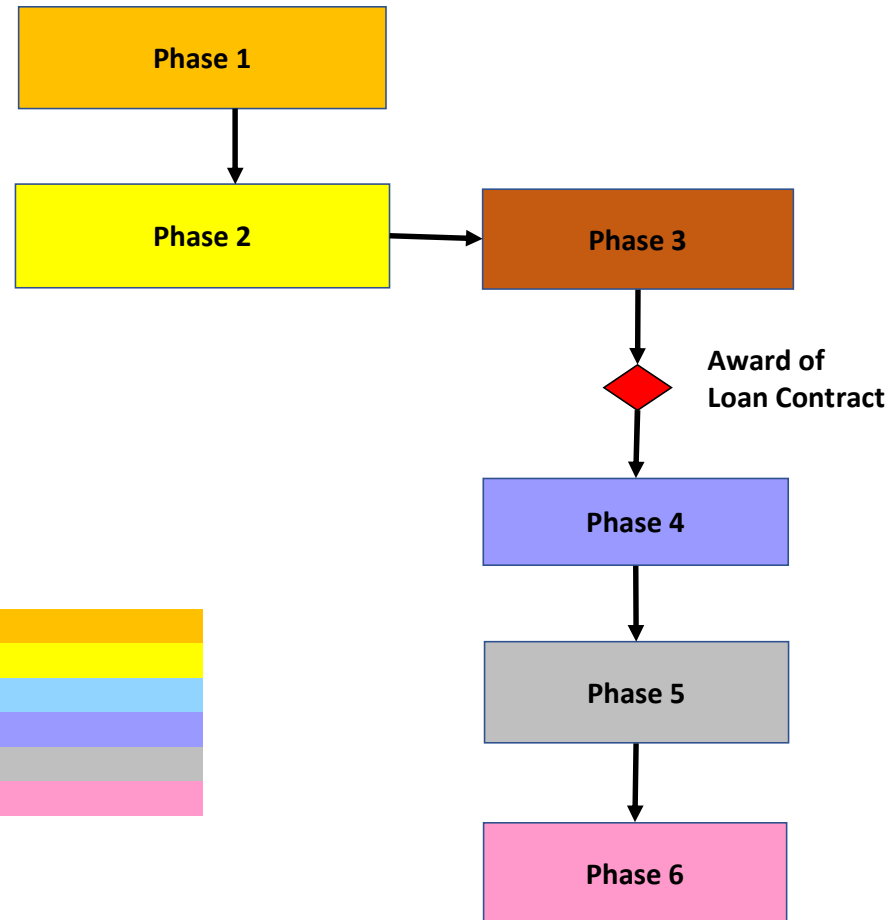


Drinking Water State Revolving Fund Start-to-Finish Checklist

The following list is meant to be a guide for borrowers of the DWSRF program but may not fully address everything a specific project must address due to the nature of the entity and/or project. **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 advance notice. It is the responsibility of the borrower to coordinate with OFA for current needs of their specific project.



Phases of funding

Phase 1	Getting your project on the list for funding
Phase 2	Getting approval by the Board for Financing Water Projects
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

Drinking Water State Revolving Fund Start-to-Finish Checklist

Acronyms

AIS = American Iron and Steel
Borrower = Loan Borrower
BSDW = Bureau of Safe Drinking Water or their Assignee
DBE = Disadvantaged Business Enterprise
DWSRF = Nevada Drinking Water State Revolving Fund
NDEP = Nevada Division of Environmental Protection
NIFS = Nevada Infrastructure Financial System
OFA = Office of Financial Assistance
SHPO = State Historic Preservation Office
TMF = Technical, Managerial, Financial capacity

I want to:

Contact NDEP

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

Visit our Website

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

Visit NIFS

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

Additional notes are at the bottom of the checklist

Drinking 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. Visit: https://ndepifs.ndep.nv.gov/Default .
2	1		Project placed on Priority List		OFA	
3	1		Board for Financing Water Projects approves Priority List		OFA	
4	2		Submit Letter of Intent through NIFS. Include the Environmental Checklist	X	Borrower	See Environmental Checklist at https://ndep.nv.gov/water/financing-infrastructure/state-revolving-fund-loans/drinking-water
5	2		Borrower works with bond counsel (if seeking a traditional loan)		Borrower	
6	2		Schedule a consultation meeting with OFA		OFA/Borrower	
7	2		Borrower provides evidence of alternatives considered and best available technology		OFA	
8	2		Borrower engages community for public participation of the project		Borrower	
9	2		Borrower obtains governing board authority to submit the loan application		Borrower	
10	2		Submit Loan Application through NIFS	X	Borrower	See NIFS User Guides
11	2		Borrower TMF evaluation		Borrower	See Borrower TMF Self-Assessment on our Webpage
12	2		OFA TMF evaluation for recommendation for funding		OFA	
13	2		Notification that project is ready to be recommended for funding		OFA	
14	2		Board for Financing Water Projects approves Loan commitment		OFA	
15	3		Project value engineering review (if applicable)		OFA/Borrower	For projects ≥ \$10 million
16	3		OFA initiates environmental review		OFA/Borrower	
17	3		Consultations with cross-cutters (if applicable)		OFA	
18	3		OFA initiates consultations with interested parties (if applicable)		OFA	Parties that may have interest in cultural and historical properties within the service area
19	3		Mitigation agreements (if applicable)		OFA/Borrower	
20	3		OFA completes environmental review		OFA	
21	3		SHPO concurrence with identification and Finding of No Affect		SHPO / OFA	
22	3		State vendor number obtained from State Controller's Office		Borrower	
23	3		Entity information sheet		Borrower	

Drinking Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity		Responsible Party	Additional Information and resources
24	3		Wire instructions (if applicable)		Borrower	
25	3		Verify Borrower's SAM.gov entry and Unique Entity Identifier (UEI).		OFA/Borrower	Borrower must be registered in SAM.gov to verify borrower is not suspended from receiving federal funds
26	3		Loan contract signed		OFA/Borrower	
27	4		Plans and specifications submitted for permitting agency and OFA review		Borrower	
28	4		Plan and specifications are approved		OFA	
29	4		Obtain SRF package to include in the bid specs & submit complete bid specifications for OFA review		Borrower	Borrower reaches out to OFA for the latest version.
30	4		Bid specifications reviewed by OFA		OFA	
31	4		Bid Specs include Davis Bacon wages		Borrower	
32	4		Bid Solicitation		Borrower	
33	4		Disadvantaged Business Enterprise (DBE) Five Good Faith Efforts		Borrower	See guidance on our website
34	4		Decision of Award for construction contract submitted to OFA for approval		Borrower	Bid tabulation; bid schedules; additional support for final selection as applicable
35	4		Submit Sam.gov verification; UEI# for the selected Contractor		Borrower	Borrower additionally collects the same for all the contractors & sub-contractors with contracts greater than \$25,000.00
36	4		Award of Construction Contract		Borrower	
37	4		Notice to Proceed approved by OFA		OFA	Borrower confirms all necessary permits & also SHPO concurrence is in place
38	4		Construction Contracts signed		Borrower	
39	5		Schedule Pre-construction meeting & invite OFA		Borrower/Contractor	
40	5		Pre-construction meeting		OFA/Borrower	work flows and contacts finalized; OFA shares necessary forms
41	5		Submit Wage Comparison Worksheets to OFA	x	Borrower	
42	5		Submit Davis Bacon Wage conformance requests to federal Dept of Labor		OFA	Borrower submits these forms to OFA
43	5		Make plans for State Apprentices and Trainee Utilization Act compliance		Borrower	Check current rules and obtain waiver if necessary
44	5		Identify AIS/Buy American Project Specific Waiver Needs		Borrower/OFA	OFA submits proejct specific waiver requests to EPA
45	5		OFA submits AIS/Buy American market research request to EPA		Borrower/OFA	Borrower works with their contractor to gather Product specifications; unit of measure; quality/standards (IBC? ASTM? etc); quantity; estimated
46	5		OFA submits project specific waiver requests to EPA		OFA/Borrower	Borrower or project representative if any changes to the above + EPA market research results; proposed supplier address;quantity;cost;time of

Drinking Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity		Responsible Party	Additional Information and resources
47	5		Schedule pre-construction meeting with OFA		Borrower/Contractor	
48	5		Pre-construction meeting		OFA/Borrower/Contractor	Work flows and contacts finalized; OFA shares forms
49	5		Schedule Training with OFA Project Engineer		Borrower/project representative	AIS, DB, CO/AOCs, Progress Reports, Draw reviews, and Site inspections
50	5		Project & Construction Site Signage		Borrower	Exhibit G (on website); Borrower submits pictures from the site to OFA
51	5		Compliance with American Iron and Steel (AIS) or Buy American		Borrower	See guidance on our website
52	5		DeMinimis Waiver eligibility review		OFA/Borrower	² Conduct three part DeMinimis eligibility test
53	5		Estimate Total Material Cost for the Project		Borrower	
54	5		DeMinimis Tracking		Borrower/OFA	sample
55	5		Submit all AIS certifications to OFA		Borrower	
56	5		Submit waivers to OFA for approval by EPA		OFA	
57	5		Davis Bacon Wages		Contractor	Exhibit D - from OFA website
58	5		Contractors submit weekly payrolls to Borrower		Contractor	
59	5		Submit payroll samples to OFA		Borrower	OFA receives one sample for each contracts
60	5		Submit Worker interviews to OFA		Borrower	Borrower conducts interviews periodically
61	5		Submit Change Orders and Authorization Of Contingencies before or simultaneous to executing them.	X	Borrower	OFA keeps track of these and are used to review reimbursement requests & AIS needs.
62	5		Submit Construction Progress Reports to OFA	X	Borrower	Pictures and call out SRF specific items
63	5		OFA concurs on Change Orders and Authorization Of Contingencies		OFA	
64	5		Submit Draw Request	X	Borrower	
65	5		Inspections - site visits		OFA/Borrower	
66	6		Email final walkthrough schedule to OFA		Borrower	OFA attends final walkthrough and receives punchlist
67	6		Submit Certification of Completion	X	Borrower	
68	6		Project close out:		Borrower	
69	6		Submit As-built drawings	X	Borrower/Project Contact	

Drinking Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity		Responsible Party	Additional Information and resources
70	6		Submit Operation & Maintenance Manual	X	Recieipient/Project Contact	
71	6		Obtain BSDW approval for as-builts and notice to commence operations		Borrower	
72	6		Submit Project performance letter/email to OFA with supporting documentation if needed	X	Borrower	Borrower provides final report, project performance certificate, 3SRF checklist, DB wage settlement arrangements, and 1 year warranty
73	6		Final Draw Request	X	Borrower	
74	6		Submit Fiscal Sustainability Plan or Asset Management Plan, if required	X	Borrower	
75	6		Loan close out		OFA	Confirm no pending items including wage settlements

¹ "interested parties" per SHPO and ACHP are entities that may have interest in cultural and historical properties within the PWS service area.

2 1) Is item incidental to this project? 2) Is item cost < 1% of total project material cost? 3) Is Sum of waivers < 5% of total material cost?

³ Project is constructed in accordance with the approved plans and specs and loan stipulations; Environmental Determination and mitigation plans if applicable were adhered to; no unanticipated discovery events to report; project was executed in full compliance with the Section 106 of NHPA; Full compliance with Davis Bacon wage rule and/or pending wage conformances from federal DoL but necessary arrangements are in place to settle the wages later; Project meets intended goals and permits necessary to get the facility online are obtained; O&M submitted or will be submitted for review and approval.

⁴ Contract procurement steps are iterative and also depends on number of contracts