



# Ask Me Anything: What are the Important Documents?

April 2, 2025



# About Us

The **Environmental Finance Center Network (EFCN)** is a university- and non-profit-based organization creating innovative solutions to the difficult how-to-pay issues of environmental protection and water infrastructure.

The EFCN works collectively and as individual centers to address these issues across the entire U.S, including the 5 territories and the Navajo Nation. The EFCN aims to assist public and private sectors through training, direct professional assistance, production of durable resources, and innovative policy ideas.



# What has been covered?

## **What are the SRFs?**

December 4, 2024

## **What is Predevelopment Funding?**

December 16, 2024

## **I'm Confused, where do I start?**

January 8, 2025

## **What is an IUP?**

January 13, 2025

## **DWSRF Eligibilities**

February 5, 2025

## **CWSRF Eligibilities**

February 10, 2025

## **What is the Green Project Reserve (GPR)?**

March 5, 2025

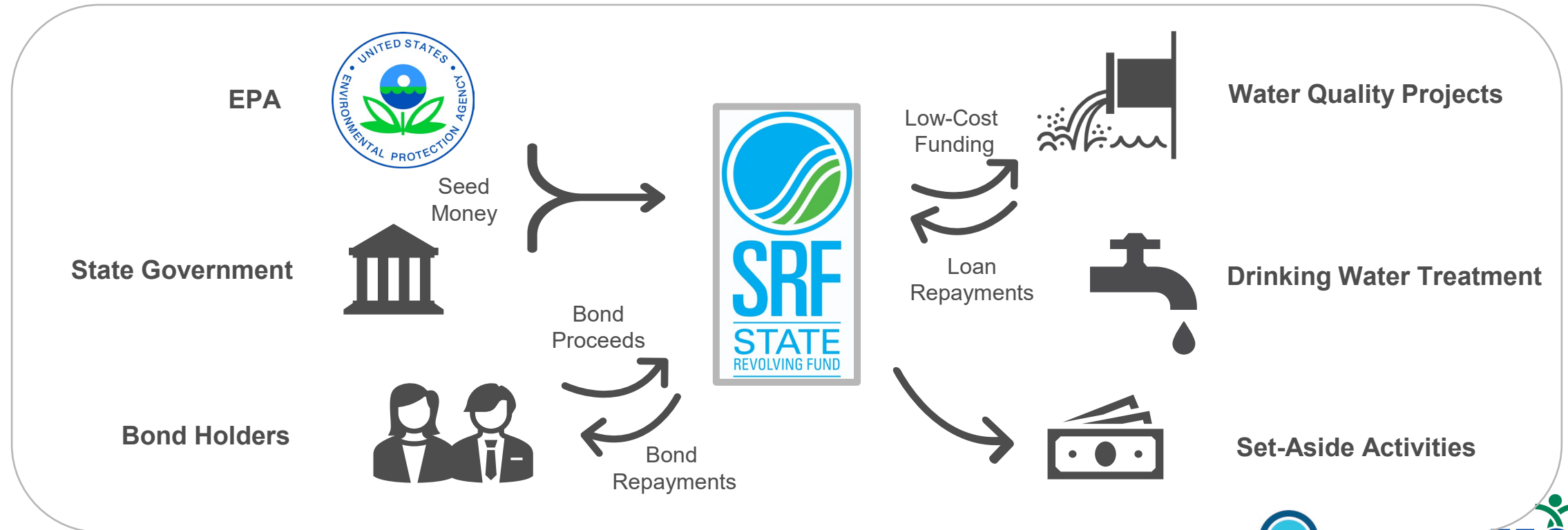
## **What is Readiness to Proceed?**

March 17, 2025

For more information and to find past training PPTs and summaries:  
<https://efcnetwork.org/event/virtual-office-hours-ask-me-anything-srf-technical-assistance-open-discussion/>

# What are the SRFs?

- Low interest revolving loan program with subsidies for targeted projects and communities
- Money comes from EPA/Federal Government, state match, loan repayments, interest, bond proceeds



# Project Development



# Pre-Application

- Indicates interest in being funded
- Builds the pipeline
- Determines program eligibility
- Establishes project rank
- Informs subsidy eligibility
- Known by many names
  - Priority List Application
  - Intent To Apply
  - Nomination form
- Not all states use them



Completing a PPL app does NOT mean you are applying for a loan

# Qualifications Based Selection, AKA...

- QBS....Request for Qualifications (RFQ)....and Architectural and Engineering (A/E) Procurement
- CWSRF-only requirement
- Is satisfied via certification form, usually
- Sometimes requirement is met by long-standing state requirements (Oklahoma)
- Sometimes an applicant can pre-qualify engineering firms based on best fits for certain types of projects and the certification can cover multiple projects/years
  - Ex: One RFQ round can certify a firm for CSO, another for green stormwater, another for WWTF upgrade, etc.
  - This should be coordinated with state to be on safe side!!



# Funding Application

- Available after project is ranked
- Applies for funding
- Includes more project and utility information
- Program may require multiple project application: funding and project
- Some states skip directly to this step





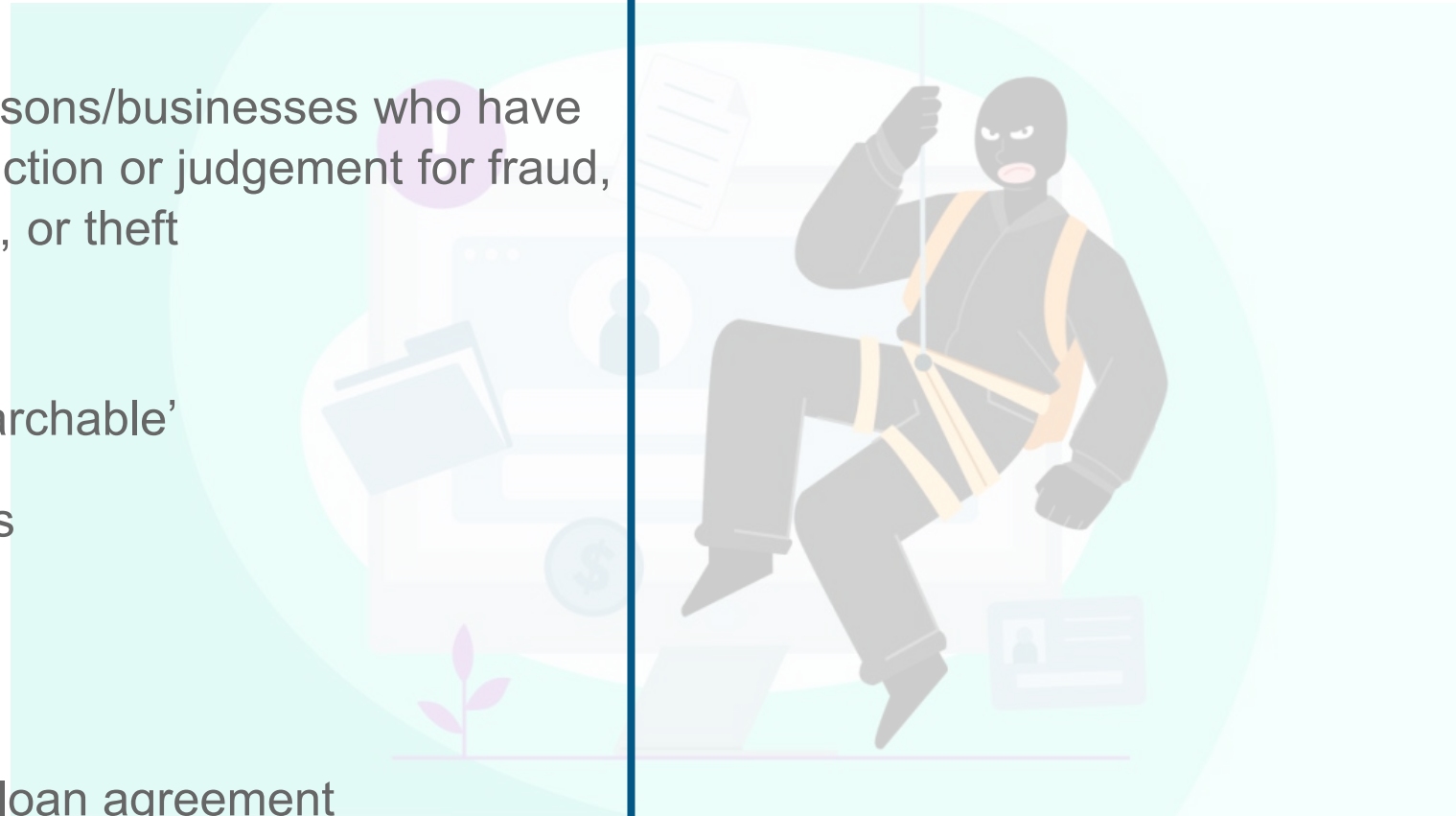
# Financial Review Sources

- Audited Financial Statements
- Existing and Planned Debt
- Employer/tax base data
- Financial Projections (3-5 years)
- User fee revenue
- Demographic data
- Customer base analysis
- Capital Improvement Plan



# Fraud Checks

- Debarment & Suspension
  - EO 12549
  - Prohibits federal assistance to persons/businesses who have been debarred as a result of conviction or judgement for fraud, antitrust violations, embezzlement, or theft
- Unique Entity ID (UEI) via [SAM.gov](https://sam.gov)
  - Make sure your registration is 'searchable'
- State specific registration requirements
- DUNS number
  - No longer SAM.gov requirement
  - May be requirement of program's loan agreement



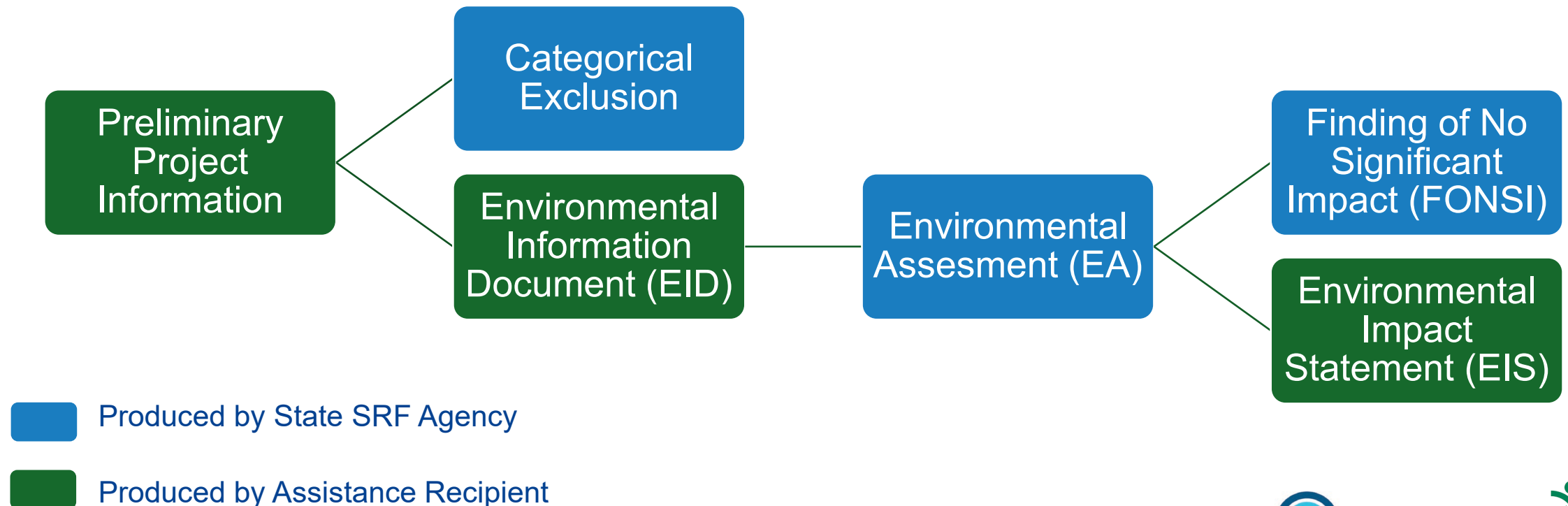
# Project Design

# Engineering & Technical Review



# Environmental Review

- There may also be state environmental review procedures to follow (SERP)
- Federally recognized Indian tribe notification: <https://www.bia.gov/service/tribal-leaders-directory/federally-recognized-tribes>



# Project Planning

## Preliminary Engineering Report

- Project specific document that incorporates need, alternatives, impacts, costs, schedules, and final recommendation
- Widely used procedure for infrastructure planning

## Wastewater Facilities Plan

- Comprehensive (usually) 20-year planning horizon of a community's entire wastewater needs (a wastewater road map)
- Old school but still cool
- Includes elements of environmental review (more on that later)

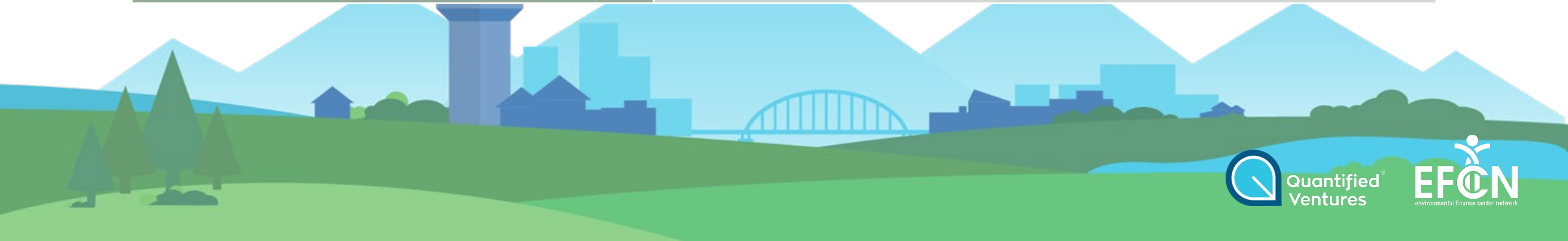
# Project Design

## Project Plans

- Detailed drawing of the proposed project including dimensions and elevations.
- Produced by an A/E firm or done “in-house”

## Project Specifications

- A document detailing the entire project from constructability to technical aspects and requirements of the project components.
- The project’s **go-to resource**. Forms the basis of the construction contract.

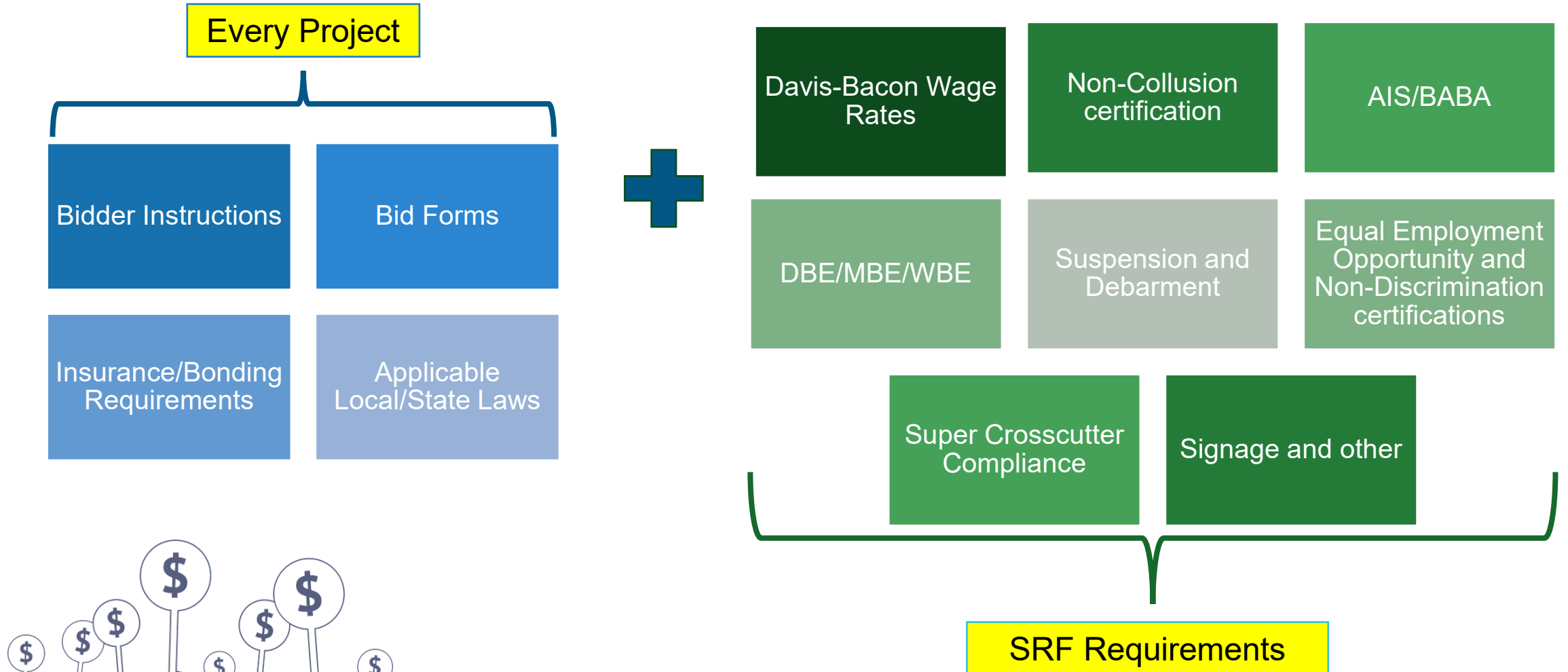


# Project Construction





# Contracting



# AIS + BABA

## Complying with AIS & BABA – Certification Letter

Must come from manufacturer and not the product supplier

Must list the name and location of the project

Must describe the product being delivered to the project site

Must name where the product was manufactured

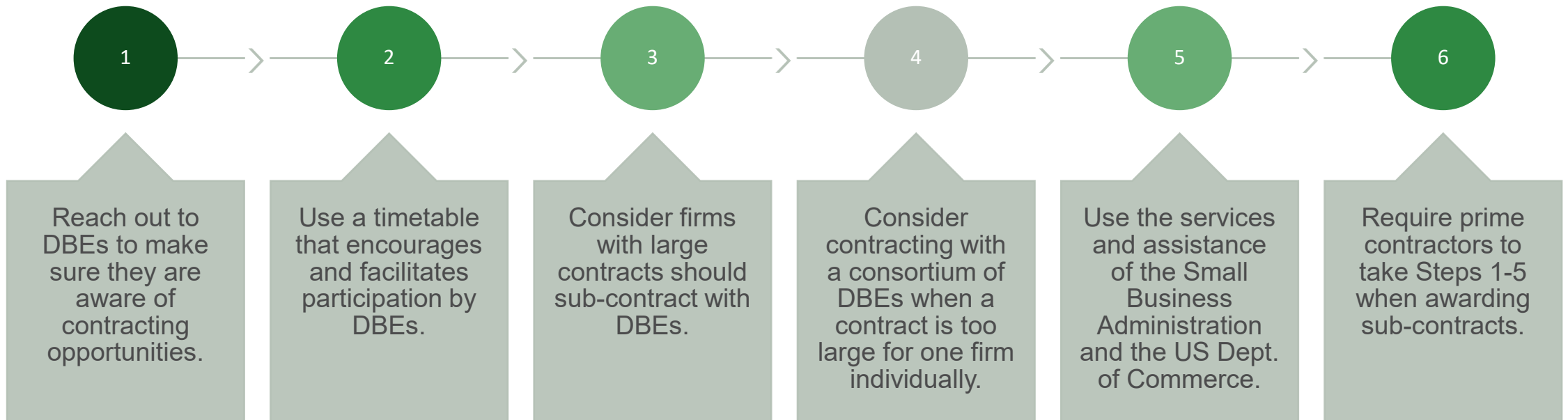
Must specifically reference the AIS or BABA requirement

Must be signed by a company representative or printed on company letterhead

# DBE/WBE/MBE

The EPA's Disadvantaged Business Enterprises authority ensures recipients of EPA financial assistance and their prime contractors, seek out, and wherever possible, utilize MBE, WBE, and other DBE firms when procuring services, equipment, supplies, and construction on EPA funded projects.

## “The Six Good Faith Efforts”



# Davis Bacon



The Davis-Bacon Act of 1931 mandates that prevailing wages be paid by all contractors and sub-contractors on all federally funded and federally assisted public works projects in excess of \$2,000



The Davis-Bacon Employee Rights poster and a copy of the prevailing wage determination must be posted and protected from the weather at all job sites



Davis-Bacon records must be maintained for 3 years after the completion of the project

# Davis Bacon, cont.

## Borrower Responsibility

Collect weekly payroll reports from contractor

Submit certifications to SRF

Spot check payroll compliance reports

Conduct employee interviews

Review apprentice/trainee registrations

## Contractor Responsibility

Produce payroll reports; collect payroll reports from subs

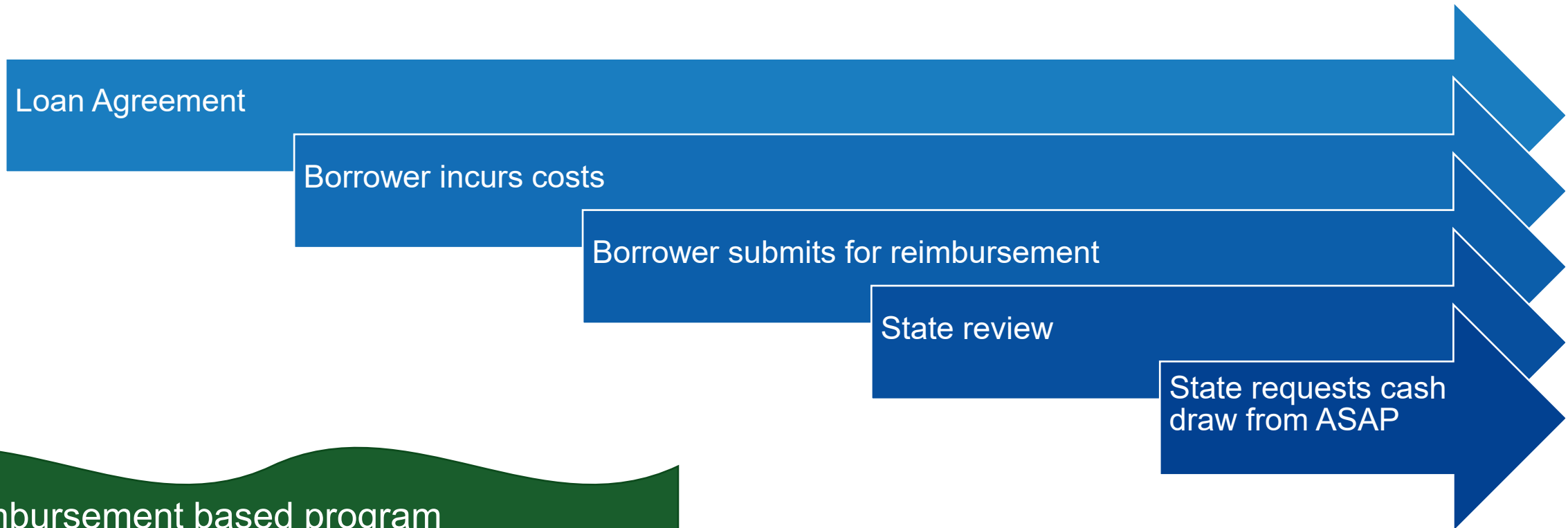
Submit weekly reports to borrower

Maintain records of fringe benefits

Allow confidential access to employees for interview

# Project Completion

# Disbursement



- Reimbursement based program
- Must incur costs prior to seeking payment
- Some states may do two-party checks
- Short-term financing strongly recommended

# Single Audit



More than \$1,000,000 in federally-reimbursable funds in a fiscal year



Organization-wide financial statement and federal award audit



Intended to provide assurances that a non-federal entity has adequate internal controls in place, and is in compliance with program requirements





What is the correct answer to  
any SRF question?

Every state is different.  
It depends.

# Upcoming Trainings

## **\*What is an IUP?\***

April 10, 2025 / 12:00-2:30 pm EST

## **Is Free Money Actually Free?**

April 21, 2025 / 2:00-4:00 pm EST

## **What is Environmental Reporting?**

May 7, 2025 / 11:00-1:00 pm EST

## **Why Should my Utility Incur Debt?**

May 19, 2025 / 2:00-4:00 pm EST

This training is not part of the 'Ask Me Anything' series. To register, go here:  
<https://efcnetwork.org/event/or-online-training-what-is-an-iup-how-intended-use-plans-can-serve-as-secret-decoder-rings-for-the-state-revolving-loan-funds-srfs/>

For more information and to register visit:

<https://efcnetwork.org/event/virtual-office-hours-ask-me-anything-srf-technical-assistance-open-discussion/>

## Community Finance Team

<https://www.quantifiedventures.com/community-finance>



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