



New Mexico Drinking Water State Revolving Loan Fund Pre-Applicant Checklist



This document is intended to be a reference for the information that will be requested in the online pre-application form. Some items may not apply to every Public Water System.

- Public Water System Name
- Public Water System Number
- System Population
- System Contact Name, Title, Email, and business phone number
- System Mailing Address
- County the system is located in
- NM Secretary of State Business ID Number (To find your system business ID use this link <https://portal.sos.state.nm.us/BFS/online/> and click on the Business Search box)- If not registered you can enter NA
- Entity Type (Municipality, Mutual Domestic, etc....)
- Board Member information (Name, Title, Email, Phone)
- Open Meetings Act Resolution
- Number of Residential Water connections, Residential Water Service base rate, and residential charge above base rate (\$/1000 gallons)
- Number of Commercial or other Water connections, Commercial Water Service base rate, and commercial charge above base rate (\$/1000 gallons)
- Project Name (30 characters or less), project type (source, tank, etc...), proposed project description
- Amount of Funding Requested
- Answers to:
 - Do you submit Audited Financial Documents
 - Does this project address a sanitary survey deficiency? (description of deficiency if yes)
 - Does the system have outstanding violations? (description of violation if yes)
 - Will funding be used for Planning and Design?
 - Is there a PER or tech memo approved?
 - Is Engineering and Design Completed? (If yes has a drinking water bureau engineering application be submitted?)
 - Timeline for project

The next section will have questions about the supplemental documents that must be submitted via email upon completion of the pre-application. Answers to these questions will be used to help NMED identify where additional system support may be needed.

- Detailed project description and project need?
- Detailed breakdown of cost estimates for project?
- Do you have a copy of a PER or tech memo for the project?
- Do you have approvals from Construction Programs Bureau and Drinking Water Bureau
- Do you have a completed categorical exclusion checklist or Environmental Information Document?
- Do you have verification of ownership of the land where the project is located or ownership agreements?
- Do you have a Water System Map
- List of Water System's Current operator names and ID numbers
- Do you have a current Operations and Maintenance Plan?
- Do you have a current Emergency Response plan?
- Do you have a Source water Protection plan?
- Do you have a current Distribution System Sampling Plan?
- Has the system completed an AWWA M36 Water Loss Audit?
- Do you have article of incorporation, bylaws, rules and regulations and policies and procedures for the water system?
- Do you have a current Open Meetings Resolution?
- Do you have a water conservation plan or drought contingency plan?
- Do you have an asset management plan?
- Do you have Office of the State Engineer compliance issues? (please list if yes)
- Do you have documented regionalization activities?
- Do you have the most recent 3 years of income statements and balance sheets or other financial information?
- Do you have a current annual budget and budget comparison?
- Do you have a water rate and fee schedule?
- Do you have outstanding debt payment schedules?