



Clean Water State Revolving Fund (CWSRF) Disbursement Request Checklist

Below is a checklist to assist Clean Water State Revolving Fund (CWSRF) loan recipients with the preparation of disbursement requests. The CWSRF Program may request additional information not included on this list. Please contact the CWSRF Program Coordinator at 603-271-0734 if you have questions about disbursement requests.

The [disbursement request form](#) is signed by the authorized representative.

For initial disbursements only: banking information has been submitted to NHDES.

For requested construction costs, the [Davis-Bacon Related Acts \(DBRA\) Compliance Certification](#) has been included.

DBRA Compliance Certification date range starts at the end of the previous DBRA Compliance Certification date range.

All applicable invoices and pay applications are included.

Submitted construction pay applications are signed and dated by the contractor and consulting engineer.

The [American Iron & Steel De Minimis Tracking Form](#) is included with each construction pay application (applicable to projects whose plans & specifications were approved after 4/15/14). Note: If all materials purchased to date comply with AIS a signed blank form still needs to be submitted.

All requested costs are [CWSRF eligible](#).

Requested amount to date for engineering costs does not exceed CWSRF eligible amount approved by DES in the standard state contract(s).

Requested amount to date for construction costs does not exceed amount approved by DES in Authorization to Award and Change Order approval letters.

The requested amount does not exceed the CWSRF loan limit.

If Substantial Completion has been achieved, an executed copy of the Certificate of Substantial Completion is submitted to DES.

If Substantial Completion has been achieved, a copy of the Bidder's List has been submitted (applicable to projects whose construction contract was awarded after July 2013).

If Final Completion has been achieved, an executed copy of the Certificate of Final Completion is submitted to DES.

For final disbursements only: if an Operations and Maintenance (O&M) Manual is required, it has been approved by the DES Wastewater Engineering Bureau Operations Section.
