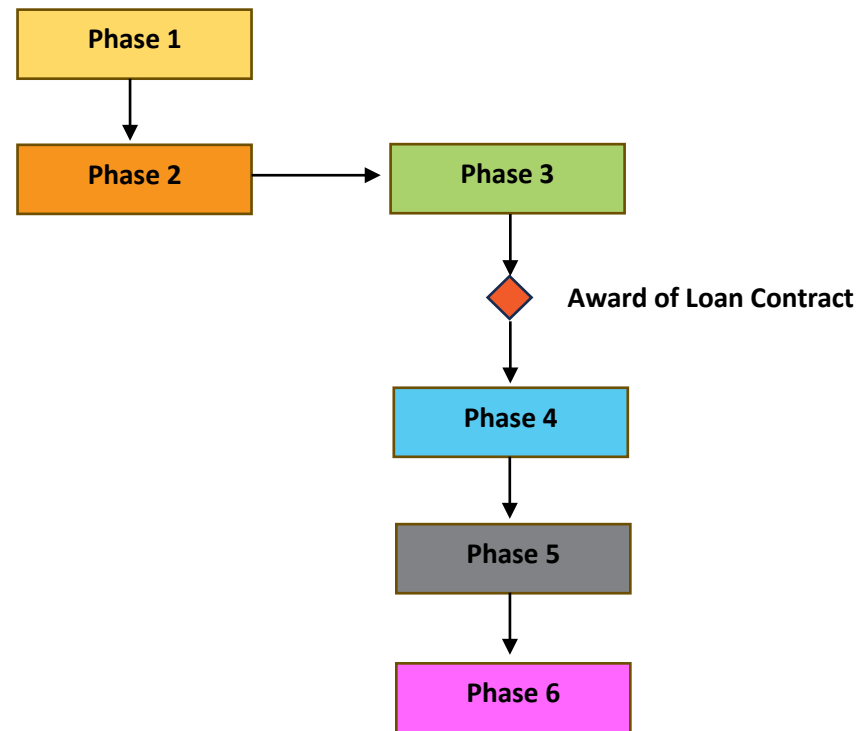


Drinking Water State Revolving Fund Start-to-Finish Checklist

The following list serves as a **guide** for DWSRF 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

Drinking 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
BSDW	Bureau of Safe Drinking Water
CO	Change Orders
DWSRF	Nevada Drinking 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
TMF	Technical, Managerial, and Financial
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/>

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 landing page after logging in to: https://ndepifs.ndep.nv.gov/
2	1		Project placed on Priority List		OFA	
3	1		Priority List approved by Board for Financing Water Projects		OFA	
4	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. To upload, go to the <i>Entity/Contact</i> tab and select "Upload Entity Documents"
5	2		Attach DW Environmental Information Form to Letter of Intent	X	Borrower	See Environmental Checklist at: https://ndep.nv.gov/uploads/water-financing-srf-apply-docs/dwsrf-eir-3-2018.pdf
6	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) To upload, go to the <i>Entity/Contact</i> tab and select "Upload Entity Documents"
7	2		Work with bond counsel (if seeking a traditional loan)		Borrower	
8	2		Engineering Procurement		Borrower	
9	2		Submit Letter of Intent through NIFS	X	Borrower	
10	2		Schedule OFA consult meeting		OFA/Borrower	
11	2		Provide evidence of alternatives considered and use of best available technology		Borrower	Include information in the Preliminary Engineering Report (PER)
12	2		Request feedback/input from the community regarding the project		Borrower	
13	2		Submit a cost estimate no older than 6 months		Borrower	
14	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
15	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 DWSRF for project funding • Project Authorized Representatives
16	2		Submit loan application through NIFS	X	Borrower	See NIFS User Guides

Drinking Water State Revolving Fund

Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
17	2		TMF Evaluation submittal		Borrower	See Borrower TMF Self-Assessment, https://forms.office.com/g/QD6j0SrY41
18	2		TMF Evaluation or recommendation for funding		OFA	
19	2		Notice project is ready for funding recommendation		OFA	
20	2		Board for Financing Water Projects approves Loan Commitment		OFA	
21	3		Borrower to submit SAM.gov verification, UEI# for the selected engineer to OFA		Borrower	
22	3		Project Value Engineering Review (if applicable)		OFA/Borrower	For projects \geq \$10 million
23	3		OFA initiated Environmental Review		OFA/Borrower	
24	3		Crosscutters consultations (if applicable)		OFA	Informational one sheet available here: https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/Cross-cutter_explanation-for_bid-docs-rev_June-2019.pdf
25	3		Interested parties' consultations (if applicable) ¹		OFA	
26	3		Mitigation agreements (if applicable)		OFA/Borrower	
27	3		Environmental Review		OFA	
28	3		SHPO concurrence with NDEP's Finding of Effect		SHPO/OFA	
29	3		Submit Permits to OFA	X	Borrower	Submit approved permits issued by regulatory bureaus.
30	3		Obtain State Vendor# from State Controller's Office		Borrower	
31	3		Entity Information sheet		Borrower	
32	3		Wire instructions (if applicable)		Borrower	
33	3		Loan contract signed		OFA/Borrower	
34	4		Plan and specs submitted for permitting agency approval and OFA review		Borrower	
35	4		Plan and specs approved		OFA/Permitting Agency	
36	4		Obtain OFA package and submit complete bid specs, including DB wages, for OFA review	X	Borrower	Contact OFA for the latest version
37	4		Bid specifications reviewed by OFA		OFA	
38	4		Bid solicitation		Borrower	Contract procurement steps are iterative and depend on the number of contracts
39	4		DBE Five Good Faith Efforts		Borrower	For details, visit https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/dbe-guidance.pdf
40	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
41	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
42	4		Construction contract awarded		Borrower	
43	4		Construction contracts signed		Borrower	
44	4		Notice to Proceed approved by OFA		OFA	Borrower confirms all necessary permits and SHPO concurrences are in place

Drinking Water State Revolving Fund

Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
45	5		Schedule pre-construction meeting and invite OFA		Borrower/Contractor	
46	5		Pre-construction meeting		OFA/Borrower	OFA will provide the necessary forms to finalize workflow and contacts
47	5		Submit Wage Comparison Worksheets to OFA	X	Borrower	
48	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
49	5		DB Wages	X	Contractor	Visit https://ndep.nv.gov/uploads/water-financing-srf-drinkingwater-docs/Exhibit-D_Wage_requirement_Govt.pdf for details
50	5		a. Submit weekly payrolls to Borrower	X	Contractor	
51	5		b. Submit payroll samples to OFA	X	Borrower	OFA receives one sample for each contract
52	5		c. Submit worker interview to OFA	X	Borrower	Borrower conducts interviews periodically
53	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/
54	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
55	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
56	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
57	5		Identify AIS/BABA Project-Specific Waiver		Borrower/OFA	OFA will submit waiver request(s) to EPA
58	5		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
59	5		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
60	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
61	5		Submit waivers to OFA for EPA approval		OFA/Borrower	
62	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
63	5		Submit Construction Progress Reports to OFA	X	Borrower	Include pictures and identify SRF-specific items
64	5		CO and AOC concurrence		OFA	
65	5		Submit Draw Request	X	Borrower	
66	5		Site visit inspections		OFA/Borrower	
67	6		Email final walkthrough schedule to OFA		Borrower	OFA attends the final walkthrough and receives punch list

Drinking Water State Revolving Fund Start-to-Finish Checklist

Step	Phase	Completed	Activity	NIFS	Responsible Party	Additional Information and Resources
68	6		Submit Certification of Completion	X	Borrower	
69	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	
			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
70	6		Obtain BSDW approval for as-builts and Notice to Commence Operations		Borrower	
71	6		Submit Asset Management Plan, if required	X	Borrower	
72	6		Final Draw Request	X	Borrower	
73	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.

Drinking Water State Revolving Fund Start-to-Finish Checklist