



## CHECKLIST FOR 2019 PA SMALL WATER AND SEWER APPLICATION WATER SUPPLY, SANITARY SEWER, OR STORM SEWER 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 water supply, sanitary sewer, or storm sewer system 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 water supply, sanitary sewer, or storm sewer system 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)**