

**New Hampshire Department of Environmental Services
DRINKING WATER STATE REVOLVING FUND**

**APPLICATION CHECKLIST FOR
MUNICIPAL APPLICANTS**

- _____ 1. **Form 1 - Final Application**
- _____ 2. **Form 2 - Authority to file**, designated representative, and authority to raise, appropriate, and spend the requested funds, including copy of warrant article and vote certified by Town/City Clerk.
- _____ 3. **Form 3 (+ Attachments) - Environmental Review**
Please submit individual electronic and paper copies for each of the following:
_____ Completed Environmental Review template
_____ 1-page Executive Summary identifying project need and general scope
_____ 8½ x 11 Topo map indicating project location and maximum extent of disturbance.
- _____ 4. **Form 4 - Self Assessment Form**
- _____ 5. **Form 5 - W-9 Vendor code** – *if not already on file with DES*
- _____ 6. **Form 6 - Bank information** – *if not already on file with DES*
- _____ 7. **Financial data and certifications signed by Authorized Representative:**
_____ a) That the applicant has the financial capability to support both the project loan repayment and continuing operation and maintenance
_____ b) That the public entity receiving the loan will conduct and report on a financial audit, including compliance and controls, in any fiscal year it receives federal funds in excess of \$500,000.
_____ c) That any existing debt held outside the NH Municipal Bond Bank is debt rated, and if so, what is the rating.
_____ d) The source of repayment of the loan.
_____ e) Copy of applicant's most recent Annual Financial Report
_____ f) Data Universal Numbering System (DUNS) number. A DUNS number may be obtained by visiting <http://fedgov.dnb.com/webform/>
- _____ 8. **Planning Document(s) supporting the project need, cost and schedule, including:**
_____ a) Detailed description of justification of project need and scope. This information can be provided from existing engineering reports, sanitary surveys, or water operators.
_____ c) Analysis of alternatives justifying the present project as the most cost-effective option.
_____ d) Project cost estimate including planning, design, bidding and construction.
_____ e) Anticipated construction schedule and projected monthly cash flow.