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:

- Eligible Applicants
- Eligible Costs
- Eligible Projects
- Contact DCED staff with questions at 717-787-6245 or ra-dcedsitedvpt@pa.gov

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.

**COMPILEREQUIRED 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