



New Mexico Environment Department
 Drinking Water Bureau

MANAGERIAL AND FINANCIAL CAPACITY/ FUNDING READINESS ASSESSMENT

Date:

System:

Public Water System #:

County Served:

Reviewer(s):

Reason for Assessment:

SECTION 1: MANAGERIAL AND FINANCIAL CAPACITY ASSESSMENT

MANAGERIAL Assessment		
Assessment Item	Yes/No/NA	Reviewer Comments
Articles of Incorporation*, Bylaws*, Rules/Policies/Procedures*		
Current Open Meetings Resolution*		
Operator contract		
Board training		
Corporation in good standing with Secretary of State (formerly PRC)		
Compliance with Office of State Engineer Regulations		
Asset Management program		
Water conservation/drought contingency policies or plan		
Regionalization activities		

FINANCIAL ASSESSMENT		
Assessment Item	Yes/No/NA	Comments
Current annual budget*		
3 most recent years of financial statements (i.e. Income Statements and Balance Sheets)*(Submit if system annual revenue is under \$50,000 per year)		
Water rate and fee schedule*		
Account delinquencies		

Compliance with Audit Act		
Compliance with DFA Local Government Division reporting requirements		
Infrastructure Capital Improvement Plan		

Additional comments:

SECTION 2: FUNDING READINESS ASSESSMENT (OPTIONAL)

Project Description	
Description of proposed project:	
Estimated project cost:	

Project Readiness		
Assessment item	Yes/No/NA	Reviewer Comments
Preliminary Engineering Report		
Environmental review		
Plans and specifications		
Ownership of land, easements, rights of way		

Project Funding (NOTE: Please use "Preliminary Financial Screening" tool to complete this section.)	
Water system MHI as % of State MHI:	
Net system revenue available for debt:	
Existing annual debt service:	
Affordability Ratio for DWSRLF projects:	
Debt capacity:	.
Sources of partial funding that have been secured for project:	
Sources of funding for which system has already applied:	
Recommended source(s) of funding:	.

Additional comments:

PEER REVIEW	
Name of reviewer:	
Date of review:	
Review comments:	