

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

**APPLICATION CHECKLIST FOR
PRIVATELY OWNED WATER SYSTEMS**

- ___ 1. **Form 1 - Final Application**
- ___ 2. **Form 2 - Authority to borrow**, grant security and designated representative
- ___ 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) Certificate of Good Standing from New Hampshire Secretary of State for the borrowing entity. Certificates of Good Standing can be obtained by mailing a written request to the Secretary of State with a \$5 fee. (see www.sos.nh.gov/corporate)
- ___ b) Certification that the applicant has the financial capability to support both the project loan repayment and continuing operation and maintenance
- ___ c) The source of repayment of the loan.
- ___ d) Financial statement for prior fiscal year for the borrowing entity.
- ___ e) Current personal financial statements for all individuals having >20% ownership in borrowing entity.
- ___ 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.
- ___ b) Analysis of alternatives justifying the present project as the most cost-effective option.
- ___ c) Project cost estimate including planning, design, bidding and construction.
- ___ d) Anticipated construction schedule and projected monthly cash flow.