

REQUIRED DOCUMENTS

for a CWIFP loan application

PRELIMINARY APPLICATION

required documents

- ☐ **Project Location Map**
- ☐ **Technical Reports** for each project addressing the scope, cost, schedule, contingency plans, and status of project design. (Ideally, no more than two (2) of the latest applicable technical reports per project)
- ☐ **Year-end Audited Financial Statements** for the past two years, as available
- ☐ **Summary Financial Pro Forma** which presents key revenue, expense, and debt repayment assumptions for the revenue pledged to repay the CWIFP loan, including ten forecast years and up to three years of historical data, as available. The pro forma should be provided in an editable Microsoft Excel format, not in PDF or values format, and should include:
 - ☐ **Revenue Sources**
 - ☐ **Operations and Maintenance Expenses**
 - ☐ **Dedicated Source(s) of Repayment**
 - ☐ **Capital Expenditures**
 - ☐ **Debt Service Payments and Reserve Transfers**, broken down by funding source and including the CWIFP credit assistance
 - ☐ **Debt Balances** of borrower broken down by funding sources
 - ☐ **Projected Debt Service Coverage Ratios** for total existing debt and the CWIFP debt
- ☐ **Rating Letter(s)** on the security pledged for the repayment of the CWIFP loan or a description of how the CWIFP loan will garner an investment grade rating

FULL APPLICATION

required documents

- ☐ **Copy of the Statutory Authority** (if applicable) under which the applying entity was created, and documentation showing the legal authority of the applicant to carry out the project, and to levy taxes, issue debt, and/or receive dedicated funding
- ☐ **System for Award Management (SAM) registration**
- ☐ **Organization Chart** identifying the relationship between all major parties involved in the completion of the project(s)
- ☐ **Floodplain Management Plan** that will describe how the project will meet or exceed applicable State, local, Tribal, and Territorial standards for flood risk and floodplain management, as well as Executive Order 11988 (if the proposed project is in or will affect a floodplain as defined in Executive Order 11988 as amended)
- ☐ **CWIFP PEA Environmental Questionnaire** (completed)
- ☐ **Engineering Report(s)**, any applicable developed within the past five (5) years, as available
- ☐ **Supporting Documentation to Evidence the Status of Funds** noted in the application
- ☐ **Year-end Audited Financial Statements** for the past two (2) years
- ☐ **Capital Improvement Plans** or other planning documents and budgets produced in the last five years, accompanied by a description of the budgeting and capital planning process, if available
- ☐ **Rating Letter(s)** on the security pledged for the repayment of the CWIFP loan