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| **Project Name:** |  | **Date:** |  |
| **Engineer Name:** |  | **AK P.E. License No.:** |  |
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| This checklist is required for construction of new community and non-transient non-community public water systems. The Department will use the following information to determine the system’s technical, managerial, and financial capacity to sustain operations in compliance with federal and state drinking water regulations. See 18 AAC 80.207 for further information on what constitutes technical, managerial, and financial capacity and how the Department determines capacity. Questions regarding this list may be directed to:  **DOW‑TAF Capacity Development Coordinator**  **email:** [dec.capacity.development@alaska.gov](mailto:dec.capacity.development@alaska.gov)  **telephone:** 907-465-5161  **Note:** When completing this checklist, please attach the information requested as appropriate to create a stand‑alone document. This will accelerate the review process. | | | |

| **Submittal Requirements** | ***Regulatory Reference*** |
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| 1. **Technical Capacity-O&M Plan:** Attach the system’s written plan for the operation and maintenance of all components of the proposed system. | *18 AAC 80.207(b)(3)(A)* |
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| 1. **Technical Capacity-O&M Personnel:** Attach the information showing the ability of system personnel to adequately operate and maintain the system and otherwise apply technical knowledge to the production of water protective of public health. | *18 AAC 80.207(b)(2)* |
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| 1. **Technical Capacity-Sufficient Source Water:** Attach the information showing the source will be able to provide sufficient quantity of water for the system demand. | *18 AAC 80.207(b)(1)(A)* |
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| 1. **Technical Capacity-Available Source Water:** Attach a copy of the letter from Alaska Department of Natural Resources showing the Water Rights Application for each source is “complete” or “substantially complete” securing the rights to sufficient source water. | *18 AAC 80.207(b)(1)(A)* |
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| 1. **Managerial and Financial Capacity:** Which (one) of the following is included in the submittal? |  |
| a.) **If the proposed system will sell water to 10 service connections or more**: A copy of the Certificate of Public Convenience and Necessity (CPCN) application date stamped by the Regulatory Commission of Alaska (RCA). (If date stamped CPCN is provided, skip remaining questions.) | *18 AAC 80.207* |
| b.) **If the system will sell water to 10 service connections or more, does not fall under the jurisdiction of the Regulatory Commission of Alaska (RCA), but has worked with the Rural Utility Business Advisor Program (RUBA)**: The business plan completed with RUBA, documentation of ownership, and a description of any plans for transfer of ownership. (If these are provided, skip remaining questions.) | *18 AAC 80.207* |
| c.) **If the system will sell water to 10 service connections or more, does not fall under the jurisdiction of RCA, and has not worked with RUBA**: A completed managerial and financial assessment form provided by the Department, documentation of ownership, and a description of any plans for transfer of ownership. The form may be obtained by contacting the DOW‑TAF Capacity Development Coordinator (Contact information is above). | *18 AAC 80.207* |
| d.) **If the system will not sell water to 10 service connections or more, does not fall under the jurisdiction of RCA, and has not worked with RUBA**: A description of the management and operation structure of the water system and a proposed financial plan including an annual budget estimating system income and operation costs such as: water sampling, treatment chemicals, operator training and wages, and equipment maintenance and replacement (pumps, valves, etc.). | *18 AAC 80.207* |
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| 1. **Managerial Capacity-Contact Information:** What are the name, mailing address, email address, telephone number, and fax number of the system owner, operators, and administrative contacts? | *18 AAC 80.207(d)(5)* |
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| 1. **Managerial Capacity-Operator Certification:** Is verification attached showing the system’s operator(s) is/are certified to the extent required by 18 AAC 74? | *18 AAC 80.207(d)(5)*  *18 AAC 80.007*  *18 AAC 74* |
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| 1. **Other Information:** What other information is provided to demonstrate technical, financial, and managerial capacity as required? | *18 AAC 80.207(c)(4)&(d)(6)* |
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