

66.468

**CAPITALIZATION GRANTS FOR DRINKING WATER STATE  
REVOLVING FUNDS**

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**State Project/Program:** NORTH CAROLINA DRINKING WATER STATE REVOLVING  
FUND PROGRAM

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**U.S. Environmental Protection Agency**

**Federal Authorization:** Safe Drinking Water Act: Pub. L. 104-182, Section 1452

**NC Department of Environmental Quality  
Division of Water Infrastructure**

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**Agency Contact Person – Program**

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The auditor should not consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor can consider the supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current.

The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

Auditors may request documentation of monitoring visits by the State Agencies.

This compliance supplement should be used in conjunction with the OMB 2019 Compliance Supplement which will be issued in the summer. This includes “Part 3 - Compliance Requirements,” for the types that apply, “Part 6 - Internal Control,” and “Part 4 - Agency Program” requirements if the Agency issued guidance for a specific program. The OMB Compliance Supplement is Section A of the State Compliance Supplement.

**I. PROGRAM OBJECTIVES**

The primary objective of the North Carolina Drinking Water State Revolving Fund (DWSRF) Program is to provide low cost loans to potential applicants for public water supply systems infrastructure in order to achieve or maintain compliance with the Safe Drinking Water Act requirements and protect the public health objectives of the Act.

**II. PROGRAM PROCEDURES**

The Environmental Protection Agency (EPA) makes capitalization grants available to the State, which supplies a 20% match with State funds. The state DWSRF program obtains the capitalization grant by submitting an application for the noncompetitive grant to EPA including the Intended Use Plan (IUP). The IUP is a document that explains how the program will be administered for the upcoming year and goes through a public review period. Potential applicants may request DWSRF loan funds from the Division of Water Infrastructure (Division) in the North Carolina Department of Environmental Quality (DEQ). A number of steps are followed in determining which local governments receive funding.

- Potential applicants that wish to seek funding must complete an application package. Applications to the Division are reviewed and prioritized (i.e., ranked) based on information contained in the application, then presented to the State Water Infrastructure Authority (Authority) for approval.
- The Authority reviews the applications and staff ranking and then approves which projects are eligible for funding.
- Funding is subject to a schedule of deadlines and the Local Government Commission (LGC) approving the ability of the applicant to take on the project debt. The Division prepares the loan offer. Loans may be increased by 10% without additional LGC approval.
- Formal funding Award Offers are generated after the applicant meets such milestones as completing environmental review and obtaining approval of the engineering report. The Award Offer establishes the binding commitment date for funding, which is a reportable EPA project milestone. The project owner accepts several EPA conditions along with the loan terms by executing the Award Offer.
- The local units of governments submit bid packages to the Division, which then authorizes awards by approving a standard set of documents.
- The recipient executes a Notice to Proceed as part of the contract documents. The Notice To Proceed establishes the construction start date, which is also a reportable EPA milestone. Loan repayments are based on the “scheduled” completion date. Promissory notes and repayment invoices are generated by the LGC.
- During construction, requests for payment are made to the Division with accompanying invoices, which are reviewed and approved, by the program’s financial and technical staff. Modifications in the payment request are made for items over budget or contract or for ineligible costs. Any approved change orders are adjusted from the contingency budget. At 95% complete, the Division reviews the total project and can hold payments until requested items such as sale tax certifications, engineer’s certification on the project and certification of completion by the recipient have been received. The Certification of Completion states a date that construction was complete and accepted by the owner. This date is a reportable EPA project milestone. At project completion and final disbursing of funds, final loan repayment is set in coordination with the LGC.
- Interest accrues from the first disbursement of loan funds. The original date of completion in the construction contract establishes the first repayment date on either May 1 or November 1, whichever date is at least six months after original date of completion in the contract.

### III. COMPLIANCE REQUIREMENTS

#### A. Activities Allowed or Unallowed

##### **Compliance Requirements**

Federal and State match funds can only be expended for authorized projects.

##### **Audit Objectives**

Determine whether awarded funds were expended only for authorized projects.

#### B. Allowable Costs/Costs Principles

##### **Compliance Requirements**

Costs must be consistent with policies and procedures that apply to Federal/ State match program and other activities of the recipient organization. This includes guidelines and special conditions established by the agreement with the recipient. Allowable project costs are limited to the actual

cost of the works described in the project application and indicated in the plans and specifications. Costs not allowed are expenditures for repairs, operation and maintenance of any water supply system projects. Items not covered or allowed in the definition of “construction costs” as defined in G.S. 159G-3(4) are disallowed. For more details, see the EPA document, Drinking Water State Revolving Fund Program Rules, 40 CFR, August 2000.

**Audit Objectives**

Ascertain whether charges made to the awarded proceeds were for allowable costs.

**Suggested Audit Procedures**

Test a sample of transactions for conformance with the allowability of cost provisions of or limitations in the offer and the project review and cost summary document. Verify that costs are allowable.

- C. Cash Management – All funds loaned pursuant to North Carolina General Statute 159G shall be expended solely for carrying out the approved project and an audit shall be performed in accordance with G.S. 159-34, as amended. The applicant will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the loan recipient is expected to uphold its contract obligations regarding timely payment.

Per 159G-37(b) – The Division of Water Infrastructure shall require all local governments applying for loans or grants for water or wastewater purposes to certify that no funds received from water or wastewater utility operations have been transferred to the local government's general fund for the purpose of supplementing the resources of the general fund. The prohibition in this section shall not be interpreted to include payments made to the local government to reimburse the general fund for expenses paid from that fund that are reasonably allocable to the regular and ongoing operations of the utility, including, but not limited to, rent and shared facility costs, engineering and design work, plan review, and shared personnel costs. (2005-454, s. 3; 2011-145, s. 13.3(kkk); 2013-360, s. 14.21(i); 2013-413, s. 57(u); 2014-100, s. 14.17; 2014-115, s. 17.)

- D. Reserved

For testing Davis Bacon Act, refer to Special Tests & Provisions

- F. Equipment & Real Property Management – Not allowable at local level and thus not applicable at local level.

- G. Matching – Not applicable at local level.

Level of Effort – Not applicable at local level.

Earmarking – Not applicable at local level.

- H. Period of Availability of Federal Funds – Funds are available on a reimbursement basis, so this is not applicable at the local level.

- I. Procurement and Suspension and Debarment

Procurement:

**Compliance Requirements**

Follow federal procurement laws as applicable to 66.468 (CFR §200.317 to §200.326).

**Audit Objectives**

Determine whether procurements were made in compliance with State law.

**Suggested Audit Procedures**

1. Test a sample of contracts and ascertain if the required suspension and debarment certifications were received for subawards and covered contracts.
2. Test a sample of contracts to the List of Parties Excluded from Federal Procurement or Nonprocurement Programs, issued by the General Services Administration and ascertain if contracts were awarded to suspended or debarred parties.

J. Program Income

**Compliance Requirements**

Program income from Sales Taxes paid on purchases related to the construction phase of the project. The sales tax maybe elected to be reimbursed through the loan program or reimbursed from the state filing process for “Sales and Use Taxes”.

**Audit Objectives**

Determine whether program income is correctly recorded and used in accordance with the program requirements.

**Suggested Audit Procedures**

Review the laws, regulations, and the provisions of the loan applicable to the program, and ascertain if the program income was anticipated and, if so, the requirements for recording and using program income.

K. Real Property Acquisition & Relocation Assistance

Real Property Acquisition:

**Compliance Requirements**

Real property must be a voluntary sell when land is an integral part of the water supply system or that are necessary for construction is an allowable expense. An appraisal by a licensed real estate appraiser is required.

**Audit Objectives**

Determine whether the entity complied with the real property acquisition, appraisal, and negotiation required by the provisions in the agreements pertaining to the program.

**Suggested Audit Procedures**

Test records to ascertain if: (1) the just compensation amount offered the property owner was determined by an appraisal process; (2) the appraisal was examined by a review appraiser; and, (3) the review appraiser prepared a signed statement which explains the basis for adjusting comparable sales to reach the review appraiser’s determination of the fair market value.

Test supporting documentation to ascertain if: (1) a written offer of the appraised value was made to the property owner; and (2) a written justification was prepared if the purchase price for the property exceeded the amount offered and that the documentation (e.g., recent court awards, estimated trial costs, valuation problems) supports such administrative settlement as being reasonable, prudent, and in the public interest.

Relocation Assistance – N/A

L. Reporting

**Compliance Requirements**

Recipient should use the Division's Request for Reimbursement form to request disbursement of funds.

**Audit Objectives**

Determine whether the Division's Request for Reimbursement form has been used, with supporting documentation, such as invoices, to report eligible expenditures.

**Suggested Audit Procedures**

Perform appropriate analytical procedures to compare documented costs to accounting records and supporting documentation.

M. Sub-recipient Monitoring

**Compliance Requirements**

Implementing regulations for the DWSRF program are in 40 CFR part 35, subpart L. Subgrants are not available from the DWSRF program. Potential applicants do not sub-award any monies to any sub-recipients and thus the State is monitoring the local governments as financial assistance recipients. No testing is needed by the local CPA.

N. Special Tests & Provisions

**Compliance Requirements**

All projects to which a loan or grant has been committed should be audited in accordance with G.S. 159-34 and G.S. 159-25(b)(6). A copy of the audit must be filed with the Department of Environmental Quality, Financial Services Division, unless a copy was submitted to the NC Department of State Treasurer, State and Local Government Finance Division. The Division will obtain a copy from DST.

**Audit Objectives**

Determine that the audit report agrees with the financial records of the recipient.

**Suggested Audit Procedures**

The statement of revenues and expenditures in the audit should agree to the accounting records. Please see Attachment A for a suggested format.

**IV: OTHER INFORMATION**

DWSRF amounts are awarded by EPA to States as grants. The States then makes subawards in the form of loans to its subrecipients. Therefore, in determining the amount of Federal funds expended to be reported on the Schedule of Expenditures of Federal Awards (SEFA), subrecipients receiving DWSRF loans should include project expenditures incurred under these loans during the audit period as provided in OMB 2 CFR section 200.502(a). These are subawards—not direct Federal loans—and, therefore, neither OMB 2 CFR sections 200.502(b) or (d) apply when calculating the amount of Federal funds expended.

It also is important to appropriately identify these DWSRF loans as subawards because of the impact on which Federal agency is the cognizant or oversight agency. When completing the SF-SAC, the subrecipient should indicate that a DWSRF loan received from the State is not a direct award by showing an "N" in Part III, Item 6(h).

DRINKING WATER STATE REVOLVING FUND (DWSRF)

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AUDIT REPORT

Project Description (Ex: Municipal Water Facility)

Project Number

Municipality

For the Period \_\_\_\_\_ to \_\_\_\_\_

Statement of Revenues

Sources of Funds:	\$ _____
Local (Cash)	
Bond Sale Proceeds	_____
State Funds	_____
Federal Funds	
Identify Federal Program	
(grant or loan?)	_____
Other Sources	
Identify	_____
	\$ <u>_____</u>

Statement of Expenditures

Construction Cost	\$ _____
Contract I	
Contract II	
Engineering Fee	_____
Administrative Expense	
Identify	_____
Legal Fees	
Identify	_____
Other	
Land	
Interest, etc.	_____
	\$ <u>_____</u>