It is important that you read and understand the [*2023 DWSRF Lead Service Line Guidelines* 331-714 (PDF)](https://doh.wa.gov/sites/default/files/2023-02/331-714.pdf) before you complete this application worksheet. Fields marked with an asterisk (\*) are required fields. Submittals must be received by November 30, 2023.

**All applications must be submitted using the DWSRF online portal, WALT**.

Application cycle webinars will be held September 20 and October 11, 2023, at 10:00 a.m. until 11:30 a.m. We will hold a Question and Answer webinar on November 8, 2023, at 10:00 a.m. until 11:30 a.m. To participate you can join the meeting from your computer, tablet, or smartphone by clicking on the appropriate link on our [DWSRF website](https://doh.wa.gov/community-and-environment/drinking-water/water-system-assistance/drinking-water-state-revolving-fund-dwsrf).

Prior to signing a loan contract, you must obtain a Unique Entity Identifier and a Central Contractor Registration expiration date through [SAM.gov](https://sam.gov/content/home), a [Statewide Vendor Number](https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services) through the Washington State Office of Financial Management, and a [Unified Business Identifier (UBI)](https://dor.wa.gov/sites/default/files/2022-03/700028_0.pdf?uid=64e4d231af5d5) number.

Submit questions in writing prior to the webinar to dwsrf@doh.wa.gov.

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| Registration - Organization Information |
| \*Applicant Organization   |
| \*Address 1  |
| Address 2 |
| **\*City** | **State**   | **\*Zip Code +4** ([Link to USPS Zip Code Lookup](https://tools.usps.com/go/ZipLookupAction%21input.action)) |
| \*County | **\*Phone Number** |
| **\*Email** | **\*Federal Tax ID #** | **Organization Website Address** |
| Registration - Contact Information |
| \*First Name | **\*Last Name** |
| \*Phone Number | **\*Email**  |
| Address 1 | **Address 2** |
| **\*City** | **State** | **\*Zip Code +4** ([Link to USPS Zip Code Lookup](https://tools.usps.com/go/ZipLookupAction%21input.action)) |

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| Applicant Organization Information |
| **\*Water System Name:**  | **\*Water System ID#:**  |
| **Unique Entity Identifier (UEI) #:**  | **Statewide Vendor #:** |
| **Central Contractor Registration (CCR) Expiration Date:** Click here to enter a date. | **UBI#:**  |
| **Initial Eligibility for Lead Service Line Replacement** |
| Is this application for Lead Service Line Inventory development or Lead Service Line Replacement?[ ] LSL Inventory [ ]  LSL Replacement\*Is your Water System Plan (WSP) or Small Water System Management Program (SWSMP) approved and current? [ ] YES [ ]  NOIf no, must be included in scope of work.If LSL Replacement:ATTENTION: Answering NO to any of the following three questions or not providing documents requested will make you ineligible. Please contact your regional planner or engineer if you have questions.\*Is your Water System Plan (WSP) or Small Water System Management Program (SWSMP) approved and current? [ ] YES [ ]  NO\*Have you uploaded a copy of the approval letter for applicant’s WSP or SWSMP? [ ] YES [ ] NOProvide copy with application submittal.\*Have you uploaded a copy of the page in the WSP or SWSMP that has water main replacement projects included for the properties involved? [ ] YES [ ] NOProvide copy with application submittal\*Applicant has NO outstanding audit findings related to technical, managerial, or financial capacity? [ ] YES [ ]  NO\*Can notice to proceed be issued with 18 months of contract execution?[ ] YES [ ]  NOProvide copy of project schedule. |
| Project Information |
| **\*Project Name:**   |
| \*Brief Project Description (Scope of Work) (Max 500 Words):   |
| **\*Legislative District (1-49):**  **\*Congressional District (1-10):**  |
| Project Site Name  |
| Project Site Street Address  |  City  | State  |
| **Zip Code +4**  | **Latitude**  | **Longitude**  | **\*Project County**  |
| **\*Does the water system have service meters on all existing services?**[ ] YES [ ]  NOIf no, service meters must be included in lead service line replacement construction project. |

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| **Bonus Points** |
| **\*Has your staff attended asset management training session?**If you participated in an asset management training provided by DOH, RCAC or other technical provider between September 1, 2020 and March 1, 2023, you are eligible for bonus points. To receive points in this category, you must provide the training date, location, title, and sponsor information along with the names of staff who attended the training.[ ] YES [ ] NO\*If YES, provide who, where, and when:  |
| **\*Does your system have an asset inventory?**To receive points in this category, you must provide an asset inventory that includes the list of water system assets, age of assets, expected life of the assets, replacement cost of assets, and criticality. See Appendix E of the guidelines for an example.[ ] YES [ ] NO\*If YES, upload a copy of your asset inventory |

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| Financial Information |
| **\*Project Budget (Enter date and amount for each activity included in your budget. If not listed, add below.)** |
| **Activity** | **Date (Estimated)** | **Loan Request (Costs)****Amount**  |
| Engineering Report (preliminary engineering) |  Click here to enter a date. |   |
| Environmental Review | Click here to enter a date. |   |
| Cultural Review | Click here to enter a date. |   |
| Land/Right-of-Way Acquisition | Click here to enter a date. |   |
| Permits | Click here to enter a date. |   |
| Public Involvement/Information | Click here to enter a date. |   |
| Bid Documents (design engineering) | Click here to enter a date. |   |
| Construction | Click here to enter a date. |   |
| Contingency (should be at least 10% of Construction cost)  | Click here to enter a date. |   |
| DOH Review/Approval Fees | Click here to enter a date. |   |
| Other Fees: (sales or use taxes) | Click here to enter a date. |   |
| Service Meters (purchase and installation) | Click here to enter a date. |   |
| Audit Costs | Click here to enter a date. |   |
|  | **Subtotal** |   |
| Other (describe): | Click here to enter a date. |  |   |
| Other (describe): | Click here to enter a date. |  |   |
| Other (describe): | Click here to enter a date. |  |   |
| **Funding Request TOTAL** |   |
| **Loan Fee** |   |
| **TOTAL FUNDING REQUEST (add the two lines above)** |   |

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| **\*Will you be using any other funding sources for your project? If YES, list funding sources and amounts below.** | [ ] YES [ ]  NO |
| Funding Source:  | Amount:  |
| Funding Source:  | Amount:  |
| Funding Source:  | Amount:  |
| Funding Source:  | Amount:  |
| **\*Applicant’s relationship to the water system (Select one type):**[ ] Water Manager[ ] Parent and/or subsidiary[ ] Owner[ ] Satellite System[ ] Attend to Absorb/Restructure With | **\*Years in business as a water system:** **\*Number of years under current management:**  |
| **\*List your System’s Reserve Accounts** | **Amount**  |
| Operating cash reserve balance |  |
| Emergency reserve balance |  |
| Capital reserve balance |  |
| Equipment reserve balance |  |
| TOTAL |  |
| **Does your water system have managerial capacity?** |
| \*Are all of your water system board positions filled? [ ] YES [ ] NO |
| \*Does your board meet regularly? [ ] YES [ ] NOIf YES, When?  |
| \*Are your board meeting minutes available for review? [ ] YES [ ] NO**\*Upload meeting minutes approving submittal of the DWSRF application for the proposed project and proposed funding amount.** |
| **Does your water system have technical capacity?** |
| \*Do you have a certified operator? [ ] YES [ ] NO If YES, list operator name and certification number  |
| \*Do you keep the following records and are they available for review? [ ] YES [ ] NO Operating (example: source and service meter reading) Maintenance (example: how often is the pump replaced or serviced?) |

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| **\*Connection Totals (List number of active residential, commercial, and other or vacant connections.)** |
| Connections | Current Year | Future Year 1 | Future Year 2 | Future Year 3 | Future Year 4 | Future Year 5 |
| Total Number of Active Residential Connections |  |  |  |  |  |  |
| Total Number of Active Commercial Connections |  |  |  |  |  |  |
| Total Number of Other or Vacant Connections |  |  |  |  |  |  |
| Total Number of Connections |  |  |  |  |  |  |
| **\*Water Rate Information (Provide Water Rate Information per residential connection.)** |
| Average monthly residential rate per connection (base rate) |  |  |  |  |  |  |
| Additional residential rate per 100 cubic feet (CF) |  |  |  |  |  |  |
| Average monthly cubic feet consumption per connection |  |  |  |  |  |  |
| Current average rate per connection before this project |  |  |  |  |  |  |
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| Was an income survey conducted on your system, jurisdiction, or project area? [ ] YES [ ] NO**If YES, upload a copy of the final report of the income survey and MHI determination.** |
| Will the water system increase rates to repay this loan?[ ] YES [ ] NO |
| \*Did or will the water system adopt rates to include the DWSRF loan repayment? [ ] YES [ ] NOIf YES, when will the new rates be effective? **Upload meeting minutes of the rate increase** |
| How much annual revenue does this system expect this source to generate?  |

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| **Current Outstanding Long Term Debt (For each obligation, list the annual principle and interest debt service, interest rate, maturity date and collateral, if any.)** |
| Lender | Outstanding Balance | Payment Amount | Payment Schedule (Select One) | Interest Rate Percent | Interest Rate (Select One) | Maturity Date |
|  |  |  | [ ] Weekly[ ] Monthly[ ] Quarterly |  | [ ] Fixed[ ] Variable |  |
|  |  |  | [ ] Weekly[ ] Monthly[ ] Quarterly |  | [ ] Fixed[ ] Variable |  |
|  |  |  | [ ] Weekly[ ] Monthly[ ] Quarterly |  | [ ] Fixed[ ] Variable |  |
| **Open Lines of Credit (List total amount available, current balance, and interest rate for each.)** |
| Lender | Available Credit | Current Balance | Interest Rate Percent | Interest Rate (Select One) | Maturity Date | Collateral Securing Debt |
|  |  |  |  | [ ] Fixed[ ] Variable |  |  |
|  |  |  |  | [ ] Fixed[ ] Variable |  |  |
|  |  |  |  | [ ] Fixed[ ] Variable |  |  |
| **List all entities where the applicant system has overlapping debt (Please indicate the amount and percent of outstanding debt for which your system is liable. Include 100% of debt if fully guaranteed by your system and 100 % of debt your system's parent company is obligated for as the parent of other subsidiary entities.)** |
| **Entity Name** | **Outstanding Debt** | **Percent Share of Outstanding Debt** |
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| Does the system have the ability to raise rate for loan repayment? [ ] YES [ ] NO |
| Is there a pending motion (or resolution) to limit the water system’s ability to raise rates or expend from revenue the funds needed to repay a loan?[ ] YES [ ]  NO |
| Has the applicant experienced severe fiscal distress resulting from a natural disaster (example: Governor-declared emergency, or emergency public works need in the past 12 months)? [ ] YES [ ]  NO |
| Has the applicant received past or present technical assistance from the Rural Community Assistance Corporation (RCAC), Evergreen Rural Water of Washington (ERWOW), or any other consultant? [ ] YES [ ]  NOIf YES, provide comments:  |
| Did technical staff help you complete this form? [ ] YES [ ] NO**If YES, identify activities the technical staff provided for your water system or your board:**[ ] Asset Management Training[ ] Rate Setting[ ] Assistance Completing Applications[ ] Income Survey[ ] OtherIf other (activities), provide comments:  |
| **Identify all events listed below that your water system experienced in the last five years.** |
| Is the water system involved in any lawsuits or pending litigation that is in excess of $10,000? [ ] YES [ ]  NO**If YES, upload a statement from your attorney describing the lawsuit.** |
| Have company assets been sold? [ ] YES [ ]  NO |
| Will company assets be sold in the future? [ ] YES [ ] NO |
| Is the system under any regulatory or court compliance order? [ ] YES [ ]  NOIf YES, explain: **Upload documentation** |
| **Business References for privately owned systems only, list the names and contact information of at least three references you did business with during the past year.**  |
| Business Organization | Contact Person | Phone (xxx-xxx-xxxx) | Business account # |
|  |  |  |  |
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| **Authorization of DOH by Borrower *for privately owned systems only.* To facilitate processing of this application, the borrower hereby authorizes DOH staff to request business and/or personal credit reports for all proposed responsible parties for the debt obligation. (List name of person(s) who give DOH authority to check credit history.)** |
| **Name of Authorized Person(s)** | **Title** | **Date** |
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| **We certify that the applicant has not defaulted on any payment of matured principal and/or interest.** [ ] YES [ ] NOIf NO, provide details:  |
| **\*To fully evaluate the financial status of the applicant, the DWSRF program requires the applicant upload the following items:**[ ] All applicants; Balance Sheet Statements for last three years and current year if available.[ ] All applicants; Book Asset Details or complete Fixed Assets Inventory List and Depreciation schedule.[ ] All applicants; Income Statements for last three years and current year if available.[ ] All applicants; Adopted Water Rate Structure for last three years and current/future year(s) if available.[ ] Privately owned water system only; filed Tax Returns for last three years.[ ] Privately owned water system only; copy of bank statements ending December 31 for the last three years.[ ] Privately owned water system only; copy of bank statements ending December 31 for the last three years.[ ] Privately owned water system only; Copy of Bylaws and Articles of Incorporation. |
| **\*Attachment Checklist:**[ ] EZ1[ ] Map[ ] Other | **Other Documentation Comments:**  |



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.