



DRINKING WATER STATE REVOLVING FUND

Office of Drinking Water

Construction and Lead Service Line Loans

Submitting a Good Application

Jocelyne Gray

Environmental Engineer

DWSRF Program

Scott Kugel

Environmental Planner

DWSRF Program

Learning Expectations

- Post questions in the chat.
- There will be future training that covers more details about the loan cycle.
 - Question and Answer Session October 16
 - Various conferences including IACC in October
- Current information about the DWSRF program is located at www.doh.wa.gov/DWSRF - we regularly update the webpage.

Agenda

- Basic Information
- Application
- Financial Information
- Readiness to Proceed Points
- Bonus Points
- Disadvantaged Community Points
- Cultural, Historical, and Environmental Reviews
- More Information
- Questions
- Contacts

Basic Information



Applications

- Accepted year-round
- Must submit by **11:59 p.m. November 30, 2024**, to be scored and ranked in 2024
- Submit each project separately for scoring
 - One application for treatment project
 - One application for storage project unless the storage tank is required as part of the treatment system
 - One application for source
 - One application for water mains
 - One application for lead service line replacement

Eligible Applicants



Construction Loans

Group A Community
– not-for-profit and for-profit

Group A Noncommunity
– not-for-profit

Group A Tribal community
serving residential
connections

Group B systems becoming
Group A Community



Lead Service Line Loans

Group A Community
– not-for-profit and for-profit

Group A Noncommunity
– not-for-profit

Group A Tribal
community serving
residential connections

Planning Document for Eligibility

- **Approved and current** planning document.
Contact your Regional Planner
 - Either a Water System Plan or Small Water System Management Program
 - Project in the application must be identified in the planning document.
- For LSL loan projects, include planning document in scope of work if you do not have a current and approved document.

Regional Planner Contacts

Eastern Regional Office

Jamie.Clark@doh.wa.gov or 509-329-2137

Brenda.Smits@doh.wa.gov or 509-329-2122

Northwest Regional Office

Krista.Chavez@doh.wa.gov or 564-669-0757

Crystal.Nuno@doh.wa.gov or 253-395-6750

Southwest Regional Office

Meredith.Jones@doh.wa.gov or 564-233-1394

Benjamin.Majors@doh.wa.gov or 360-236-3030

Application



Applicant Organization Information

- Applicant Organization = Name of the person or organization that will sign the loan agreement
- Water System Name and System ID – get from your Water Facility Inventory
- Unique Entity Identifier (UEI) from [SAM.gov](https://sam.gov) allows you to do business with the federal government.

Applicant Organization Information

The screenshot shows the SAM.gov website with a prominent notification box. The notification box has the SAM.GOV logo at the top and contains the following text:

You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

? I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](#) or the Federal Service Desk, [FSD.gov](#). You can search for

Do not show this message again

At the bottom of the notification box, there is a "Check Entity Status" button with a checkmark icon.

Applicant Organization Information

- Central Contractor Registration is the annual expiration date of your SAM.gov registration
- Unique Business Identifier (UBI) – allows you to do business in Washington State
- Go to [Washington State of Revenue](#)

Applicant Organization Information

The screenshot shows a web browser window with the URL dor.wa.gov/education/industry-guides/construction/requirements-obtain-contractors-ubi-numbers. The browser's address bar and tabs are visible at the top. The website header includes the Department of Revenue logo, navigation links (Laws & rules, Subscribe, Careers, Contact, About, Log In), and a search bar. A dark blue navigation bar contains links for Home, Open a business, Manage a business, Taxes & rates, File & pay taxes, Education, and Forms & publications. The main content area features a breadcrumb trail: Home / Education / Industry Guides / Construction / Requirements To Obtain Contractors' UBI Numbers. The title of the page is "Requirements to obtain contractors' UBI numbers", with a "Print" button to its right. The text explains that RCW 82.32.070 requires taxpayers to maintain a record of the Unified Business Identifier (UBI) account number of each contractor they hire to perform construction. It states that taxpayers must keep records for at least five years, and failure to do so can result in a two-year bid ban and a \$250 penalty. A link for the "Printer-friendly version" is provided. Below the text is a section titled "Requirements to obtain contractors' UBI numbers" with three sub-sections: "Out-of-state contractors", "Contents", and "Tax paid at source deduction".

Home / Education / Industry Guides / Construction / Requirements To Obtain Contractors' UBI Numbers [Print](#)

Requirements to obtain contractors' UBI numbers

RCW 82.32.070 requires all taxpayers to maintain a record of the Unified Business Identifier (UBI) account number of each contractor they hire to perform construction. For example, the law requires a general contractor to record the UBI number of all subcontractors. Taxpayers must keep record of the UBI numbers for at least five years. If a taxpayer fails to record the contractor's UBI number, the taxpayer will not be allowed to bid on a public works contract for two years. The taxpayer will also be subject to a penalty not to exceed \$250.

[Printer-friendly version](#)

Requirements to obtain contractors' UBI numbers

- [Out-of-state contractors](#)
- [Contents](#)
- [Tax paid at source deduction](#)

Applicant Organization Information

- Statewide Vendor Number from [Washington State Office of Financial Management](#) so you can receive reimbursements from Washington State Department of Health.

Applicant Organization Information

The screenshot shows the homepage of the Office of Financial Management (OFM) of the State of Washington. The browser address bar shows 'ofm.wa.gov'. The navigation menu includes 'About us', 'Contact us', and 'Publications & reports'. The main header features the OFM logo and the tagline 'Working together for the equitable future of every Washingtonian.' Below the header is a search bar with the placeholder text 'Enter your search terms'. A secondary navigation bar contains icons and labels for 'Home', 'Washington Data & Research', 'Budget', 'Accounting', 'Facilities', 'State Human Resources', and 'IT Systems'.

A banner for the DEI Empowerment Conference 2024. It features a collage of four images: a person in a yellow jacket, a man and woman in a meeting, a woman in a video call, and a woman in a professional setting. The text reads 'DEI EMPOWERMENT CONFERENCE 2024' and 'Join us on June 5, 6, 11, and 12'. A green 'Learn more' button is located at the bottom right of the banner.

I'm looking for...

- Civil service rules
- Collective bargaining agreements
- DEI Empowerment Conference: June 5, 6, 11, 12
- Fiscal notes
- How to do business with OFM
- Job classes and salaries
- MyPortal
- Procurements and contracts
- State Administrative & Accounting Manual
- Statewide vendor/payee services
- Travel expenses and per diem rates

Uploads for Eligibility

- The approval letter from DOH for your planning document.
- **Only** the pages from the plan that identify the project – description, capital improvement plan, financials. **DO NOT upload the entire planning document!**
- Water right documentation for sources or consolidations/restructuring. Upload certificates and permits, **NOT** the Water Right Self Assessment.

Water Rights for Eligibility

- Water Right permit or certificate is required for the area to be served – contact Regional Ecology office. Water rights are required for:
 - Source projects (point of withdrawal)
 - Consolidations and Interties (point of use)
 - Infill projects increasing capacity within the service area (point of use)
- Area to be served must match service area map in the approved planning document.

Uploads for Eligibility

- Control of the site for the infrastructure for the life of the loan, preferably indefinitely. Upload deeds, leases, or easements.
- No outstanding audit findings. If you have findings, please contact Michael.Copeland@doh.wa.gov to see if they make you ineligible.

Project Information

- Give the project a name
- Brief Project Description – identify what is to be built/constructed (drill well, booster pump station, install water mains).
 - Identify any actual or potential co-funding and which portion of the project DWSRF will pay for.
 - Identify any compliance issues in the past 5 years.

Project Information

- Project Site Street Address: provide the street address for the lot or the street name for a main line project.
- The longitude and latitude will be for the lot or the street where the project will be built. Use <https://www.google.com/maps> to identify the longitude and latitude.

Project Information

- Main Focus: what is the one main purpose of the project?
 - Construction: Transmission/Distribution, Source, or Treatment
 - Land acquisition
 - Planning & Design Only (not eligible for construction loan)
 - Purchase of systems
 - Restructuring/Consolidation/Receivership
 - Other

Main Focus

- Construction: Transmission/Distribution, Source, or Treatment
 - Transmission/Distribution includes reservoirs and booster stations in the distribution
 - Source or Treatment also include reservoirs and booster stations at those locations
- Land acquisition
 - For constructing the main focus
- Planning & Design Only (not eligible for construction loan)

Main Focus

- Purchase of systems
- Restructuring/Consolidation/Receivership
- Other
 - Contact Jocelyne.Gray@doh.wa.gov to determine if your project fits this category and may be eligible for funding.
 - The project should address a public health concern.

Project Information

● Proposed Actions

- Select all areas to be covered by the single project.

● Restructuring/Consolidation/Receivership

- Describe the expected final outcome
- Upload the signed transfer of ownership agreement for restructuring/consolidation
- Upload the court order for receivership

● Compliance Issue

- Identify the issue
- Upload the compliance document from DOH

Project Information

● Exceedances

- Indicate all the exceedances that the project will address

● Treatment Technique Issue

- Indicate which rule was violated
 - Ground Water Rule is *E. coli* contamination of the well
 - Revised Total Coliform Rule is bacteriological contamination of the distribution system or storage tank.

Project Information

- If the project addresses water shortage due to a declining aquifer upload:
 - Well static water level measures over several years
 - Water conservation measures.
 - Provide the volume of water saved since implementing water conservation measures.
 - Identify if water meters were replaced or installed.
 - Identify water main repairs.
 - Identify any water fixture rebates.

Project Information

- Indicate if you have source meters on all existing sources
- Indicate if service meters are on all existing services

Financial Information



Financial Information

● Budget

- Indicate which activity will be covered by the DWSRF loan. Provide an estimated time of completion for the activity and the estimated cost.
- Work with your design engineer to estimate the costs.
- Engineering Report includes the Project Report and Construction Drawing approval that is required.
- **Don't forget** DOH review fees for the project report, construction drawings, and bid documents.

Financial Information

● Budget

- Not all activities are required.
- Bid document approval is required
- Contingency is required. No less than 10% and no more than 20% of the Construction costs.
- Loan fee is 1% of the total project cost.

Financial Information

● Funding Sources

- List all dedicated/awarded funding sources
- List funding sources for which you have applied such as Congressional or Legislative appropriations.

● Not-for-profit water system

- Upload nonprofit status documentation

● Indicate applicant's relationship with the water system

● List the number of years, approximate if necessary, the water system has existed

● List the number of years under the current board/council/commission/owner/management

Managerial Capacity

- Are all your board positions been filled?
- Do you have regular board or community meetings? At least annually for homeowner associations, but more frequent recommended.
- Are meeting minutes available for review?
- Governing board/owner must approve the submittal of the application. Upload meeting minutes approving the application be submitted by a specific person.

Technical Capacity

- Does your water system have a certified operator in responsible charge?
- Are operating and maintenance records kept and available for review?

Financial Capacity

- List the number of current and future connections. Include all residential, commercial, industrial, and vacant connections.
- Provide your current and future residential water rates.
- Did the water system approve a rate increase to cover the loan? Upload the meeting minutes.
- Estimate the annual revenue the new rates will generate for the water system.

Financial Capacity

- Indicate if an income survey was conducted for the water system or the project area. To be considered for subsidy, the income survey must be completed with 18 months of application due date.
 - Upload the income survey
- Provide current outstanding long-term debts.
- Provide any open lines of credit.
- Provide any debt shared with other organizations.

Financial Capacity

- Indicate if there are any motions to limit the ability to raise water rates or expend from revenue to repay the loan.
- Indicate if the system experience fiscal distress due to a natural disaster in the past 12 months.

Technical Assistance

- Indicate if your water system received any technical assistance from:
 - Rural Community Assistance Corporation (RCAC)
 - Evergreen Rural Water of Washington (ERWOW)
 - Celerity
 - Small Communities Initiative
 - Engineering Consultant
 - Grant Writer

Readiness to Proceed



Readiness to Proceed Scoring

● Construction Documents

- Construction drawings must be 100% complete for all drinking water portions including instrumentation.
- Include cut sheets, manufacturer documentation.
- Upload approval letter from DOH

● Bid Documents

- Front end specifications – all the DWSRF federal funding requirement documentation
- Technical specifications
- Construction drawings
- Upload approval letter from DOH

Readiness to Proceed Scoring

- Completed SEPA – upload final determination letter
 - Required to be completed before you issue Notice to Proceed (NTP)
- Cultural and historical review completed – upload final determination letter
 - Required to be completed before you issue NTP
 - Must follow federal Section 106
- Project completes any project previously funded by any DWSRF funding
 - Provide the loan or grant number or application number

Readiness to Proceed Scoring

- DWSRF loan will complete the entire funding package, or is the only funding needed.
 - If there is other funding, please upload the award or commitment letters.
 - Upload any requests for direct appropriations from Congress, Senate, or state legislature.

Bonus Points



Bonus Points Scoring

- Restructuring/Consolidations
 - List the name and public water system identification number that is part of the restructuring or consolidation.
- Asset Management Training
 - Provide the name of the person who attended the training.
 - Provide the location and date of the training. If virtual, indicate who the host company.
- Asset inventory spreadsheet updated by RCAC and up to 6 points available. Link on our webpage under Asset Management.

Bonus Points Scoring

● Smart Project Coordination

- Upload documentation about the other infrastructure (bridge, fish passage, Complete Streets, etc.)
- Provide the expected project schedule
- Note you will not receive funding until the following summer. The construction schedule may be too fast-tracked.

● Green Infrastructure

- If addressing water loss greater than 30%, upload water use efficiency reports.
- If reducing pumping, treatment, or electrical costs or reducing chemical usage, upload the calculations that show the savings.

Disadvantaged Community Points



Disadvantaged Community Criteria

- Water system serves residential connections and is owned or operated by a federally-recognized tribe; or
- When 50 percent of a project location is within census tract(s) that meet at least 1 of the WTN criteria:
 - Ranking of 7 or more for the federal funding friendly Environmental Health Disparities
 - Ranking 7 or more for the federal funding friendly Social Vulnerability Index
 - More than 30 percent of the population is below 185 percent of the federal poverty level.

Water system only has to meet one criteria to be disadvantaged.

Disadvantaged Community Points Scoring

- Meet 3 of the WTN criteria or be a federally-recognized tribal community serving residential connections
- Meet 2 WTN criteria
- Meet 1 WTN criteria



Cultural, Historical, and Environmental Reviews

Types of Reviews

- Cultural and Historical Review
 - Comply with National Historic Preservation Act, Section 106
- Environmental Review
 - Complete State Environmental Review Process (SERP)
 - National Environmental Policy Act-like process (NEPA) and
 - Comply with State Environmental Policy Act (SEPA)

Complete SERP

- Complete SEPA – local entity is lead agency
 - Publish at least once
 - SEPA Register is mandatory
 - Send determination and supporting documents (affidavit of publication and any comments received) to DWSRF@doh.wa.gov
- Publish for public comment
- Systems need to start this process early
- SEPA exempt projects must still publish

Complete SERP

- Section 106 of National Historic Preservation Act
 - Office of Drinking Water Consults With
 - WA Department of Archeology and Historic Preservation
 - Tribes—federally recognized
 - Interested Parties—local historic groups, local hobby groups, non-federally recognized tribes
 - Provide opportunity for public input and comment

Consultations

- Consultations take time—90 days to one year, unless for an Emergency Loan
- May lead to a cultural/historical survey which takes time
- Start the process early
- CAN NOT issue Notice to Proceed until process is complete
- Required for all projects that disturb the ground or existing structures

Area of Potential Effect

- Area of Potential Effect is an approved area where ground will be disturbed or work affects structures or sites
- Area of Potential Effect is approved by Scott Kugel
- Regional Engineers should consult with Scott Kugel to determine if proposed project is on the approved area
- If project changes locations, contact Scott.Kugel@doh.wa.gov

More Information



information

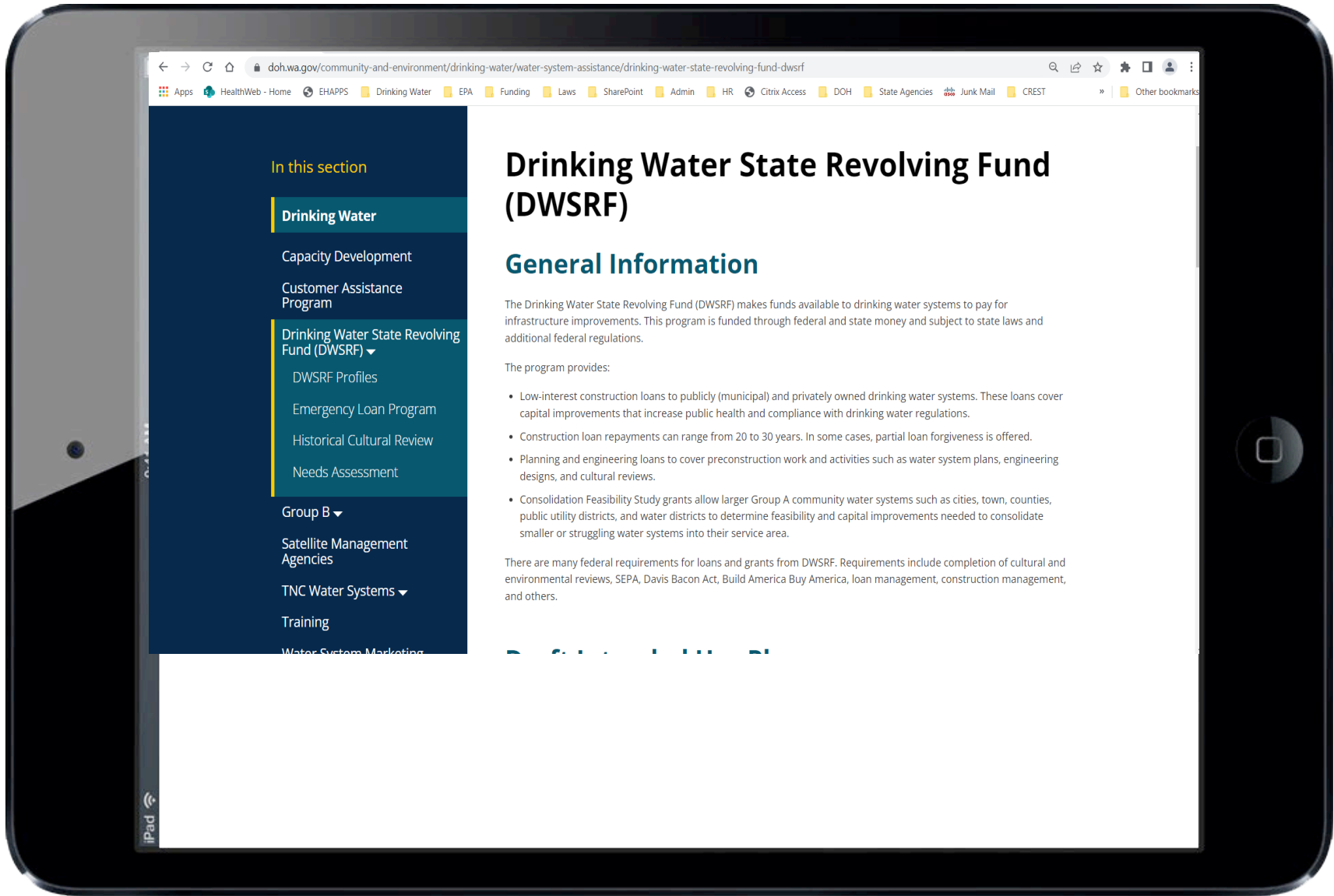
Online Training

October 16 at 10am: Q&A Session

Webinar links are posted at
www.doh.wa.gov/dwsrf.

Meetings held on Microsoft Teams

Session slides will be posted online a week later.



Questions?

DWSRF Staff Contacts

Program Manager

Chris.Pettit@doh.wa.gov or 564-233-1408

Scope of Work, Funding Cycles, and Technical Questions

Jocelyne.Gray@doh.wa.gov or 564-669-4893

WALT Application and General Questions

at DWSRF@doh.wa.gov or

Jason Cammarano 360-867-3991

Cultural, Historical, and Environmental Review

Scott.Kugel@doh.wa.gov or 360-480-7617

Technical Assistance Coordination

Chelsea.Cannard@doh.wa.gov or 564-233-1799

DWSRF Financial Services Contacts

Underwriting and For-Profit Eligibility (Mike)

Michael.Copeland@doh.wa.gov or 360-236-3083

Contract Manager Eloise.Rudolph@doh.wa.gov or 360-236-3124

Contract Manager Brittany.Cody-Pinkney@doh.wa.gov or
360-236-3047

Contract Manager Rachel.Paris@doh.wa.gov or 360-236-4294

Invoicing and Payments (Steve) Stephen.Lomnicki@doh.wa.gov or
360-236-3166 or DWSRFInvoicing@doh.wa.gov



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