



DRINKING WATER STATE REVOLVING LOAN FUND



Thank you for your interest in the Drinking Water State Revolving Loan Fund (DWSRLF). The DWSRLF is a loan program that is federally funded by the Environmental Protection Agency and is matched by the State of New Mexico. The program is jointly administered by the New Mexico Environment Department Drinking Water Bureau (DWB) and New Mexico Finance Authority (NMFA).

Your water system has completed the first step to receive funding by submitting a Project Interest Form. The next step is to submit the documents in the checklist below to DWB. These documents will be reviewed by the DWB and NMFA to verify your system's technical, managerial and financial capacity to maintain compliance with drinking water regulations and to repay a loan for the project. If the review is successful, your water system will be placed on the Fundable Priority List. Additional steps in the funding process are illustrated in the figure below.

DWB and NMFA staff are available to assist your water system with qualifying for DWSRLF funding. Please call DWB (1-877-654-8720) or NMFA (1-800-275-6632) for more information or for assistance at any point during the funding cycle.



PROJECT INTEREST FORM SUPPLEMENTAL DOCUMENT CHECKLIST:

A *Project Interest Form Supplemental Document Glossary* that contains descriptions of each of the documents in this checklist is available at: https://www.env.nm.gov/dwb/loan_fund/documents/PIFSupplementalDocGlossary.pdf

PROJECT INFORMATION

- Detailed description of project and project need
- Detailed breakdown of project costs
- Preliminary Engineering Report (if applicable and complete)
- Categorical Exclusion Checklist (if applicable)
- Environmental Information Document (if applicable and complete)
- Project map, including census tract information
- Verification of ownership of land where project is to be located or explanation of land ownership arrangements
- Joint powers agreement(s) (if applicable)

TECHNICAL INFORMATION

- System map
- Copy of certificate or certification card for operator in responsible charge of water system or, if applicable, operator contract
- Operations and Maintenance Plan
- Emergency Response Plan
- Source Water Protection Plan
- Sample Siting Plan

MANAGERIAL INFORMATION

- Articles of Incorporation, Bylaws, Rules and Regulations, and any Policies/Procedures applicable to the water system
- Open Meetings Resolution (if applicable)
- Water Conservation Plan or Drought Contingency Plan
- Asset Management Plan
- List of any Office of the State Engineer compliance issues
- Documentation of any Water System Regionalization Activities

FINANCIAL INFORMATION

- Most recent three years of Income Statements and Balance Sheets, if system's annual revenue is under \$50,000 per year
- Current Annual Budget
- Water Rate and Fee Schedule
- Outstanding Debt Schedules

DEADLINES

Projects are evaluated for funding on a quarterly basis in accordance with the deadlines in the table below.

Task	Deadlines			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Submit Project Interest Forms	March 1	September 1	December 1	February 1
Submit Project Interest Form Supplemental Documents	March 30	September 30	December 30	March 2
Fundable Priority List published	August 1	November 1	February 1	May 1