



NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**



Nevada Infrastructure Financial System (NIFS)

*Navigation
&
Draw Processing*

Agenda

- 1. Where to Find Resources**
- 2. NIFS navigation**
- 3. Draw Processing In NIFS**
- 4. Invoices and Invoice Authority**
- 5. Proof of Payment**
- 6. Next Steps**

Where to find resources?

<https://ndep.nv.gov/water/financing-infrastructure>

The screenshot shows the website header with the Nevada Division of Environmental Protection logo and a navigation menu. The 'Water' link in the menu is circled in red. Below the header is a search bar and a breadcrumb trail: 'WATER > INFRASTRUCTURE FINANCING'. The main content area features the title 'Infrastructure Financing' and a paragraph describing the NDEP's role. A quote from Jennifer Carr, NDEP Administrator, is also present. Below this is a section for 'SRF News and Updates' with a link to 'Drinking Water Lead Service Line Technical Assistance Notice of Funding Opportunity'. At the bottom left is a 'Join our Electronic Mailing List' section. On the right side, there is a vertical list of categories, with 'Infrastructure Financing' circled in red. A red arrow points to this category from the right side of the page.

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

NEWS & PUBLIC NOTICES PERMITS & RESOURCES NDEP CAREERS CONTACT US DCNR

Land **Water** Air Environmental Cleanup Recycle About

Start Your Search

WATER > INFRASTRUCTURE FINANCING

Infrastructure Financing

The NDEP is tasked with administering loan and grant programs to assist drinking water, wastewater, storm water, and non-point source water systems within Nevada.

"Communities can obtain funding for water and wastewater needs that maintain health, reduce water loss in the arid desert, prevent pollution in our natural resources, and sustain economic vitality in Nevada's growing economy." – Jennifer Carr, NDEP Administrator

SRF News and Updates

[Drinking Water Lead Service Line Technical Assistance Notice of Funding Opportunity](#)

Join our Electronic Mailing List

Join our email list to keep up to date on Office of Financial Assistance (OFA) meetings, public notices, annual reports, and funding activities for water, wastewater, and storm water projects by Clicking "Get Notices" at the bottom of the page.

- Rivers, Streams, and Lakes
- Drinking Water
- Water Pollution Control
- Operator Certification
- Infrastructure Financing**
 - > Board for Financing Water Projects
 - > Grants
 - > State Revolving Loan Fund (SRF)
 - > Technical Assistance - Capacity Development
 - > ARPA Infrastructure Financing
- Laboratory Certification
- Advisory Committee on Transportational Storm Water Management
- Source Water Protection
- PFAS in Nevada

Where to find resources?

NDEP State Revolving Fund Website:

<https://ndep.nv.gov/water/financing-infrastructure/state-revolving-fund-loans>

- SRF Priority Lists
- SRF Intended Use Plans
- SRF Annual Reports
- SRF Start-to-Finish Checklists
- SRF Legal Authority Links

State Revolving Loan Fund (SRF)

The State Revolving Fund provides loans for drinking water and wastewater infrastructure construction projects to publicly-owned and privately -owned systems in Nevada. Financing is available at below market rates and some communities may qualify for principal forgiveness loans.

- **Signup for our Listserv**
- **Access to NIFS**

**Check Back often: Information
is updated frequently**

Where to find resources?

NDEP State Revolving Fund Resources Website:

<https://ndep.nv.gov/water/financing-infrastructure/state-revolving-fund-loans/resources-srf>

- NIFS guidance materials
- Project guidance materials
 - AIS
 - BABA
 - Davis Bacon
 - Disadvantaged Business Enterprise
 - Engineering Selection
 - Federal Crosscutters
 - PER Development Guidance
 - Signage

Forms
Nevada Water & Wastewater Project Proposal
CW Environmental Information Form
DW Environmental Information Form
NIFS Resources
Draw Submittal Presentation
Project Guidelines and Policies
Drinking Water Asset Management Plans
Clean Water Fiscal Sustainability Plans
Capital Reserve Accounts
Project Resources
American Iron and Steel Quick Guide
American Iron and Steel Full Guidance
“Build America, Buy America Act Implementation Procedures for EPA Office of Water Federal Financial Assistance Programs”
Davis-Bacon Wage Requirements
Disadvantaged Business Enterprise
SRF Program Requirements and Crosscutter Share Point Site
Federal crosscutters
Preliminary Engineering Report Development Guidance
Project Signage
General
Request for Statement of Qualifications - General Guidance
Selecting an Engineer
NDEP Guidance for Preliminary Engineering Reports - RUS Bulletin 1780-2
U.S. Department of Agriculture, Rural Utilities Service Bulletin 1780-2 - Preliminary Engineering Report (Interagency PER)

Homepage

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

What would you like to do?

Project Management Application Entity/Contact Personal Administration

- [Borrower Project Dashboard](#)
- [Complete Quarterly Report](#)
- [Create Draw Request](#)
- [Continue Previously Started Draw Request](#)
- [Sign Draw Request](#)
- [Submit Proof of Payment](#)

Action Required

-  There is a Pre-Application awaiting your signature for Alamo Sewer & Water GID for a project entitled Alamo Sewer & Water GID PER. Please go to the [Sign Pre-Application Transaction](#) to sign this application.
-  There is a Pre-Application awaiting your signature for Henderson, City of for a project entitled Townsite Utility Replacement. Please go to the [Sign Pre-Application Transaction](#) to sign this application.
-  There is a Pre-Application awaiting your signature for Henderson, City of for a project entitled Water Service Lateral Replace. Please go to the [Sign Pre-Application Transaction](#) to sign this application.
-  There is a Draw Request awaiting your signature for Test Entity B for project Test Draw Module B/Test Draw Module B. Please go to the [Sign Draw Request Transaction](#) to sign this draw request.
-  ARPA Grant pre-applications are now being accepted. [Click Here](#) if you are interested in submitting an ARPA pre-application.
-  Regarding Alamo Sewer & Water GID, the following document(s) are requested: [Operations and Maintenance Manual](#), [Cross Connection Control Plan](#), [Emergency Response Plan](#), [Water Conservation Plans](#), [Water Conservation Plans](#), [Annual Financial Audits](#), [Utility Rates](#). Use the [Upload Entity Documents](#) transaction to upload the requested documents.
-  Regarding Test Entity B, the following document(s) are requested: [Emergency Response Plan](#), [Capacity Survey](#), [Annual Financial Audits](#), [Debt Management Policy](#), [Financial Advisor Information](#), [Letters of Credit](#), [Census Data](#). Use the [Upload Entity Documents](#) transaction to upload the requested documents.
-  There is a Draw Request that has been returned by an OFA Administrator for Clean Water Test Entity for project CWTEST/CWTEST1. Please go to the [Sign Draw Request Transaction](#) to sign this draw request.
-  The DUNS Number verification for entity Alamo Sewer & Water GID has expired. Please contact OFA staff to address this issue and provide updated information related to this matter.

Homepage

NIFS  Project Management Application **Entity/Contact** Personal Administration 

For assistance, please reference the "USER GUIDES" at the bottom right of this screen. **Important message here**

What would you like to do?

Project Management Application **Entity/Contact** Personal Administration

Menu items

Search Transaction

Borrower Project Dashboard **Complete Quarterly Report** **Create Draw Request** **Continue Previously Started Draw Request** **Sign Draw Request**

Submit Proof of Payment

Action Required

Search Actions

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For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

What would you like to do?

Search Transaction 

Personal Information

Update Password

To update personal information or password:

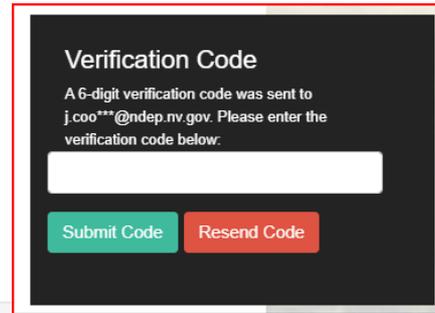
- 1) Return to homepage
- 2) Select "Personal" from the menu

Personal Information

First Name	<input type="text" value="Jason"/>	
Last Name	<input type="text" value="Test Entity A"/>	
Email	<input type="text" value="j.cooper@ndep.nv.gov"/>	
Title	<input type="text" value="Test Entity A"/>	
Phone	<input type="text" value="(775)687-9531"/>	
Signature Text	<input type="text"/>	

NIFS Security

- 1) Strong Password Policy
- 2) Two Factor Authentication



Password Policy

No I agree that I will not disclose or loan these credentials to any other person, to change any password immediately if it has been disclosed (or suspected to have been disclosed) to another party

No I understand that if I share these credentials with any other person, that my account may be disabled by NDEP

No I agree to follow general practice internet security protocols while using NIFS. (See User Guides under log in for more details).

- Must be 8 characters long
- Must include at least one (1) number and (1) special character (!, @, #, \$, %, ^, &, *, ?, <, >, |, /)
- May not contain repetitive or sequential characters (e.g. 'aaaa', '1234', 'abcd')
- May not contain context specific words such as name of the service, the user's first or last name, the username and derivatives thereof

NOTE: We encourage the use of passphrases. A passphrase is a series of words or other text strung together that hold meaning to the user but not to anyone else. When combined with the rules for complex passwords they can be very secure (Ex: MyBlu3NiS\$n, 0urD0gM@x)

Password Maintenance

- Passwords will need to be updated every 90 days. A notification will be provided within the system beginning 10 days prior to password expiration.
- Passwords cannot be re-used or rotated within ten previous password changes
- All accounts shall be locked out on the third-consecutive unsuccessful logon attempt. The system may release a locked-out account after 30 minutes has elapsed. Additionally, an authorized system administrator can unlock accounts prior to 30 minute time period expiration upon request.

User Guide

Search Guides

▷ Administration

▷ Pre-Application

◀ Log in

▷ Internet Security Protocol

User Guides

Use the arrows to open an option.

User Guide

Search Guides

- ▷ Administration
- ▷ Pre-Application
- ▷ Log in
- ▲ Project Draws
 - ▷ Entering a Loan Draw
 - ▷ Submit Proof of Payment
- ▷ Letter of Intent
- ▷ Documents and Records
- ▷ Acronyms and Definitions

You can also type in what you are looking for in the search box.

User Guide

Search Guides

- ▲ Project Draws
 - ▷ Entering a Loan Draw

Contact Us

You can get our mailing address or send us an email through NIFS.

Contact Us

If you have questions or comments about the site or your account, we can be contacted directly using the following information:

OFA
901 S. Stewart Street, Suite 4001
Carson City, NV 89701

You can visit our website for further contact information: <https://ndep.nv.gov/water/financing-infrastructure>

Or Email us directly through the site:

Branch/Program

Office of Financial Assistance

Your Email Address

Message

Send Email

Entity Information



For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

What would you like to do?

Borrower Entity Dashboard

Upload Entity Documents

- 1) From the homepage, select Entity/Contact
- 2) Select Borrower Entity Dashboard

Search Transaction

Action Required

Search Actions



For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

Transaction: Borrower Entity Dashboard
[Home](#) > [Select Entity](#) > [Entity Dashboard](#)

Select the black arrow to the left of your entity name

Select Entity

Show entries

Search:

[Previous](#) [1](#) [Next](#)

	Entity <input type="text"/>	Category <input type="text"/>	CW Eligible <input type="text"/>	DW Eligible <input type="text"/>	Cap Grant Eligible <input type="text"/>	Pre-Applications <input type="text"/>	Letters of Intent <input type="text"/>	Projects <input type="text"/>
	Henderson, City of	Drinking Water	No	Yes	No	1	0	0
	Henderson, City of	Clean Water	Yes	No	No	1	0	0

Showing 1 to 2 of 2 entries (filtered from 14 total entries)

[Previous](#) [1](#) [Next](#)

[Previous](#)

General Information

- Name
- Legal Structure
- Eligible SRFs
- County

Contacts

- Name
- Authorized Representatives
- Phone Number(s)
- Email (only 1 per person)

Identifiers

- Permit Numbers
- State Vendor Number
- Unique Entity Identifier
- DUNS number

Entity Dashboard

General Information

Entity	Henderson, City of
Entity Type	City
County	Clark County
Entity Category	Drinking Water

Contacts

Name	Jason Test Entity
Title	Test Entity A
Email	j.cooper@ndep.nv.gov
Phone(s)	Office: (775)687-9531
Program	Drinking Water
Contact Type(s)	Representative

<< 1 >>

Identifiers

There are no identifier records to display

Addresses



User Rate

There are no user rate records to display



Reports



Document Requirements

1 item(s) require approval
1 item(s) uploaded



Documents

- Financial Statements
- Debt Management Policies
- Asset Management Plans

Note on Entity Documents

Entity Documents have expiration dates.

- 1) NIFS will notify you when you have a document that needs uploading.
- 2) Your homepage/entity has an "upload entity documents" feature.

Project Information

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

What would you like to do?

Project Management Application Entity/Contact Personal Administration

Borrower Project Dashboard **Complete Quarterly Report** **Create Draw Request** **Continue Previously Started Draw Request** **Sign Draw Request**

Submit Proof of Payment

1) From the homepage, select Entity/Project Management

2) Select Borrower Project Dashboard

Transaction: Borrower Project Dashboard
Home > Select Project > Project Dashboard

Select the black arrow to the left of your entity name

Select Project

Show 100 entries

Search: henderson

Previous 1 Next

	Project ID	Project Name	Project Type	Entity	Amount	Agreement Date	Status
	DWTraining1024	Water Service Lateral Replace	Drinking Water	Henderson, City of	\$7,100,000.00		Committed

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

Previous 1 Next

Previous

Borrower Project Dashboard

Entity Information

Entity	Henderson, City of
Entity Parent	
Legal Structure	City
County	Clark County

Project Information

Project	Water Service Lateral Replace
Identifier	DWTraining1024
GL Code	9733
Group Code	GRTS
Population Served	343,486
Project Status	Committed
Contract Status	Draft

Loan Information

Contract Start Date	09/30/2024
Contract Routing Status	Pending
Type	Traditional
Term	30 years
Interest Rate	null%
Obligation Date	08/21/2024
Agreement Date	
Conditions	No

 < 1 >

Timeline

- Submission of Loan Application
- Loan Closing
- Construction Start
- Initiation of Operations



Letter Of Intent

Pre-application ID	DW02456
Disadvantaged	No
For Compliance	No
For Project	No
For PER/ER	No
For Refinance	No



Amortization



Quarterly Reports

There are no recent Quarterly Reports



Budget

Total Program	\$7,100,000.00
Total Project	\$7,100,000.00



Loan Draws

Draws Approved	0
Total Drawn Amount	\$0.00
Amount Available	\$7,100,000.00



Project Documents

4 document(s)



Reports



Repayments

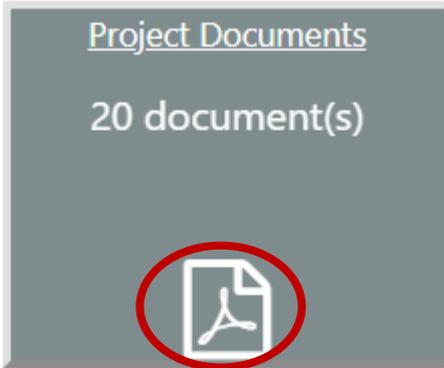


Forecasts

Total amount forecasted	\$0.00
Total draws forecasted	0
Final Draw Date	



Borrower Project Dashboard-Project Documents



Document Name:

- DB Example: Well Driller \$68.25
- AIS Example: Precast concrete
- Contract Example: ABC Contractor 09.01.2024
- Project Example: Monthly Progress Report 09.15.2024

Documents

Project documents need to be added one at a time in to the system. OFA will review each document added prior to finalization in NIFS. OFA has the ability to edit the document name and category to comply with OFA's filing requirements. Please use the following as a guidance for document naming in NIFS:

1. "NAME"

a. This should give enough information about the document that will allow searching for specific parameters within NIFS. This field is used separately from the "TYPE" field below so add other descriptors in this field. Examples:

- 'Contractor Name', 'phase or any other identifier Version#', 'Date Contract Executed',
- 'Labor class', 'phase or any other identifier version #', 'Approved amount'
- 'Project phase', 'AIS material', 'Date approved'

2. "TYPE"

a. This is to cluster documents

- DB = Davis Bacon Documents
- AIS = American Iron and Steel Documents
- CM = Contract Management
- Project = Engineering and Construction Contracts

3. "DOCUMENT"

a. NIFS will accept a .pdf only version. Please limit a single .pdf to no more than 500 pages. If necessary, break the file into main attachments and exhibits to reduce file size.

Name	<input type="text"/>
Type	<input type="text" value="DB = Davis Bacon Document"/>
Document	<input type="text" value="Browse or Drag & Drop Document"/> 

Document Types:

- DB-Davis Bacon
- AIS or BABA
- Contract Management
- Project

.pdf only

Borrower Project Dashboard-Project Documents

Click on  to see document.

Use Search to quickly look for document names or document types.

HINT: Any date, document type, category, description, or part of a description can be searched.



Show entries

Search:

	Date	Document Type	Category	Description		
	3/21/2024	Cost Estimates	Financial Documents	SFR Drinking Water App Satellite Radar and Lea.pdf		
	3/21/2024	Project APN Map	Technical Documents	Map.pdf		
	3/21/2024	Loan Pre-Application				
	6/20/2024	Environmental Review Report	Environmental Review	Asset Prioritization Dashboard.pdf		
	7/2/2024	Cost Estimates	Financial Documents	PDM Crew Costs Calculator_v2.pdf		
	7/2/2024	Cost Estimates	Financial Documents	SRF Loan Estimate Service Lateral Replacement .pdf		
	7/2/2024	Governing Board Resolution		20240702 City Council Regular Meeting Agenda I.pdf		
	7/3/2024	Cost Estimates	Financial Documents	Cost estimate email.pdf		
	7/3/2024	Letter Of Intent				
	7/9/2024	Governing Board Resolution		COH - Resolutions - 4590 DECLARING THE INTENT .pdf		
	7/9/2024	Loan Application				
	7/23/2024	Tech. Env. Review Communication	Technical Documents	SRF Environmental Info checklist signed		

Borrower Project Dashboard-draws

Loan Draws

Draws Approved 7
Total Drawn Amount \$90,049.57
Amount Available \$1,409,950.43



Click on the raised row to open the draw for more detail

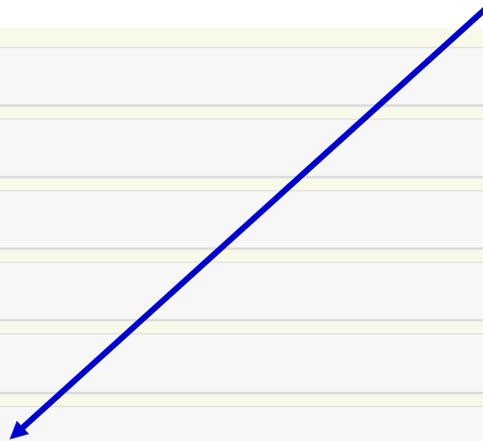
Draw Details

	Request #	Settlement Date	FY	Amount Requested	Approved Amount	Status #
7	02964	09/27/2024	25	\$10,244.00	\$10,244.00	Trace Payment
6	02918	08/22/2024	25	\$4,792.50	\$4,792.50	Finalized
5	02885	07/19/2024	25	\$16,845.00	\$16,845.00	Finalized
4	02836	06/12/2024	24	\$18,300.00	\$18,300.00	Finalized
3	02820	05/29/2024	24	\$14,175.00	\$14,175.00	Finalized
2	02773	04/15/2024	24	\$19,146.25	\$19,146.25	Finalized
1	02741	03/13/2024	24	\$6,546.82	\$6,546.82	Finalized

Sequence number

Draw Processing

Get your invoices and proof of payment in this draw here



General Information
Dates
Payment Details
Verifications
Spending Rules
Invoices
Signature Information
Notes and Uploads

Draw Processing-How to Submit a Draw

User Guide

Search Guides



▷ Administration

▷ Contact/Entity Management

▷ Pre-Application

▷ Video Tutorials

▷ Technical Assistance Program

▷ Log in

▲ Project Draws

▷ Entering a Loan Draw

▷ Submit Proof of Payment

▷ Correcting the total invoice amount

▷ Correcting the requested amount of a draw

Draw Processing-Creating a new draw



For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

- 1) From the homepage, select Project Management
- 2) Select Create Draw Request

What would you like to do?

[Borrower Project Dashboard](#) [Complete Quarterly Report](#) [Create Draw Request](#) [Continue Previously Started Draw Request](#) [Sign Draw Request](#)

[Submit Proof of Payment](#)



For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

Transaction: Create Draw Request

[Home](#) > [Select Project](#) > [Upload Invoices](#) > [Invoice Details](#) > [Request Details](#) > [Validate Draw](#) > [Submit Draw Request](#)

Select the black arrow to the left of your entity name

Select Project

NOTE: This page is used ONLY to start a new draw for your project. If you have already started working on a draw request, please go to "[Continue Previously Started Draw Request](#)" in the menu bar to complete the draw.

Show entries

Search:

[Previous](#) [1](#) [Next](#)

	Project ID	Project Name	Project Type	Entity	Amount	Agreement Date	Status
	DWTraining1024	Water Service Lateral Replace	Drinking Water	Henderson, City of	\$7,100,000.00		Committed

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

[Previous](#) [1](#) [Next](#)

Draw Processing-Continue a Previously Started Draw Request



For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

- 1) From the homepage, select Project Management
- 2) Select Continue Previously Started Draw Request

What would you like to do?

Project Management Application Entity/Contact Personal Administration

Search Transaction 

Borrower Project Dashboard

Complete Quarterly Report

Create Draw Request

Continue Previously Started Draw Request

Sign Draw Request

Submit Proof of Payment

- NIFS is designed to let you create in invoice and build it over a period of time.
- Draw is not submitted until the Authorized Representative logs in an enters their password on the final page of the draw.
- Only one draw at a time can be submitted for payment. Needs OFA Manager approval before it allows a 2nd draw to advance.

Draw Processing-How to Submit a Draw

Project Management Application Entity/Contact Personal Administration

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

Transaction: Create Draw Request
Home > [Select Project](#) > Upload Invoices > Invoice Details > Request Details > Validate Draw > Submit Draw Request

Upload Draw Invoices

Project ID	Project Type	Entity	County	Project Name
DWTraining1024	Drinking Water	Henderson, City of	Clark County	Water Service Lateral Replace

Vendor invoices can be added one at a time or combined into a single .pdf and split out after upload. OFA will require each invoice to be itemized in NIFS by the vendor, vendor invoice#, and invoice date. To learn more about this process, please visit the user guide at the bottom right corner of this screen and look for loan draws.

Invoice must contain:

1. the vendors name and contact number
2. invoice number
3. invoice date
4. total invoice amount along with the amount requested for reimbursement, if different
5. Support for the invoice
 1. This may include, but is not limited to, time sheets, travel invoices, and receipts for purchased items. Expenses must be allowable in the vendor contract to be eligible for reimbursement.
6. Vendor contracts must be on file and accepted with OFA for reimbursement
7. All change orders must be on file and accepted by OFA for reimbursement

Upload Invoice

Previous Save & Continue

Step 1: Upload Invoices (.pdf only)

- Drag & drop
- Browse your computer

Invoices can be added one at a time or all combined into a single .pdf and split out after upload.

Draw Processing-How to Submit a Draw

Vendor invoices can be added one at a time or combined into a single .pdf and split out after upload. OFA will require each invoice to be itemized in NIFS by the vendor, vendor invoice#, and invoice date. To learn more about this process, please visit the user guide at the bottom right corner of this screen and look for loan draws.

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3. invoice date
4. total invoice amount along with the amount requested for reimbursement, if different
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 1. This may include, but is not limited to, time sheets, travel invoices, and receipts for purchased items. Expenses must be allowable in the vendor contract to be eligible for reimbursement.
6. Vendor contracts must be on file and accepted with OFA for reimbursement
7. All change orders must be on file and accepted by OFA for reimbursement

Upload Invoice

 Drag & Drop .pdf invoice files from your computer to this box.

Vendor Invoice #	Invoice Date	Total Invoice Amount	Vendor Name	Document Name	Split
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NIFS Document to upload.pdf	   

Will remain Orange until you enter all four fields

- All four fields must match the attached document.
- Include the total amount of the invoice—don't reduce it here for a partial reimbursement request



Split .pdf pages



Notes to OFA



View document



Recycle

Vendor Invoice #	Invoice Date	Total Invoice Amount	Vendor Name	Document Name	Split
DWTest!	09/30/2024	1000.00	Test Vendor	NIFS Document to upload.pdf	   

Invoices

A sum list of goods or services shipped or provided that specify the price, quantity and terms of sale

Invoices should include

- Vendor Name and Address
- Date of invoice
- Invoice number
- List of goods or services purchased, including quantities
- Price per each item or billable labor hours and hours charged
- Total amount due
- Terms of sale
- “Okay to pay” from loan recipient

Not Accepted

- Missing vendor information
- Missing invoice date or number
- “Quote” listed on the document
- Missing quantities, hourly rates, billable hours, total costs, etc.
- Mathematically incorrect invoices
- Missing approval from loan recipient to pay

Invoices should prove costs are tied to the approved project and at what amount.

Invoice Authority

Contracts, quotes, or purchase orders for goods and services should be loaded into NIFS under project documents before submitting a draw request for the invoice.

Contracts, Quotes, Purchase Orders

- Contractor name and contact info
- Recipient name and contact info
- Dates of authority within timeline of invoice and work performed
- Value (percentage of completion, per item or task, per hour charges)
- Travel (per diem vs actual costs, mileage, etc.)
- Rental costs (per day/hour/minute)
- Signed by both parties
- Terms of agreement
- Liability, insurance, warranty

Not Accepted

- Missing contractor or recipient info
- Undated contracts
- Missing cost values for items being charged in invoices
- Missing signatures from both parties
- Missing liability, insurance, warranty

Go beyond the contract basics of offer, acceptance, and consideration

Why do we need all this?

The federal SRF grants require the recipient (Nevada) to use procedures consistent with “zero-trust” (never trust, always verify) for all financial transactions with SRF funds. These procedures must include verbal verification with a trusted recipient representative of all financial account information both initially and prior to any changes in financial account information.

Government Oversight

- Annual Auditors
 - Single Audit Act
 - EPA
- Random Auditors
 - Nevada Internal Audit
 - Nevada Legislature
 - General Accountability Office
 - EPA-Office of Inspector General

Public Funds

- Bond Markets
- Contractors
- Media
- Public Records Requests

Someone's tax dollars are paying for this project.

Draw Processing-How to Submit a Draw

Vendor invoices can be added one at a time or combined into a single .pdf and split out after upload. OFA will require each invoice to be itemized in NIFS by the vendor, vendor invoice#, and invoice date. To learn more about this process, please visit the user guide at the bottom right corner of this screen and look for loan draws.

Invoice must contain:

1. the vendors name and contact number
2. invoice number
3. invoice date
4. total invoice amount along with the amount requested for reimbursement, if different
5. Support for the invoice
 1. This may include, but is not limited to, time sheets, travel invoices, and receipts for purchased items. Expenses must be allowable in the vendor contract to be eligible for reimbursement.
6. Vendor contracts must be on file and accepted with OFA for reimbursement
7. All change orders must be on file and accepted by OFA for reimbursement

Upload Invoice

 Browse or Drag & Drop individual claim invoice .pdf files.

Vendor Invoice #	Invoice Date	Total Invoice Amount	Vendor Name	Document Name	Split
<input type="text" value="122480"/>	<input type="text" value="04/29/2024"/>	<input type="text" value="6227.5"/>	<input type="text" value="Lumos & Associates"/>	<input type="text" value="INVOICE # 122480.pdf"/>	   
<input type="text" value="124021"/>	<input type="text" value="08/27/2024"/>	<input type="text" value="14110.5"/>	<input type="text" value="Lumos & Associates"/>	<input type="text" value="INVOICE # 124021.pdf"/>	   
<input type="text" value="123230"/>	<input type="text" value="06/24/2024"/>	<input type="text" value="37419"/>	<input type="text" value="Lumos & Associates"/>	<input type="text" value="INVOICE # 123230.pdf"/>	   
<input type="text" value="123620"/>	<input type="text" value="07/24/2024"/>	<input type="text" value="10334"/>	<input type="text" value="Lumos & Associates"/>	<input type="text" value="INV # 123620.pdf"/>	   

Note 

Previous

Save & Continue

Draw Processing-How to Submit a Draw

Important note

 This project contains a loan condition for Financial Sustainability

Notes: This project contains a requirement for a: • Asset Management Plan • Capital Asset Replacement Reserve Account

Invoice #	Invoice Date	Invoice Total	Vendor
30123.01-10	05/03/2024	\$3,295.00	Dowl LLC
	Planning cost already incurred	<input type="text" value="Requested Amount"/>	
	Other Planning costs	<input type="text" value="Requested Amount"/>	
	Design and Engineering	<input type="text" value="2800.75"/>	
	Land Acquisition	<input type="text" value="Requested Amount"/>	
	Equipment/Materials	<input type="text" value="Requested Amount"/>	
	Construction/Improvements	<input type="text" value="Requested Amount"/>	
	Administration	<input type="text" value="Requested Amount"/>	
	Financing	<input type="text" value="Requested Amount"/>	
	Construction contingency	<input type="text" value="Requested Amount"/>	
	Other	<input type="text" value="Requested Amount"/>	
	Total	\$2,800.75	



Total Invoice Amount

Requested Reimbursement Amount

Enter in the amount requested on the appropriate budget line item

Draw Processing-How to Submit a Draw

NIFS tracks the total disbursement requests against the agreed budget

Budget

Program Funds	
Planning cost already incurred	<input type="text" value="0"/>
Other Planning costs	<input type="text" value="0"/>
Design and Engineering	<input type="text" value="97750"/>
Land Acquisition	<input type="text" value="0"/>
Equipment/Materials	<input type="text" value="0"/>
Construction/Improvements	<input type="text" value="0"/>
Administration	<input type="text" value="0"/>
Financing	<input type="text" value="0"/>
Construction contingency	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
\$97,750.00	

Classification	Total Previously Received	Current Request	Total Requested to date	Total Budgeted	Remaining from Budget
Planning cost already incurred	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Planning costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design and Engineering	\$33,391.20	\$33,003.38	\$66,394.58	\$97,750.00	\$31,355.42
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction/Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$33,391.20	\$33,003.38	\$66,394.58	\$97,750.00	\$31,355.42

Percentage of project complete

% _____

To change the budget categories email:
ndep-ofa@ndep.nv.gov

Draw Processing-How to Submit a Draw

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

Transaction: Continue Previously Started Draw Request

[Home](#) > [Select Draw](#) > [Upload Invoices](#) > [Invoice Details](#) > Request Details > Borrower Questionnaire > Validate Draw > Submit Draw Request

Request Details

Request #	Project ID	Project Type	Entity	County	Project Name
00065	DWTraining1024 	Drinking Water	Henderson, City of	Clark County	Water Service Lateral Replace

Reporting Period Start Date

09/01/2024

Reporting Period End Date

09/30/2024

Is this the final draw request?

No

Percentage of Project Complete

10

Upload any additional information necessary to process this draw request (.pdf only)

 Browse or Drag & Drop document

Previous

Save & Continue

Funding tracking Sheet is attached here

*Required if project has multiple funding sources or if NDEP requires it for this project.

Draw Processing-Verifications

Must select either:

1) Not applicable

2) Advanced for Payment

Verification	Response
Project progress reports are current and sent to OFA.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
Invoices show company information including contact information, invoice number, and date(s) of service.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
Invoices are mathematically correct.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
Vendor name, invoice number, invoice date, and amount requested are correctly entered in NIFS on all invoices.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
Costs are allocated appropriately to funding sources if project has multiple funding sources.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
Invoices have been checked for expenses not eligible for reimbursement (alcohol, entertainment, routine operations or maintenance costs, capitalized interest)	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
Requested reimbursement expenses are necessary and reasonable for the performance of the project.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If applicable, the hourly rate for labor charged on invoices agree to the contracted amounts by position.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If applicable, travel, per diem, mileage rates agree with contracted amounts.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If applicable, travel reimbursements include itemized receipts (hotel, airfare, car rental, public transportation, tolls, meals)	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If applicable, markups agree with contracted amounts.	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If invoice contains payments for laborers or mechanics that are subject to Davis-Bacon, "YES" is selected on signature page	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If invoice contains payments for materials subject to AIS or BABA, "YES" is selected on signature page	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If any new contracts or subcontracts have been awarded, "YES" is selected on signature page	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment
If any new contract change orders have been issued, "YES" is selected on signature page	<input checked="" type="radio"/> None Selected <input type="radio"/> Not Applicable <input type="radio"/> Advanced for Payment

Draw Processing-Verifications

Additional Comments

Previous

Continue

Draw Processing-How to Submit a Draw

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

Transaction: Continue Previously Started Draw Request

[Home](#) > [Select Draw](#) > [Upload Invoices](#) > [Invoice Details](#) > [Request Details](#) > [Borrower Questionnaire](#) > Validate Draw > Submit Draw Request

Validate Draw

Draw does not exceed total

The system will ensure that this draw does not exceed the total amount permitted on the loan



One draw at a time

The system will ensure that only a single draw can be active for a project at a time.



Proof of Payment

The system will ensure that proof of payment on the previous draw has been received.



Draw Conditions

The system will verify that submitting and approving this draw will not violate conditions that have been put in place for the project.



[Previous](#)

[Continue](#)

Draw Processing-How to Submit a Draw

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.



Verification Violations

One draw at a time

- This draw request cannot be submitted at this time. Draw Request #1 (ID: 00038) is currently pending approval. Please try to submit this draw request at a later time or contact an OFM administrator if you feel this message is an error.

The system will ensure that this draw does not exceed the total amount permitted on the loan.

One draw at a time

The system will ensure that only a single draw can be active for a project at a time.

Proof of Payment

The system will ensure that proof of payment on the previous draw has been received.

Draw Conditions

The system will verify that submitting and approving this draw will not violate conditions that have been put in place for the project.







You do not need to go back to start. Just Close out the violation and go back to correct the error or wait for time to pass.

Draw Processing-How to Submit a Draw

Request #	Project ID	Project Type	Entity	County	Project Name
00065	DWTraining1024	Drinking Water	Henderson, City of	Clark County	Water Service Lateral Replace

ViewHTMLtoPDF.aspx
1 / 2 | - 75% + |



STATE REVOLVING FUND
LOAN DRAW REQUEST FORM

Project Identifier: DWTraining1024

Request #: 00065

Loan Recipient: Henderson, City of Pay Request: 0 Final Draw:

Address: _____ Reporting Period: 09/01/2024 - 09/30/2024

Project: Water Service Lateral Replace

Authorized loan amount: \$7,100,000.00

Classification	Total Previously Received	Current Request	Total Requested to date	Total Budgeted	Remaining from Budget
Planning cost already incurred	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Planning costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design and Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment/Materials	\$0.00	\$850.00	\$850.00	\$840,000.00	\$839,150.00
Construction/Improvements	\$0.00	\$0.00	\$0.00	\$6,010,000.00	\$6,010,000.00
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financing	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00

Draw Processing-How to Submit a Draw

- No Does this draw include payments to Davis-Bacon Wage Requirements?
- No Does this draw include payments for materials subject to American Iron and Steel (AIS) or Buy American?
- No Have you awarded any new contracts or subcontracts since the last draw?
- No Have you authorized any change orders to existing contracts or subcontracts since the last draw?

Signature (as it will appear on the application)

Account Password

Password



I certify that to the best of my knowledge and belief, the billed costs in this payment request are in accordance with the terms of the loan, including the Davis Bacon Act requirements and the American Iron and Steel (AIS) or Buy American requirements, that the payment request represents an amount due which has not been previously requested, that an inspection has been performed, and that all work is in accordance with the terms and conditions of the loan.

Previous

Save & Finish

- No **Does this draw include payments to Davis-Bacon Wage Requirements?**
- No **Does this draw include payments for materials subject to American Iron and Steel (AIS) or Buy American?**
- No **Have you awarded any new contracts or subcontracts since the last draw?**
- No **Have you authorized any change orders to existing contracts or subcontracts since the last draw?**

Draw Processing-How to Submit a Draw

- No Does this draw include payments to Davis-Bacon Wage Requirements?
- No Does this draw include payments for materials subject to American Iron and Steel (AIS) or Buy American?
- No Have you awarded any new contracts or subcontracts since the last draw?
- No Have you authorized any change orders to existing contracts or subcontracts since the last draw?

Signature (as it will appear on the application)

Account Password

Password



I certify that to the best of my knowledge and belief, the billed costs in this payment request are in accordance with the terms of the loan, including the Davis Bacon Act requirements and the American Iron and Steel (AIS) or Buy American requirements, that the payment request represents an amount due which has not been previously requested, that an inspection has been performed, and that all work is in accordance with the terms and conditions of the loan.

Previous

Save & Finish

I certify that to the best of my knowledge and belief, the billed costs in this payment request are in accordance with the terms of the loan, including Davis Bacon Act requirements and the American Iron and Steel (AIS) or Buy American requirements, that the payment request represents an amount due which has not been previously requested, that an inspection has been performed, and that all work is in accordance with the terms and conditions of the loan.

Draw Processing-How to Submit a Draw

What if you are NOT the authorized representative?

	Construction Contingency								
ATTENTION!!! The draw request is complete but you are not the person who has been assigned as the authorized representative responsible for signing this application. Please review the document above and make sure all the information contained therein is complete and accurate. After review, press the "Save & Finish" button at the bottom of the page. Upon pressing the button, the authorized representative will receive an email with further instructions.									
Previous									Save & Finish

- Email is sent to the authorized representatives:
There is a draw request for the Water Service Lateral Replace/DWTraining1024 project awaiting your signature at the NIFS website. Please log into your account at <https://ndepifs-dev.ndep.nv.gov/> and sign the awaiting document.
- The draw is no longer under “Continue Previously Started Draw Request”.
- Authorized representatives can access the draw two ways:
 - On the NIFS dashboard, under Project Management, there is a “sign draw request” option.
 - On the NIFS dashboard, there is a note under “Action Required”.

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

What would you like to do?

Search Transaction

Project Management Application Entity/Contact Personal Administration

Borrower Project Dashboard

Complete Quarterly Report

Create Draw Request

Continue Previously Started Draw Request

Sign Draw Request

Submit Proof of Payment

Action Required

Search Actions

-  There is a Pre-Application awaiting your signature for Alamo Sewer & Water GID for a project entitled Alamo Sewer & Water GID PER. Please go to the [Sign Pre-Application Transaction](#) to sign this application.
-  There is a Draw Request awaiting your signature for Henderson, City of for project Water Service Lateral Replace/DWTraining1024. Please go to the [Sign Draw Request Transaction](#) to sign this draw request.
-  There is a Draw Request awaiting your signature for Test Entity B for project Test Draw Module B/Test Draw Module B. Please go to the [Sign Draw Request Transaction](#) to sign this draw request.

Proof of Payment

Seq #	Request #	Project ID	Project Type	Entity	County	Project Name
01	00065	DWTraining1024	Drinking Water	Henderson, City of	Clark County	Water Service Lateral Replace

OFA requires each invoice to have proof of payment attached. For proof of payment to be accepted it must adequately identify the amount paid and the invoice the payment applies to. To learn more about this process, please visit the user guide at the bottom right corner of this screen and look for proof of payment.

Guidelines for providing proof of payment:

1. Proof of payment must include the vendor name, date of payment, and amount being paid.
 - a. Attach a canceled check or proof of electronic payment.
2. If more than one invoice is paid in a single payment to a vendor, then the payment stub must be included to identify the invoices being paid.
3. Proof of payment must be attached to each invoice being paid, even if more than one invoice on the payment is included within the same draw. The same payment document will simply be attached to more than one invoice.
4. Proof of payment for direct payroll costs can be satisfied with an appropriate payroll journal. OFA does not need copies of individual employee checks.

Invoice #	Invoice Date	Invoice Total	Vendor
DWTest!	09/30/2024	\$1,000.00	Test Vendor

Upload Proof of Payment for this invoice (.pdf only)

Previous

Submit Proof of Payment

Step 1: Upload Proof of Payment (.pdf only)

- Drag & drop
- Browse your computer

Proof of Payment

Project Management Application Entity/Contact Personal Administration

For assistance, please reference the "USER GUIDES" at the bottom right of this screen.

What would you like to do? Search Transaction

Project Management Application Entity/Contact Personal Administration

Borrower Project Dashboard Complete Quarterly Report Create Draw Request Continue Previously Started Draw Request Sign Draw Request

Submit Proof of Payment

Proof of payment must be attached to this draw before NIFS will allow the next draw request to process.

Transaction: Submit Proof of Payment
[Home](#) > [Select Draw Request](#) > [Upload Proof of Payment](#)

Select Draw Request

Show 100 entries Search: Henderson Previous 1 Next

	Sequence #	Request	Request Date	Project ID	Project Name	Project Type	Entity	Amount
➔	01	00065	10/02/2024	DWTraining1024	Water Service Lateral Replace	Drinking Water	Henderson, City of	\$850.00

Showing 1 to 1 of 1 entries (filtered from 17 total entries) Previous 1 Next

Previous

Proof of Payment

Accepted payment types

- United States Currency
 - Cash
 - Check
 - EFT / ACH / WIRE

Not Accepted

- Foreign currency
- Cryptocurrency
- Bonds or investments
- Bartered goods or services

Accepted payment proof

NAC 445A.67626

- Cancelled check
- Bank statement

Now that the draw is submitted, What next?

1. Initial Review
 1. Similar to borrower review for accuracy of invoices
 2. Verification of contracts and supporting information
2. Technical Review
 1. Invoices and purchases align with the project progress reports
 2. Davis-Bacon review
 3. American Iron and Steel / BABA document review
 4. Change orders / New contracts review
3. Financial Review
 1. Requested items for reimbursement contain sufficient & appropriate support.
 2. Requested items for reimbursement are reasonable & allowable.
4. Bond Panel Signature
5. Bond Panel Returned to Treasurer's Office
6. NDEP-OFA processes payment via ACH– **Recipient able to submit next draw.**
7. 3 days to process
8. Funds settle into your account.

How often are draws accepted?

Loan Contract Exhibit A, Condition 11.1

The Recipient agrees to draw funds available in this contract within three (3) years from the date of this contract. Funds will be subject to de-obligation and/or review after this time period by the Division.

Loan Contract Exhibit A, Condition 11.3

Additional loan funds will be promptly disbursed to the Recipient for project costs incurred by the Recipient upon receipt of proper and acceptable payment requests from the Recipient **provided that payment shall be made at a minimum of quarterly but not more frequently than once a month. Funds may be subject to review and/or de-obligation if disbursements are not completed at least quarterly, without written communication from the utility to the Division.** [emphasis added]

What if the draw is returned?

- An email will be sent to the Authorized Representatives
Draw Sequence XX, amount \$850.00 for the Water Service Lateral Replace/DWTraining1024 at Henderson, City of has been returned by a reviewing administrator. Please log into your NIFS account to review the draw request and see notes provided by the administrator.
- The draw will appear back under “continue previously started Draw Request.”

Vendor Invoice #	Invoice Date	Total Invoice Amount	Vendor Name	Document Name	Split
DWTest!	09/30/2024	1000	Test Vendor	NIFS Document to upload.pdf	   

Admin Notes

10/07/2024

1) Correct the amount requested.
2) Add in "yes" that Davis Bacon applies to this invoice.

- If the draw has multiple invoices, you only need to correct the invoices mentioned in the notes. They may still be in red letters. Invoices in black letters have been reviewed.
- Re-submit the draw when the changes have been updated.



Questions?

Website:

<https://ndep.nv.gov/water/financing-infrastructure>

Contacts:

ndep-ofa@ndep.nv.gov

Office of Financial Assistance
901 South Stewart Street, Suite 4001
Carson City, Nevada 89701



Nevada Department of
**CONSERVATION &
NATURAL RESOURCES**