

**State of Connecticut – Department of Public Health  
Drinking Water State Revolving Fund (DWSRF)  
Fiscal Management Plan Checklist**

**Public Water System:** \_\_\_\_\_  
Town: \_\_\_\_\_ PWSID: \_\_\_\_\_

**PWS FM Contact Person:** \_\_\_\_\_ Relationship to PWS: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

A copy of the **Fiscal Management (FM) Plan** must also be attached to this checklist. Should this form be used in conjunction with any SRF funding requirements, a signed request for review on utility letterhead must accompany this checklist.

The FM Plan should contain, at a minimum, the following information:

**EPA Guidance** (Click to Download)  
[Reference Guide for Asset Management Tools](#)

1	Discussion of when plan was first created, how it gets updated, and date of most recent update	<a href="#">Strategic Planning STEP</a>
2	Discussion of how the water system budget is determined and funded; including a copy of the current budget	<a href="#">Water System Owner Best Practices Guide</a> <a href="#">Talking to Your Decision Makers Best Practices Guide</a> <a href="#">Asset Management for Local Officials</a> <a href="#">Asset Management Best Practices Guide</a> <a href="#">Setting Small System Rates for a Sustainable Future STEP</a> <a href="#">Asset Management STEP</a>
3	Discussion of how customers are charged for water, including billing practices and how unpaid accounts are resolved	<a href="#">Setting Small System Rates for a Sustainable Future STEP</a> <a href="#">Asset Management STEP</a> <a href="#">Rural and Small System Guide to Sustainable Utility Management</a>
4	Discussion of how the funding for capital improvement funding needs (based on the Asset Management Plan) of the water system are budgeted	<a href="#">Setting Small System Rates for a Sustainable Future STEP</a> <a href="#">Asset Management STEP</a> <a href="#">Taking Stock STEP</a>
5	Discussion of any reserve fund for water system capital improvements and how it is funded and used, and how often funds are added to the account	<a href="#">Setting Small System Rates for a Sustainable Future STEP</a> <a href="#">Asset Management STEP</a>
6	How often are the water system revenues and expenses reviewed?	<a href="#">Setting Small System Rates for a Sustainable Future STEP</a> <a href="#">Asset Management STEP</a>
7	Are the water system revenues sufficient to meet expenses, including reserving funds for needed future capital improvements and other expenses?	<a href="#">Setting Small System Rates for a Sustainable Future STEP</a> <a href="#">Asset Management STEP</a> <a href="#">Water System Owner Best Practices Guide</a> <a href="#">Talking to Your Decision Makers Best Practices Guide</a>
8	Discussion of the fiscal controls in place	

*This form and relevant attachments must be submitted to the Drinking Water Section for review and be approved in order for the PWS to be eligible to receive any grant-in-aid pursuant to Public Act 14-98.*