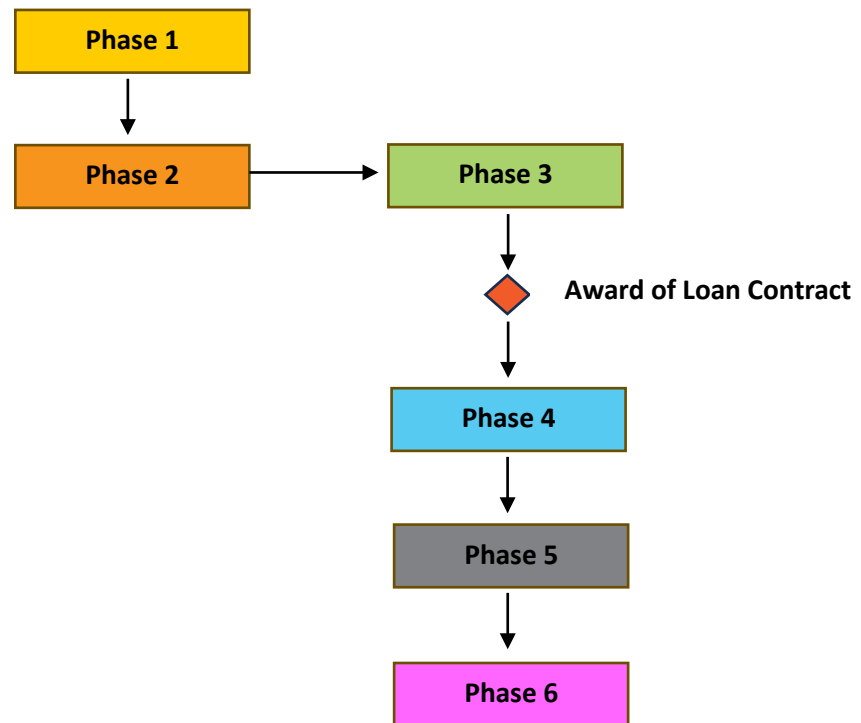


Clean Water State Revolving Fund Start-to-Finish Checklist

The following list serves as a **guide** for CWSRF Program Borrowers and may not include everything a specific project must address due to the nature of the entity and/or project. It is the Borrower's responsibility to coordinate the current needs of their project with OFA.

Phases 1 and 2 may occur concurrently. Phase 4 must not start until Phase 3 is complete.

Programmatic terms and conditions are subject to change without notice.



Phases of funding

Phase 1	Getting your project on the list for funding
Phase 2	Finalize project loan application
Phase 3	Getting to a funding agreement (Loan Contract)
Phase 4	Getting to constructing your project
Phase 5	Construction, materials procurement, and inspection
Phase 6	Project close out and ongoing debt service

Clean Water State Revolving Fund Start-to-Finish Checklist

Acronyms

AIS	American Iron and Steel
AOC	Authorization of Contingencies
ASTM	American Society for Testing Materials
BABA	Build America, Buy America
Borrower	Loan Borrower
BWPC	Bureau of Water Pollution Control or their Assignee
CO	Change Orders
CWSRF	Nevada Clean Water State Revolving Fund
DB	Davis-Bacon
DBE	Disadvantaged Business Entity
DOL	Department of Labor
IBC	International Building Code
NDEP	Nevada Division of Environmental Protection
NIFS	Nevada Infrastructure Financial System
OFA	Office of Financial Assistance
SHPO	State Historic Preservation Office
UEI	Unique Entity Identifier

I want to:

Contact NDEP

Ndep-ofa@ndep.nv.gov (775) 687-9420

Visit our Website

<https://ndep.nv.gov/water/financing-infrastructure>

SRF Resources

<https://ndep.nv.gov/water/financing-infrastructure/state-revolving-fund-loans/resources-srf>

Visit NIFS

<https://ndepifs.ndep.nv.gov/>

Clean Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
1	1		Submit Pre-application through NIFS	X	Borrower	User guides are available at the bottom of the website: https://ndepifs.ndep.nv.gov/
2	1		Project placed on Priority List		OFA	
3	2		Submit financial information for OFA review	X	Borrower	Upload the following financial information into NIFS: <ul style="list-style-type: none"> • Three years of financial information (audits) • Debt Management Policy (if seeking a traditional loan) • Financial Advisor information (if seeking a traditional loan) • The currently adopted user rates This is uploaded under <i>Entity/Contact</i> tab "Upload Entity Documents"
4	2		Attach CW Environmental Information Form to Letter of Intent	X	Borrower	See Environmental Checklist at: https://ndep.nv.gov/uploads/water-financing-srf-wastewater-docs/cwsrf-eir-9-2016.pdf
5	2		Submit technical information for OFA review	X	Borrower	Upload the following technical/managerial documents into NIFS: <ul style="list-style-type: none"> • Current Capital Improvement Plan • Current Asset Management Plan or Fiscal Sustainability Plan • Current SAM Registration (with expiration date) This is uploaded under <i>Entity/Contact</i> tab "Upload Entity Documents"
6	2		Architectural and Engineering Procurement		Borrower	
7	2		Work with bond counsel (if seeking a traditional loan)		Borrower	
8			Submit Letter of Intent through NIFS	X	Borrower	
9	2		Schedule OFA consult meeting		OFA/Borrower	
10	2		Provide evidence of alternatives considered and use of best available technology		Borrower	Include information in the Preliminary Engineering Report (PER)
11	2		Request feedback/input from the community regarding the project		Borrower	
12	2		Provide SAM.gov entry and UEI# to OFA		Borrower	Borrower must be registered in SAM.gov to verify it is eligible to receive federal funds and for the project to move forward for Board approval
13	2		Obtain governing board authority to submit the loan application		Borrower	Governing board approval should contain: <ul style="list-style-type: none"> • Project is identified as a current need by the board • Board wishes to apply to the CWSRF for project funding • Project Authorized Representatives
14	2		Submit loan application through NIFS	X	Borrower	See NIFS User Guides
15	2		Borrower evaluation		OFA	
16	2		Notice project is ready for funding		OFA	
17	3		Borrower to submit SAM.gov verification, UEI# for the selected engineer to OFA		Borrower	
18	3		Project Value Engineering Review (if applicable)		OFA/Borrower	For projects \geq \$10 million

Clean Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
19	3		OFA initiated Environmental Review		OFA/Borrower	
20	3		Crosscutters consultations (if applicable)		OFA	Informational sheet available here: https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/Cross-cutter_explanation-for_bid-docs-rev_June-2019.pdf
21	3		Interested parties' consultations (if applicable) ¹		OFA	
22	3		Mitigation agreements (if applicable)		OFA/Borrower	
23	3		Environmental Review		OFA	
24	3		SHPO concurrence with NDEP's Finding of Effect		SHPO/OFA	
25	3		Submit Permits to OFA	X	Borrower	Submit approved permits issued by regulatory bureaus.
26	3		Obtain State Vendor# from State Controller's Office		Borrower	
27	3		Entity Information sheet		Borrower	
28	3		Wire instructions (if applicable)		Borrower	
29	3		Loan contract signed		OFA/Borrower	
30	4		Plan and specs submitted for permitting agency approval and OFA review		Borrower	
31	4		Plan and specs approved		OFA/Permitting Agency	
32	4		Obtain OFA package and submit complete bid specs, including DB wages, for OFA review	X	Borrower	Contact OFA for the latest version
33	4		Bid specifications reviewed by OFA		OFA	
34	4		Bid Solicitation		Borrower	Contract procurement steps are iterative and depend on the number of contracts
35	4		DBE Five Good Faith Efforts		Borrower	For details, visit https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/dbe-guidance.pdf
36	4		Submit Decision of Award for construction contract to OFA for approval		Borrower	Bid tabulation, bid schedules, and additional support for final selection as applicable
37	4		Borrower to submit SAM.gov verification, UEI# for the selected contractor to OFA		Borrower	Borrower needs to collect this information for all contractors and sub-contractors for contracts greater than \$25,000
38	4		Construction contract awarded		Borrower	
39	4		Construction contracts signed		Borrower	
40	4		Notice to Proceed approved by OFA		OFA	Borrower confirms all necessary permits and SHPO concurrences are in place
41	5		Schedule pre-construction meeting and invite OFA		Borrower/Contractor	
42	5		Pre-construction meeting		OFA/Borrower	OFA will provide the necessary forms to finalize workflow and contacts
43	5		Submit Wage Comparison Worksheets to OFA	X	Borrower	
44	5		Submit DB Wage Conformance Requests to Federal DOL		OFA/Borrower	Borrower submits forms to OFA. For details Visit https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/Exhibit-D_Wage_requirement_Govt.pdf
45	5		DB Wages	X	Contractor	Visit https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/Exhibit-D_Wage_requirement_Govt.pdf for details

Clean Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
			a. Submit weekly payrolls to Borrower	X	Contractor	
			b. Submit payroll samples to OFA	X	Borrower	OFA receives one sample for each contract
			c. Submit worker interview to OFA	X	Borrower	Borrower conducts interviews periodically
46	5		Make plans for State Apprentices and Trainee Utilization Act Compliance		Borrower	For current rules and necessary forms, visit: https://labor.nv.gov/Apprenticeship_Utilization_Act/Apprenticeship_Utilization_Act/
47	5		Contact the OFA Project Engineer for specifics regarding SRF funding requirements and process.	X	Borrower/Project Representative	AIS, BABA, DB, CO/AOCs, Progress Reports, Draw Reviews, and Site Inspections
48	5		Project and construction site signage		Borrower	Borrower submits site pictures to OFA. See https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/Project_Sign_SRF_1-2019.pdf
49	5		Compliance with AIS and/or BABA ³		Borrower	Information provided here: https://ndep.nv.gov/water/financing-infrastructure/state-revolving-fund-loans/resources-srf
50	5		Identify AIS/BABA Project-Specific Waiver		Borrower/OFA	OFA will submit waiver request(s) to EPA
			a. OFA submits AIS/BABA market research to EPA		Borrower/OFA	Borrower works with contractor(s) to gather product specifications ² for OFA to submit request to EPA
			b. OFA submits Project-Specific Waiver requests to EPA		OFA/Borrower	A detailed justification must be provided if there are changes to the details provided in the previous step
51	5		De minimis Waiver eligibility review		OFA/Borrower	Conduct three-part De minimis eligibility test ⁴
			a. Estimate Total Material Cost for the Project		Borrower	
			b. Submit all AIS certifications to OFA		Borrower	
			c. De minimis Tracking		Borrower/OFA	Sample
52	5		Submit waivers to OFA for EPA approval		OFA/Borrower	
53	5		Submit COs and AOCs before or while executing them	X	Borrower	OFA will keep track of these and use them to review reimbursement requests and AIS needs
54	5		Submit Construction Progress Reports to OFA	X	Borrower	Include pictures and identify SRF-specific items
55	5		CO and AOC concurrence		OFA	
56	5		Submit Draw Request	X	Borrower	
57	5		Site visit inspections		OFA/Borrower	
58	6		Email final walkthrough schedule to OFA		Borrower	OFA attends the final walkthrough and receives punch list
59	6		Submit Certification of Completion	X	Borrower	
60	6		Must submit the following items for project closeout		Borrower	
			a. As-built drawings to OFA	X	Borrower/Project Contact	
			b. Operations and Maintenance Manual to OFA	X	Recipient/Project Contact	
			c. DB Summary Report	X	Contractor/Project Contact	

Clean Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
			d. Project Performance Letter	X	Contractor/Project Contact	Borrower provides final report, project performance certificate ⁵ , SRF checklist, DB wage settlement arrangements, and one-year warranty
61	6		Obtain BWPC approval for as-builts and Notice to Commence Operations		Borrower	
62	6		Submit Fiscal Sustainability Plan, if required	X	Borrower	
63	6		Final Draw Request	X	Borrower	
64	6		Loan closeout		OFA	Confirm no pending items including wage settlements

¹ Per SHPO and ACHP, *Interested Parties* are entities that may have an interest in cultural and historical properties within the service area.

² This includes unit of measure; quality/standards (IBC, ASTM, etc.); quantities; estimated cost; expected dates (from Engineer and Contractor); location of project; et.al.

³ Click the following for quick access: [American Iron and Steel Quick Guide](#), [American Iron and Steel Full Guidance](#), [Build America](#), [Buy America Act Implementation Procedures for EPA Office of Water Federal Financial Assistance Programs](#)

⁴ Is the item incidental to this project? Is item cost <1% of total project material cost? Is the sum of waivers <5% of the total material cost?

⁵ Project is constructed in accordance with the approved plans and specs, and loan stipulations, meets intended goals with necessary permits obtained to get the facility online, and was executed in full compliance with Section 106 for NHPA and in adherence to applicable environmental determination and mitigation plans. It should also be in full compliance with the Davis-Bacon Wage Rule and/or pending wage conformances from federal DOL, with necessary arrangements in place to settle wages later. There should be no unanticipated discovery events to report, and the Operations and Maintenance Manual has or will be submitted for review and approval.