



DRINKING WATER STATE REVOLVING LOAN FUND



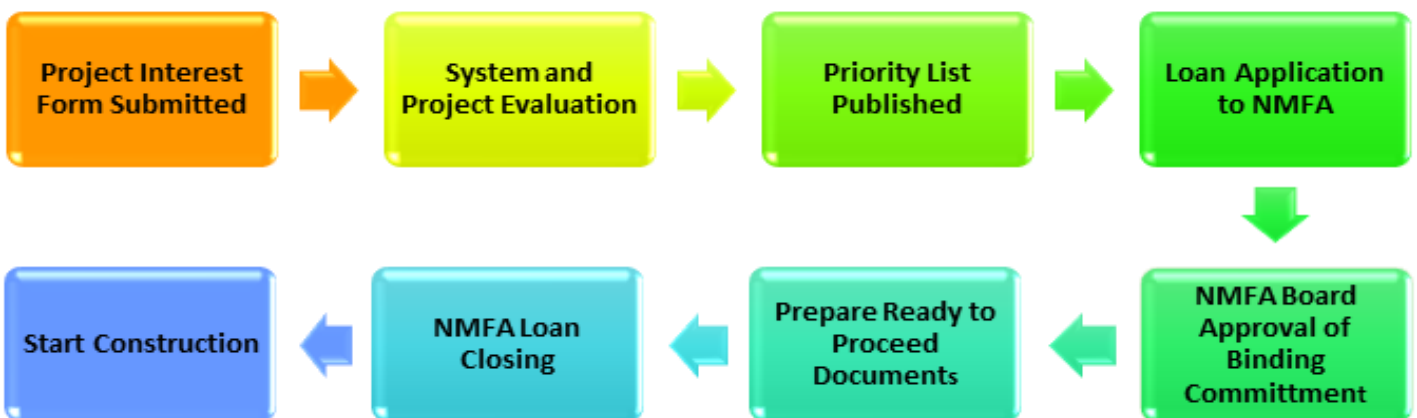
SFY20 DWSRLF Project Interest Form Supplemental Document Checklist

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, readiness to proceed, and the ability to repay a loan for the project. A [Project Interest Form Supplemental Document Glossary](#) is also available that describes each of the documents we are requesting and how we evaluate them.

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. After submitting the project interest form you will be contacted by a [Community Services Coordinator](#) to assist with the following steps. For general information 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.





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SFY20 PROJECT INTEREST FORM SUPPLEMENTAL DOCUMENT CHECKLIST:

PROJECT INFORMATION DOCUMENTS:

- Detailed description of project and project need
- Detailed breakdown of project costs
- Preliminary Engineering Report (complete and approved by NMED Construction Program and Drinking Water Bureau, if applicable)
- Project approval letter from NMED Drinking Water Bureau and Construction Program Bureau or evidence an Engineering Review Application for the project was submitted (if applicable)
- Categorical Exclusion Checklist (if applicable)
- Environmental Information Document (if applicable and complete)
- 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 DOCUMENTS:

- Water system map
- List of current operator names and operator ID numbers or a copy of certificate or certification card for operator in responsible charge of water system and, if applicable, operator contract
- Operations and Maintenance Plan
- Emergency Response Plan
- Source Water Protection Plan
- Distribution System Sampling Plan
- Annual AWWA M36 Water Loss Audit

MANAGERIAL INFORMATION DOCUMENTS:

- Articles of Incorporation, Bylaws, Rules and Regulations, and any Policies/Procedures applicable to the water system
- Current 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 DOCUMENTS

- Most recent three years of Income Statements and Balance Sheets or other financial information that include detail of water system revenue, expenditures, debt service and account balances.
- Current Annual Budget and Budget Comparison
- Water Rate and Fee Schedule
- Outstanding Debt Payment Schedules