



FORM 7: ASSET MANAGEMENT MAINTENANCE AND RENEWAL PLAN



Water Division/Drinking Water and Groundwater Bureau
Drinking Water State Revolving Fund (DWSRF)

RSA 486:14, I(a)&(c)/Env-Dw 1100

Asset Management (AM) is a systematic process of operating, maintaining, upgrading and disposing of assets cost-effectively while maintaining a level of service that is acceptable to the customers. An asset management plan is the key to successfully communicating with management and customers about the system's needs and to identify the best financial strategy to address those needs.

The DWSRF Program requires that an asset management maintenance and renewal plan (AMRP) be developed for the funded asset(s). A system-wide AM Plan is not required by the DWSRF program although it is strongly encouraged. The cost to develop an AM Program for the entire water system, including any studies, software, training, or the use of consultants, is an eligible expense under the DWSRF program.

At a minimum, the DWSRF program AMRP should consist of the following components:

Part 1. Commitment to an Asset Management, Financing and Implementation Strategy

While this form is just a good-faith effort from the borrower(s), it illustrates the commitment and the buy-in from the decision makers of the water system. Part 1 needs to be submitted along with the Final Application documents.

Part 2. Inventory of Asset(s)

Part 2 shall be completed for all assets being funded by the DWSRF program and submitted prior to the final disbursement request. Excel format of the inventory form and examples are available upon request.

Systems that already have an AM Plan/Program in place simply need to provide a justification that their program meets the minimum requirements listed above and proof of the incorporation of the new asset(s) into their existing AM Program.

Assistance with completing the AMRP is available. Please contact Luis Adorno at either (603)271-2472 or at luis.adorno@des.nh.gov. Additional AM resources are available on the NHDES Asset Management for Drinking Water & Waste Water webpage at <http://des.nh.gov/organization/divisions/water/dwgb/asset-managment/index.htm>.

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Part 1. Asset Management Maintenance and Renewal Plan

Commitment to an Asset Management, Financing and Implementation Strategy

It is the intent of _____ (*system name*) to maintain the funded asset(s) using methods and intervals that maximize their value to our customers while sustaining the overall infrastructure.

It is the intent of _____ (*system name*) to finance assets reinvestment needs internally. We therefore establish and maintain a reserve fund for this purpose and will annually appropriate to this fund such amounts as are required to sustain it considering current fund balances, future contributions, and future reinvestment needs. Appropriation amounts will be revised as necessary every five years based on expected reinvestment needs over the life expectancy of the asset(s) while maintaining the level of service that customers expect.

We already have an existing asset management program in place and we will incorporate the new assets into the program. We will submit verification of inclusion of the new assets prior to the completion of the project.

Signature of Owner Representative

Name: _____

Title: _____

Date: _____

Signature of Primary Operator/Superintendent

Name: _____

Title: _____

Date: _____

Part 2. Asset Management Maintenance and Renewal Plan - Asset Inventory List

PWS Name:

PWS Number:

Town:

Date:

Asset ID (Unique)	Asset Name	Capacity or Size	Year Installed	Estimated Useful Life (yrs.)	Remaining Useful life (yrs.)	Estimated Replacement Cost	Condition Score (1-5) A	Impact of Failure (1-5) B	Risk Score (A X B)	Maintenance Schedule	Equipment Make/ Model	Annual Reserve (\$)

Comments

1. A list/inventory of assets is the first step to managing your system infrastructure.
(Assets can be defined as any items needing maintenance , and/or having a value over a certain threshold)
2. Use record drawings, maps or as-built drawings of the system to identify where the assets are located and catalogue related data.
3. Create or revise a written budget for operating expenses and capital improvements based on the findings of the inventory risk analysis.
4. The management (board/owner/operator) should discuss the findings of the asset inventory and discuss how to appropriately set user rates to replace assets when needed.
5. The operator should create or revise written standard maintenance procedure (SMP) for maintenance activities to ensure equipment functions efficiently and to its estimated useful life.

A- Condition Score

1. Excellent
2. Good
3. Fair
4. Poor
5. Very Bad

B- Impact Score

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Catastrophic

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