



Drinking Water and Groundwater Trust Fund Source Water Protection Grant Program Project Checklist



Grant Agreement

Once awarded a grant by the Drinking Water and Groundwater Trust Fund Source Water Protection Grant Program, recipients must enter into a grant agreement with the New Hampshire Department of Environmental Services (NHDES). All grants must be approved by the Governor and Executive Council (G&C); an award is not secured until it is approved by G&C. The G&C process takes 10 to 12 weeks after NHDES receives the signed documents from the grant recipient. It is important to take this time into account when coordinating the property closing and disbursement of funds. Be sure to keep the program coordinator updated on the project timeline and any critical deadlines.

- ✓ Certificate of Authority Printed single-sided. Must be signed and notarized **within 30 days** of when the grant agreement is signed. **Mail original with wet signatures to NHDES.**
- ✓ G-1 Grant Agreement and Exhibits A-C Printed single-sided. All pages initialed and dated in the bottom right corner. Must be signed on the **same day or within 30 days** of the Certificate of Authority. **Mail original with wet signatures to NHDES.**
- ✓ Certificate of Good Standing Obtain from the [New Hampshire Secretary of State's](#) website. **Not required for municipalities.** Expires April 1 annually. Can be an emailed pdf.
- ✓ Certificate of Insurance General liability \$1,000,000 for death, \$250,000 per claim and \$2,000,000 per occurrence. NHDES listed as policy holder. Can be an emailed pdf.
- ✓ Vendor Code Grant recipients must register and obtain a [vendor code](#) from the State.

Mail documents to:

Attn: Laura M. Weit-Marcum, Program Coordinator
DWGTF Source Water Protection Grant Program
Drinking Water & Groundwater Bureau
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
WSLP@des.nh.gov

Deed Review

Draft deeds must be reviewed by the program coordinator and attorney general prior to recording. **Drafts must be submitted for review at least six weeks prior to the anticipated closing date.**

Due Diligence Documents

All due diligence documents must be submitted to NHDES prior to payment. Once all documents have been approved, the program coordinator will send out a final closing package - disbursement request form via email.

- ✓ Final budget with breakdown of funding sources and project expenses. Required by **Env-Dw 1002.27(a)(7)**.
- ✓ Appraisal of each conserved parcel. Required by **Env-Dw 1303.09(b)(2)** and **Env-Dw 1002.22**.
- ✓ Survey(s). Required by **Env-Dw 1303.09(b)(1)** and **Env-Dw 1002.21**.
- ✓ Title Examination/Title Opinion/Title Insurance. Required by **Env-Dw 1303.09(b)(3)** and **Env-Dw 1002.23**.
- ✓ Stewardship Plan. Required by **Env-Dw 1303.09(b)(6)** and **Env-Dw 1002.26**.
- ✓ Baseline Documentation Report. Required by **Env-Dw 1303.09(b)(6)** and **Env-Dw 1002.26(c)**.
- ✓ Environmental Site Assessment, if needed, by **Env-Dw 1002.27(a)(1)** and **Env-Dw 1002.20**.
- ✓ Snowmobile Trail Plan, if needed **Env-Dw 1303.09(b)(5)** and **Env-Dw 1002.25**.

Project Complete

The project is complete when the following is submitted:

- ✓ Scanned copy of the final recorded deed(s). Required by **Env-Dw 1303.09(b)(7)** and **Env-Dw 1002.27**.