



Wastewater Engineering Bureau Disbursement Request Checklist

This checklist must be included with every disbursement request submitted to the New Hampshire Department of Environmental Services (NHDES). The preparer should review each item to ensure all appropriate requirements are included in the disbursement request package and initial each requirement in the appropriate column.

NHDES will review this checklist and the disbursement request package. Should any of the requirements be incomplete, the disbursement request will be deemed incomplete and returned. Should this occur, the preparer will receive an email from NHDES along with this checklist identifying the missing item(s). If your request is returned for completion, submit a new request package to NHDES – including a new request form with new signatures – once all requirements are met.

Request Form

Complete	Not applicable	Requirement	NHDES Check
	NA	Using the most recent and appropriate request form: For CWSRF funds: Loan Disbursement Request Form For ARPA funds: ARPA Disbursement Request Form Other grants: Request form included with grant execution email; otherwise request from NHDES.	
	NA	All fields have been completed/updated, including:	
	NA	The “period covered by this request” section includes the appropriate month, day and year, and does not overlap the date range of any previous request.	
	NA	The “less disbursements received” cell (row 10) has been updated to reflect total costs previously disbursed.	
	NA	Form has been signed by the Authorized Representative, per the Designation of Authorities document in the loan application, or the most recent version if an updated document has been provided to NHDES.	
	NA	Costs have been requested in accordance with executed contracts and/or other approval(s).	

Attachments

Complete	Not applicable	Requirement	NHDES Check
	NA	All applicable invoices and construction payment applications are included.	
	NA	An invoice summary table has been included that shows how the eligible costs from each invoice are being billed to each cost classification. <i>Note: a template is available from NHDES upon request.</i>	
		The requested amount to date for engineering costs does not exceed the CWSRF eligible limit as outlined in the NHDES-approved standard state contract(s) or any applicable amendments.	
		Construction payment applications are signed and dated by the contractor and engineer.	
		The Davis-Bacon Related Acts (DBRA) Compliance Certification has been included, and the date range of the current certification starts at the end of the previous certification date range.	
		The American Iron & Steel De Minimis Tracking Form is included with each construction pay application and has been completed appropriately.	
		The requested amount to date for construction does not exceed the CWSRF eligible limit as approved by NHDES in the Authorization to Award or any applicable change orders.	
		The requested amount to date for construction includes all applicable retainage (will be held by the loan recipient in accordance with the construction contract).	
		NHDES approval has been received (via letter or email) for all submitted equipment/miscellaneous costs, and that approval is included.	

Submittals

Complete	Not applicable	Requirement	NHDES Check
	NA	Subject line of submission email is formatted as follows: Disbursement #[X] – Loan/grant recipient, Loan/grant number, Project name.	
	NA	Email disbursement request package to CWSRFDisbursements@des.nh.gov .	