



## 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: [www.nmenv.state.nm.us/dwb/loan\\_fund/Index.htm](http://www.nmenv.state.nm.us/dwb/loan_fund/Index.htm)

#### 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)

#### MANAGEMENT INFORMATION

- System map
- Certificate for operator in responsible charge of water system and, if applicable, operator contract
- Operations and Maintenance Plan
- Emergency Response Plan
- Articles of Incorporation, Bylaws, Rules and Regulations, and any Policies/Procedures applicable to the water system
- Open Meetings Resolution (if applicable)

## FINANCIAL INFORMATION

### ***Systems that are required to do annual financial audits:***

- Most recent three years of financial audits
- Most recent Income (Profit and Loss) Statement
- Most recent Balance Sheet (Assets and Liabilities)
- Current annual budget and budget comparison
- Water rate and fee schedule (please provide effective dates and any planned increases)
- Outstanding debt schedules
- Documentation that each non-DWSRLF funding source for this project has been approved or is in the process of being approved (if applicable)

### ***Systems that are NOT required to do annual financial audits:***

- Most recent three years of Income (Profit and Loss) Statements
- Most recent three years of Balance Sheets (Assets and Liabilities)
- Current annual budget and budget comparison
- Water rate and fee schedule
- Outstanding debt schedules
- Compliance with the New Mexico State Audit Act
- Documentation that each non-DWSRLF funding source for this project has been approved or is in the process of being approved (if applicable)

### **Submit Documents to:**

The New Mexico Environment Department Drinking Water Bureau (DWB) at [karl.pennock@state.nm.us](mailto:karl.pennock@state.nm.us) or Drinking Water Bureau, Attn: Karl Pennock, 1170 North Solano, Suite M, Las Cruces, NM, 88001.

## 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	April 15	July 15	October 15	January 15
Submit Project Interest Form Supplemental Documents	May 1	August 1	November 1	February 1
Fundable Priority List published	July 1	October 1	January 1	April 1