



Clean Water
State Revolving Fund

CLEAN WATER STATE REVOLVING FUND (CWSRF) PROGRAM LOAN PROCESSING PACKAGE CHECKLIST

This checklist is designed to assist in the process of submitting required financial documentation to the New Mexico Environment Department (NMED) Construction Programs Bureau (CPB) for CWSRF funding. This checklist is for your records and does not need to be returned.

All documents should be submitted electronically.

I. DOCUMENTS THAT NEED TO BE CREATED, SIGNED AND/OR COMPLETED AND SUBMITTED TO NMED (Samples of Loan Ordinance and Resolution attached)

- 1) _____ **Loan Ordinance** - *(a DRAFT for NMED review must be approved by NMED prior to going to council/commission/board for adoption) **Must be signed by Entity Executive Officer and must be notarized.***
- 2) _____ **Resolution authorizing the assignment of Authorized Officer(s) and Signature Page** - *(The Resolution Number listed in the Loan Ordinance under Section 1 Definitions under Authorized Officer will come from this Resolution.) **All forms/documents other than the Loan Ordinance must be signed by the person listed as authorized on this form.***
- 3) _____ **Project Description**
- 4) _____ **Project Budget**

II. SUPPORTING DOCUMENTATION NEEDED-

- 5) _____ **Certificate demonstrating adequate property, liability, and fidelity insurance**
- 6) _____ **Loan Ordinance meeting minutes and copy of advertisement for adoption of Loan Ordinance** *(due to NMED 45 days after adoption of Loan Ordinance)*

The loan agreement and promissory note will be sent after all documents in the first section are complete. NMED will not execute the loan until all documents in I and II are submitted.