
Signed Application (Page 6 of application)		
Signed Fund Transfer Certification Form		
Signed Water & Sewer Financial Information Form		
Non-viable resolution (if applicable)		
Additional copies of application		