



## CHECKLIST FOR 2019 PA SMALL WATER AND SEWER APPLICATION FLOOD CONTROL PROJECTS

Download and review 2019 PA Small Water and Sewer Program guidelines at [dced.pa.gov/sws](http://dced.pa.gov/sws) for:

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| <input type="checkbox"/> Eligible Applicants | <input type="checkbox"/> Eligible Costs  |
| <input type="checkbox"/> Eligible Projects   | <input type="checkbox"/> Contact DCED staff with questions at 717-787-6245 or <a href="mailto:ra-dcedsitedvpt@pa.gov">ra-dcedsitedvpt@pa.gov</a> |

The following items **MUST** be provided to submit a PA Small Water and Sewer application for flood control projects. Incomplete applications will not be presented to the Commonwealth Financing Authority for consideration.

- COMPILE REQUIRED SUPPLEMENTAL EXHIBITS:** Details can be found on page 6 of program guidelines.
1. **Project Description:** A clear and concise description of the flood control project, including project summary, need for project, project location, start and end dates of construction and who has site control.
  2. **Ownership Letter:** A letter stating the project will be owned and maintained by the applicant.
  3. **Cost Estimate:** Thorough and detailed cost estimate prepared, signed and dated by engineer/qualified professional within one year of application.
  4. **Matching Funds Commitment Letters:** Funding commitment letters from all other secured project funding sources.
  5. **Flood Control Documents:** Provide applicable construction drawings, technical specifications, and land acquisition drawings.
  6. **Color-Coded Map:** Color coded map detailing the location of the proposed transportation project.
  7. **Planning Letter:** Appropriate planning agency letter certifying project is compliant with comprehensive land use plans.
  8. **Resolution:** For public sector applicants, a resolution from governing board requesting grant, including the grant amount.
  9. **Permit List:** List of all state, federal, and local planning and permit approvals required for the project.
- SUBMIT SINGLE APPLICATION FOR ASSISTANCE**
- Applications accepted between September 18, 2019 and December 13, 2019.
  - Accessed at [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us).
  - Include applicant contact information and brief narrative answers
  - Budget matches cost estimate and complies with program caps on contingency, engineering, and administrative costs
  - Upload all required supplemental exhibits
  - Pay \$100 application fee by credit or debit card or electronic check
- MAIL ONE HARD COPY OF APPLICATION AND REQUIRED SUPPLEMENTAL EXHIBITS TO:**
- PA Department of Community and Economic Development  
Center for Business Financing – Site Development Office  
CFA Programs Division  
PA Small Water and Sewer  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225

**Complete applications must be submitted by December 13, 2019 at 5:00 pm.  
You will be notified by telephone or e-mail if your application is missing any documentation or information.**

**Questions? Call 717-787-6245 or Email [ra-dcedsitedvpt@pa.gov](mailto:ra-dcedsitedvpt@pa.gov)**