

Application Information and Instructions

Administered by the State Water Resources Control Board (State Water Board), Division of Financial Assistance (Division), the Financial Assistance Application is designed to help determine your eligibility for funding through the following programs:

Clean Water State Revolving Fund (CWSRF) Water Recycling Funding Program (WRFP)

To streamline the review process, the application is divided into four packages:

- **General Information**
- **Technical**
- **Environmental**
- **Financial Security**

Instructions for each package are provided below.

An overview of the financing process can be found on the Division's web site at [LINK TO BE INSERTED ONCE THE POLICY AMENDMENT IS FINALIZED](#)

Before proceeding with your application, please read the applicable policy/guidelines for your project:

Clean Water State Revolving Fund Policy at [LINK TO BE INSERTED ONCE THE POLICY AMENDMENT IS FINALIZED](#)

Water Recycling Funding Program Guidelines at http://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/docs/final_wrfpguidelines071508.pdf

Submitting Your Application

You can help the review process by ensuring your application contains accurate and complete information. To avoid delays in the processing of your application, we recommend:

- ✓ Contact the Division as early as possible to coordinate your application with your project's schedule; contact information is provided on the next page.
(NOTE: No action is necessary on your part to be added to the Project List; the Division will make arrangements for your project to be added to the Project List.)
- ✓ Submit complete packages whenever possible.
(NOTE: Projects are funded based on a complete application. Partial packages may be submitted, but complete packages will be reviewed before incomplete packages, and complete applications will be reviewed and approved for financing first.)
- ✓ Submit the Environmental Package first. Generally the review of this package takes the longest lead time. The Technical and Financial Security Packages can be submitted later to ensure that the information is as current as possible.
- ✓ Have your legal counsel review the FAQs at [\(insert web address here – refer to attached Legal FAQ\)](#) regarding the legal opinion we will need from you to approve financing. If your legal counsel anticipates any issues with providing this legal opinion, we can arrange a discussion with our legal counsel. The Division of Financial Assistance's legal counsel will contact your legal counsel approximately eight weeks prior to execution of the financing agreement to finalize the legal opinion needed for the application.

Financial Assistance Application

- ✓ Clearly type or print all information.
- ✓ Sign and date the application where indicated.
- ✓ Include all required attachments.

Send the application and attachments via email to cwsrf@waterboards.ca.gov, or via CD and/or hard copy mailed to:

**State Water Resources Control Board
Division of Financial Assistance
ATTN: CWSRF Marketing Unit
1001 I Street, Sacramento, CA 95814
P.O. Box 944212
Sacramento, CA 94244-2120**

CONTACT INFORMATION

If you have general questions regarding the program, contact the CWSRF at
(916) 327-9978

or

cwsrf@waterboards.ca.gov

If you already submitted a CWSRF Financial Assistance application and would like to know the status, please check the CWSRF Application Status Report at http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/forms/appstatus_web.pdf

If you have specific questions regarding the program or your application, please refer to the CWSRF Contact List on the Division's web site at [LINK TO BE INSERTED ONCE THE POLICY AMENDMENT IS FINALIZED](#)

General Information Package

Section I - Type of Assistance Requested

Amount of Assistance Requested – Enter the amount of assistance requested.

Proposed Security – Enter the revenues and funds you will use to repay the CWSRF financing.

Project Type(s) – Select the type(s) of project for which funding is requested. Check all that apply.

- Wastewater - publicly-owned treatment works projects (Clean Water Act Section 212).
- Water Recycling - publicly-owned treatment works projects (Clean Water Act Section 212).
- Estuary – publicly or privately owned projects that implement a Comprehensive Conservation and Management Plan for the San Francisco Bay estuary, the Morro Bay estuary or the Santa Monica Bay estuary (Clean Water Act Section 320).
- Nonpoint Source – publicly or privately owned nonpoint source water quality projects (Clean Water Act Section 319) implementing CA's NPS Implementation Plan.

Section II - Applicant Information

Applicant Name – Enter the entity that will be the legal signatory to a financing agreement.

Street Address – Enter the applicant's physical street address.

Zip+4 Code – Enter the applicant's zip code plus the 4-digit add-on code.

Applicant Type – Enter one of the following entity types:

- Public – local or state (including cities, counties, and districts with wastewater authority)
- Native American Tribe - Federally recognized tribes
- Nonprofit (nonpoint source and estuary projects only)
- Other – please specify

Charter City/County – Indicate if the applicant is a charter city/county.

Mailing Address – Enter the applicant's mailing address, if different from the street address.

Zip+4 Code – Enter the zip code plus the 4-digit add-on code for the mailing address.

Congressional District(s) – Enter the Congressional district(s) where the project will be physically located. If the project will span multiple Congressional Districts (i.e., a pipeline project), list all affected districts. A map of California Congressional Districts can be found at <http://www.govtrack.us/congress/members/CA>.

State Senate District(s) – Enter the State Senate district(s) where the project will be physically located. Refer to <http://www.govtrack.us/congress/members/CA>.

State Assembly District(s) – Enter the State Assembly district(s) where the project will be physically located. Refer to <http://www.govtrack.us/congress/members/CA>.

County – Enter the County where the project will be physically located.

Federal Tax ID No. – Enter the Federal tax identification number of the applicant.

Data Universal Numbering System (DUNS) No. - If you don't already have a DUNS number, you can get more information at http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf. This number is required to receive CWSRF financing.

Regional Water Board - Check the Regional Water Quality Control Board (Regional Water Board) jurisdiction(s) where the project will be physically located or affected by the project. A list of Regional Water Boards can be found at http://www.waterboards.ca.gov/publications_forms/publications/factsheets/docs/region_brds.pdf

Authorized Representative Name, Title - The authorized representative is the person who has been authorized by resolution or ordinance to sign and submit the application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

Auth. Rep. Phone - Enter the authorized representative's telephone number.

Auth. Rep. Email – Enter the authorized representative's email address.

Contact Person Name – Enter the name of the person who is the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

Contact Person Phone – Enter the contact person's telephone number.

Contact Person Email – Enter the contact person's email address.

Local Counsel Name – Enter the name of the applicant's local counsel.

Local Counsel Phone – Enter the local counsel's telephone number.

Local Counsel Email – Enter the local counsel's email address.

Bond Counsel Name – Enter the name of the applicant's bond counsel.

Bond Counsel Phone – Enter the bond counsel's telephone number.

Bond Counsel Email – Enter the bond counsel's email address.

Section III - Project Information and Proposed Schedules

Project Description – Provide a brief description of the project.

Project Title – Enter the title or name of the project.

NPDES Permit or WDR Order No. – Enter the National Pollutant Discharge Elimination System Permit number or the Waste Discharge Requirement number, if applicable.

Current Year Estimated Population Served – Enter the estimated population of the proposed project service area.

Estimated Project Schedule – Provide an estimated or actual date for the following:

- Complete Facilities Planning Documents
- Complete Project Plans and Specifications
- Advertise Bids
- Issue Notice to Proceed
- Complete Construction

Consultation with Other Agencies – Provide the following:

- Name of other Federal and State agencies involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.)
- Contact information for the named agencies
- Estimated dates for resolution of any issues

Partnering Agencies – Provide the name and contact information of all other agencies that have an interest in the project.

Section IV – Estimated Project Capital Costs and Funding Summary

Provide the dollar amount requested for each cost classification listed in this section.

NOTE: Soft costs may be provided for planning, design, value engineering, construction management, and administration costs. Land and Right-of-Way costs are not eligible for wastewater and water recycling projects.

Section V – Technical Sponsorship

If the Division set up a technical sponsorship program, indicate if you would be interested in providing in-kind technical assistance to another CWSRF applicant in exchange for special financing over and above the cost of your in-kind contribution. **NOTE:** Checking “Yes” does not obligate you to participate in this potential program or guarantee that this incentive will be available or offered.

If you answer “Yes”, please indicate the area(s) where you are willing to provide assistance.

Section VI - Sustainability

Priority points are given during the application review and funding process for projects that support or incorporate any of the listed sustainability goals. Check (✓) all the sustainability goal(s) that apply to your project. One priority point is given for each identified area.

Certification and Signature of Authorized Representative

The authorized representative is the person who has the authority to sign and submit the application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

- ✓ Print the name and title of the authorized representative.
- ✓ Sign and date the application.

Technical Package

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

Section I – Water Rights

1. Check (✓) the box indicating if the current effluent flow of the wastewater project is discharged to a stream or other surface water body.

No - Proceed to question 2.

Yes - A Petition for Change may be required if the project will result in either a change to the discharge location, a change to the discharge volume, or both. Indicate whether a Petition for Change has been filed with the State Water Board, Division of Water Rights.

Provide a written determination from the Division of Water Rights stating whether a petition is required (label as Attachment **T4**).

2. Check (✓) the box indicating if this is a project that will divert flow from a stream or other surface water body.

Yes - A Petition for Change or a petition for an appropriative right may be required. Indicate whether either has been filed with the Division of Water Rights.

Provide a written determination from the Division of Water Rights stating whether a petition is required (label as Attachment **T4**).

If you have questions regarding whether a petition is required you may contact Kathy Mrowka with the Division of Water Rights at (916) 341-5363 or kmrowka@waterboards.ca.gov.

3. Check (✓) the box indicating if your entity is a water diverter and subject to section 5103 of the Water Code. Subdivision (e) (1) states that on or after January 1, 2012, monthly records of water diversion must be reported to the State Water Board's Division of Water Rights.

Section II – Water Conservation and Urban Water Management Requirements

Prior to the State Water Board's approval of the project, specific water conservation and urban water management requirements must be achieved.

Check (✓) the box(es) that apply to your project.

Water Conservation

Non-Point and Estuary projects are not required to meet the water conservation requirements.

Water Suppliers must fulfill one of the following:

- Approved Water Conservation Plan on file with the State Water Board
- Developed Water Conservation Program for approval by the State Water Board (submit copy labeled as Attachment **T5**)
- Signed the “Memorandum of Understanding Regarding Urban Water Conservation in California” (submit proof labeled as Attachment **T6**)
- Submitted an Urban Water Management Plan (UWMP) to the Department of Water Resources (DWR) per Water Code Section 10653 (submit proof labeled as Attachment **T7**)

Non Water Suppliers must fulfill one of the following:

- Certify that seventy-five (75) percent of the water connections in the water supplier’s service area are covered by an adopted, Division-approved Water Conservation Plan (label as Attachment **T8**)
- Demonstrate that the water supplier(s) have signed the “Memorandum of Understanding Regarding Urban Water Conservation in California”, covering at least seventy-five (75) percent of the water connections within the applicant’s sewer service area (label as Attachment **T6**)
- Demonstrate that the water supplier has submitted an Urban Water Management Plan to the Department of Water Resources per water Code Section 10653 (label as Attachment **T7**)

Waiver: An Applicant may request a waiver of the Water Conservation requirement if the water supplier(s) for the community serve 3,000 or fewer customers and the costs to comply with the requirements are found by the Division to be burdensome to the supplier in light of the benefits derived from the water Conservation Program. Submit waiver request labeled as Attachment **T9**.

A flow chart outlining the different tracks for satisfying the Water Conservation requirement is found in the CWSRF Policy at ([LINK TO BE INSERTED ONCE THE POLICY AMENDMENT IS FINALIZED](#)).

Urban Water Management

1. Check (✓) the box indicating if you are an urban water supplier as defined in Water Code Section 10631.5.

2. Check (✓) the box indicating if you are an urban water supplier with a water management project. If so, you must implement water Demand Management Measures as described in Water Code section 10631.5. The DWR will determine if these water conservation measures have been implemented. Provide a letter from DWR confirming compliance with this requirement (label as Attachment **T10**).
3. Provide a self-certification that you are in compliance with the water meter requirements of Water Code Section 529.5 (Attachment **T11**).

Section III – Delta Plan

1. Check (✓) the box indicating if the project is a “covered action” under section 85225 of the Water Code.
2. Check (✓) the box indicating if you have submitted the consistency certification required under section 85225 of the Water Code.
3. Check (✓) the box indicating if any person has appealed the consistency certification per section 85225.10 of the Water Code.

Section IV – Attachments

- ✓ **T1 – Project Report:** Submit a Project Report containing all of the items in the Suggested Project Report outline attached to the Technical Package application form applicable to the proposed project. Please contact your assigned project manager, if known, or the CWSRF general telephone number at (916) 327-9978 with specific questions about the contents of the Project Report.
- ✓ **T2 – General Plan Compliance Certification:** The CWSRF Policy requires all funded projects to be consistent with the applicant’s adopted General Plan or to serve an area in which at least 75% of the cities and counties have adopted land use and housing elements. Applicants must complete the General Plan Compliance Certification confirming these conditions.
- ✓ **T3 – Regional Water Quality Control Board Requirements:** Submit any permit requirements and/or enforcement orders that have been issued by the Regional Water Board relative to the proposed project. If the proposed project is not subject to permit requirements and/or enforcement orders, please indicate this in the comment box.
- ✓ **T4 – Water Rights Determination Letter:** Provide a letter or an email from the Division of Water Rights stating whether a petition is or is not required.
- ✓ **T5 – Water Conservation Plan:** An urban water supplier to more than 3,000 customers or supplying more than 3,000 acre-feet annually are required to submit one of the following: (1) proof that you submitted your UWMP to the DWR; (2) proof that you signed a Memorandum of Understanding with the California Urban Water Conservation Council; or (3) a copy of the applicant’s developed Water Conservation Program for State Water Board approval.

- ✓ T6 – **Memorandum of Understanding:** Provide proof of a signed “Memorandum of Understanding Regarding Urban Water Conservation in California,” September 1991, *California Urban Water Conservation Council*.
- ✓ T7 – **Urban Water Management Plan:** Provide proof that an Urban Water Management Plan per Water Code Section 10653 has been submitted to the Department of Water Resources.
- ✓ T8 – **Certification for Non-Water Suppliers:** An applicant who is not a water purveyor must submit written certification that seventy-five (75) percent of the water connections in its service area are covered by adopted, Division-approved Water Conservation Programs.
- ✓ T9 – **Waiver Request Letter:** An urban water supplier to 3,000 or less customers may request a waiver of the Water Conservation requirement. The request should explain why the costs to prepare a document to satisfy the CWSRF Policy requirements are burdensome to the supplier in light of the benefits derived from the Water Conservation Program.
- ✓ T10 – **Compliance with Water Demand Management Measures** – An urban water supplier with a water management project must implement Water Demand Management Measures as described in Water Code section 10631.5. The DWR will determine if these water conservation measures have been implemented. Provide a letter from DWR confirming compliance with this requirement.
- ✓ T11 – **Certification for Compliance with Water Metering Form:** Water Code sections 525 through 529.7 prohibit water purveyors, both agricultural and urban, from receiving State funds if metering requirements are not met. If you are an urban water supplier (i.e., supply to more than 3,000 customers or supplying more than 3,000 acre-feet annually), you must comply with this requirement. Please consult with your legal counsel and review sections 525 through 529.7 of the Water Code before completing this certification.

The following attachments are applicable to *Water Recycling Funding Program* projects ONLY:

- ✓ T12 – **Recycled Water User Assurance:** Recycled Water User Assurances document the commitment of users’ participation on the Project. For existing users, provide either an adopted mandatory use ordinance or letters of intent to execute a user contract.
- ✓ T13 – **User Connection Schedule:** Provide the anticipated connection schedule and estimated recycled water deliveries for all users of the project.

Environmental Package

Detailed information, including statutes and guidelines on the California Environmental Quality Act (CEQA), can be obtained at <http://ceres.ca.gov/ceqa>. A CEQA Process Flowchart that shows interaction points between lead and responsible agencies can be found at http://ceres.ca.gov/topic/env_law/ceqa/flowchart/index.html.

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

1. CEQA Status

Place a check (✓) in the box that describes the status of the CEQA process for the project.

❖ **Not yet started**

❖ **Underway**

A draft copy of the CEQA document should be provided to the Division for review and comment. Also provide the Division with copies of any substantiating federal cross-cutter information (i.e. USFWS species list/biological assessment, cultural resources report, air quality analysis data, flood map, etc.). This will enable the Division to better understand the project's environmental impacts, and provide more meaningful comments on the draft CEQA document before it is sent to the State Clearinghouse.

❖ **Complete**

Proceed to Question 2 below (CEQA Documents).

❖ **Complete, but more than 5 years prior to anticipated State Water Board agreement execution date**

Must provide an updated CEQA document (subsequent, supplemental or addendum) that evaluates the current environmental status of the project.

Proceed to Question 2 below (CEQA Documents).

2. CEQA Documents – Complete this section ONLY if the CEQA process is complete.

Place a check (✓) in the box(es) that describe(s) the project and submit the required attachments for each section applicable to the project.

Example: If the project is covered under a CEQA Categorical or Statutory Exemption (Section A) and a Negative Declaration (Section B), submit the following attachments:

- ✓ *Evaluation Form for Environmental Review and Federal Coordination*
- ✓ *Draft and Final Initial Study/Negative Declaration (IS/ND)*
- ✓ *Comments and Responses*

- ✓ *Resolution Approving the CEQA Documents*
- ✓ *Notice of Exemption filed with the county clerk and the State Clearinghouse*
- ✓ *Notice of Determination filed with the county clerk and the State Clearinghouse*

Please submit two copies of all CEQA documents.

E1 – Evaluation Form for Environmental Review and Federal Coordination

Form E1 is required for all projects requesting CWSRF financing. Additional guidance can be found in the State Environmental Review Process (Appendix H of the CWSRF Policy) at: [LINK TO BE INSERTED ONCE THE POLICY AMENDMENT IS FINALIZED](#) or by contacting the Environmental Review Unit (refer to contact list at http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/policy0309/policy09update_appb_poc.pdf).

Applicant Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

1. Federal Endangered Species Act (ESA)

Indicate if the project involves any direct effects from construction activities or indirect effects that may affect federal and state listed threatened or endangered species that are known, or have a potential, to occur on-site, in the surrounding area or in the service area, and provide the additional information and requested documents.

2. Magnuson-Stevens Fishery Conservation and Management Act

Indicate if the project involves any direct effects from construction activities or indirect effects that may adversely affect essential fish habitat (EFH), and provide the additional information and requested documents.

3. National Historic Preservation Act (NHPA)

Identify the area of potential effects (APE), including construction, staging areas, and depth of any excavation. Attach a copy of Section 106 report prepared by a qualified professional, current records search with maps showing all sites and surveys drawn in relation to the project area, and records of Native American consultation.

4. Federal Clean Air Act

Air Basin Name - Identify the air basin name.

Local Air District for Project Area – Enter the name of the local air district for the project area.

Indicate if the project is subject to a State Implementation Plan (SIP) conformity determination, and complete the chart with estimated project construction and operational air emissions (in tons per year). Also submit supporting calculations and any air quality studies for the project.

5. Coastal Zone Management Act

Indicate if any portion of the project site is located within the coastal zone, and describe the project location with respect to coastal areas and the status of the coastal zone permit, and provide a copy of the coastal zone permit or coastal exemption.

6. Coastal Barriers Resources Act

Indicate if the project will affect or be located within or near the Coastal Barrier Resources System or its adjacent wetlands, marshes, estuaries, inlets, and near-shore waters, and describe the project location with respect to the Coastal Barrier Resources System and provide the status of any consultation with the appropriate Coastal Zone management agency and the United States Fish and Wildlife Service.

7. Farmland Protection Policy Act

Indicate if any portion of the project is located on important farmland, and provide information on the acreage that would be converted from important farmland to other uses. Also indicate if any portion of the project boundaries is under a Williamson Act Contract and specify the amount of coverage affected.

8. Flood Plain Management

Indicate if any portion of the project located within a 100-year floodplain as depicted on a floodplain map or otherwise designated by the Federal Emergency Management Agency, and provide the additional information and requested documentation.

9. Migratory Bird Treaty Act (MBTA)

Indicate if the project will affect protected migratory birds that are known, or have a potential, to occur on-site, in the surrounding area, or in the service area, and provide the additional information and requested documentation.

10. Protection of Wetlands

Indicate if any portion of the project boundaries contain areas that should be evaluated for wetland delineation or require a permit from the United States Army Corps of Engineers.

11. Wild and Scenic Rivers Act

Indicate the watershed where the project is located.

Indicate if a portion of the project is located within a wild and scenic river, and identify the wild and scenic river watershed and project location relative to the affected wild and scenic river.

12. Safe Drinking Water Act, Sole Source Aquifer Protection

Indicate if the project is located in an area designated by the United States Environmental Protection Agency, Region 9, as a Soil Source Aquifer, and identify the sole source aquifer (e.g., Santa Margarita Aquifer, Scott's Valley, the Fresno County Aquifer, the Campo/Cottonwood Creek Aquifer or the Ocotillo-Coyote Wells Aquifer) that will be affected.

13. Environmental Justice

Indicate if the project involves an activity that is likely to be of particular interest to or have a particular impact upon minority, low-income, or indigenous populations or tribes.

No - Provide an explanation.

Yes - Place a check (✓) in the box(es) that describe the impact of the project and provide a brief explanation for your answer(s).

FINANCIAL SECURITY PACKAGE

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

1. Financing Amount Requested

Estimate the project costs to be funded with State Water Board CWSRF funds. This amount should match the Amount of Assistance Requested in Section 1 of the General Information Package.

2. Other Project Funding Sources

Describe how the total project will be financed.

- ✓ Enter the name(s) and type(s) of all funding sources.
- ✓ Enter the amount of funds you expect to receive from each source.
- ✓ Check the appropriate box to indicate whether the other sources of financing have been applied for, approved by the funding agency, or received by the applicant.

Example: CWSRF financing \$1,000,000
USDA grant \$ 500,000
Applicant Agency portion \$ 250,000

3. Current Year Median Household Income

Enter the estimated Median Household Income (MHI) for the proposed project service area, using the most recent income survey. If an income survey is not available, MHI estimates may be found at the Census Bureau website at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml#none>. Enter “Median Household Income in the Past 12 Months” and the municipality name into the Quick Search box. If you cannot locate data for your community, you may contact the Division at cwsrf@waterboards.ca.gov for additional assistance.

4. Current Year Estimated Population Served

- a. Enter the estimated population of the proposed project service area.
- b. Place a check (✓) in the box if less than 50% of residences are permanently occupied.

5. Active Service Connections

If the active wastewater connection is currently and directly served by the wastewater collection system, enter the following for the applicable connection type:

- ✓ Number of active wastewater service connections that are currently and directly served by the wastewater collection system
- ✓ Current monthly service charge
- ✓ Projected monthly service charge that will be in place after the proposed project is completed
- ✓ Average monthly billing for the last 12 months

Adopted for projected monthly service charges – Enter the adopted average of projected monthly service charges.

Rate increase effective date for projected monthly service charges – Enter the estimated date that the projected monthly service charges will go into effect (if unknown, assume one year after construction completion).

6. Projected Annual Operations and Maintenance Costs

Enter the estimated annual costs to operate and fully maintain the proposed project after it is complete. Operations and maintenance costs include staff salaries, chemicals, utilities, warranties, routine repair and replacement, laboratory services, billing and collection and life-cycle costs. The consulting engineer should have included these costs in the Project Report (Attachment T1).

7. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit

Identify any current, prior, or pending material events such as bankruptcy, defaults, litigation, grand jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.

ATTACHMENTS

F1 – Audited Financial Statements: Provide COMPLETE audited financial statements for the most recent three years. Submit via hardcopy, CD, email, or web link. Refer to the schedule below:

Application Date	Required Financial Statements
January 1 st through June 30 th	Most recent three years, including last Fiscal Year. Example: <i>Application on March 1, 2013, requires Financial Statements for Fiscal Years 2009/10; 2010/11; and 2011/12</i>
July 1 st through December 31 st	Most recent three years prior to current Fiscal Year. Example: <i>Application on September 1, 2012, requires Financial Statements for Fiscal Years 2008/09; 2009/10; and 2010/11</i>

Identify any restricted funds and the reason for the restrictions as well as all sources of security to be pledged. If using real property, provide at least two appraisals of the value, how the value was determined, and whether the property is currently pledged as security on any other debt.

F2 – Tax Questionnaire: The Tax Questionnaire provides basic information about project costs, accounting, and who will own and operate the project. The applicant's response to the Tax Questionnaire and Reimbursement Resolution (see below) are reviewed by the State Water Board's CWSRF tax attorney (CWSRF tax attorney) to determine whether the applicant is eligible to receive funds from tax-exempt revenue bond sales. After reviewing these documents, you may be required to sign a Tax Certificate which will be forwarded to you for signature by your Authorized Representative.

F3 – Reimbursement Resolution: An adopted Reimbursement Resolution is required for review by the CWSRF tax attorney. The language may not vary from the language provided in the template. The Reimbursement Resolution should be a stand-alone resolution.

F4 - Authorizing Resolution/Ordinance: This resolution or ordinance designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the CWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

- ❖ To minimize the potential for problems, use the exact language in the template resolution.
- ❖ Enter the title of the Authorized Representative, NOT a person's name.
- ❖ Do not modify the words financing or financial assistance to other terms such as "loan", "grant", or "principal forgiveness". Use of these terms will create legal complications; the terms "financing" and "financial assistance" are broad enough to be applicable to all of the above.
- ❖ It is not necessary to specify the requested amount of financing. If you do specify an amount, to allow some flexibility, please specify the maximum anticipated amount of financing as follows: "Financial assistance shall not exceed \$_____."

F5 – Rate Adoption Resolution: This is your most recent rate adoption resolution, if wastewater or water recycling project.

F6 – Pledged Revenues and Fund(s) Resolution: Federal law requires applicants to establish a dedicated source of revenue for repayment. The financing agreement will identify the pledge revenue(s) and fund(s) (PRF). The majority of CWSRF applications for wastewater projects are secured with "the Wastewater Enterprise fund and Net Revenues thereof". If your CWSRF financing agreement will also be secured with other PRFs such as special assessments or a special tax, the template language will need to be modified accordingly. If you are uncertain as to the appropriate wording, a draft version may be submitted with the initial application. A reserve fund may also be required.

F7 – Existing Related Debt: Submit a schedule of all debt secured by the PRFs, along with a copy of each relevant debt document. This schedule will be an exhibit to the CWSRF financing agreement and will rank existing related debt according to priority in relation to the proposed

CWSRF debt (senior, parity, or subordinate). If the applicant has no other debt (except other CWSRF debt), the Authorized Representative must provide a letter stating this. In most cases, the CWSRF debt will be on priority with existing related debt.

F8 – New Tax, Fee, Charge Projections: If applicable, provide budget projections based on proposed taxes, fees, charges or assessments (*No template exists*). Label the projections as Attachment F8.

F9 – Extended Term Financing Request: If requesting extended term (21 to 30-year) financing, provide an affordability analysis and a useful life analysis to show that the useful life of the project is at least equal to or greater than the requested financing term and the requested financing term is necessary to make the project affordable. (*No template exists*). Label the analysis and certification as Attachment F9.

F10 – Relevant Service, Management, Operating, or Joint Powers Agreements: If applicable, provide a copy of any relevant, service, management, operating or joint powers agreements and any amendments (*No template exists*). Label the agreement as Attachment F10.

F11 – Future Capital Needs: The applicant should describe any capital improvement plans and the long-term indebtedness needed to fund its future capital improvements. The applicant must provide any formal CIP it has to the Division (*No template exists*). Label the agreement as Attachment F11.