



Drinking Water State Revolving Fund Loan Program **Emergency Loan Guidelines**

Your primary goal is to respond to and recover from public health threats. The emergency loan program ensures our readiness and ability to award loans to water systems experiencing an emergency, so they can restore water service as quickly as possible.

The emergency loan program financially assists eligible communities experiencing the loss of critical drinking water services or facilities due to an emergency and demonstrating a substantial fiscal need, according to established Drinking Water State Revolving Fund (DWSRF) criteria. The Department of Health (DOH) has a set amount of funding available each year for emergency projects; therefore, we process applications in the order received.



For purposes of this program, “emergency” refers to an event like a natural disaster that causes damage or disrupts normal public water system operations and requires immediate action to protect public health and safety. A failure to maintain, replace, reconstruct, upgrade, or make necessary infrastructure improvement does not constitute an emergency.

When we determine an emergency exists and emergency funding is available, we may award an emergency loan to an eligible public water system. These funds will be available for the construction, reconstruction, replacement, rehabilitation, temporary repair, or improvement necessary to continue or restore operation of a public water system that is in violation of health and safety standards due to an emergency as defined above.

Eligibility Requirements

Eligible Applicants

- Publicly or privately owned (nonprofit) Group A community water systems with a population of less than 10,000. Homeowners’ associations must submit articles of incorporation.
- Transient or nontransient noncommunity public water systems owned by a nonprofit organization. Nonprofit noncommunity water systems must submit tax-exempt documentation.
- Water systems owned by an Indian tribe. The water system must meet all capacity requirements and the proposed project may not receive Safe Drinking Water Act national set-aside funds for Indian tribes.



HELPING TO ENSURE SAFE AND RELIABLE DRINKING WATER

Ineligible Applicants

- Noncommunity public water systems owned by a for-profit organization.
- State or federally owned water systems.
- Systems lacking the technical, financial, and managerial capability to ensure compliance, financial health, and loan repayment.

Before You Apply

Create a short description of what happened, how it affected your water system, and what you need. You can improve the likelihood of success by having a good description of your water system.

Before you apply for emergency funding, the following information needs to be gathered.

- **Project cost estimate:** Come up with a “best guess” cost estimate. You can update the estimate later as you know more, but you need an estimate to start.
- **Role of insurance:** Do you have insurance that covers this facility or portions of it?
- **Contractor procurement process:** You can waive the competitive bid process as part of your emergency declaration or access your small work roster.
- **Who will do the work?** Water system operators may need licenses (for example, plumbing) to do some repair work. You may need to contract some repairs to certified individuals.
- Provide financial information, as part of the application.
- Emergency declaration (see guidelines).

Funding Schedule

- We will:
 - Accept applications for DWSRF emergency loans all year.
 - Process application in the order received.
 - Review, score, and rank applications, if necessary, due to volume.
 - Publish funded projects on the DWSRF webpage.
 - Execute contracts after we accept the final scope of work.
- Borrowers will have 30 days to sign and return contracts.

Paper application

Visit our website at <http://www.doh.wa.gov/DWSRF> to get started.

Important information about the DWSRF funding process

- To be eligible, the water system must be financially viable and able to repay the loan.
- Any eligible preconstruction project work completed prior to signing a contract, is done at the water system’s risk.
- We will:
 - Provide an overview of the DWSRF contract requirements.
 - Execute all approved contracts.
 - Assess a nonrefundable 1.0 percent loan origination fee at contract execution and amortize it over the life of the loan, except when you receive subsidy.
 - Withhold 10 percent of your contract amount until you officially close out the project. At that time, we will reimburse the remaining funds.

- Construction work cannot start until the water system successfully completes environmental and cultural reviews.
- The borrower must receive DOH approval of project report and related construction documents.
- You must complete the project within 24 months of signing the DWSRF contract.
- The loan repayment period is six years. Annual loan repayments start October of the first year of loan execution. An example amortization schedule is in Appendix E.
- A project will be closed out when we:
 - Determine cultural and environmental deliverables are met.
 - Receive an engineer-certified construction completion report.
 - Receive any required as-built drawings.
 - Receive the financial audit report (if required).
- Project must comply with federal crosscutters, state laws, and related publication. See Appendix B for more information.

Subsidy

We can award some principal forgiveness (or subsidy), based on an **affordability index** (percentage of the Medium Household Income (MHI) that the average water bill will be **after** the loan). Projects where the average monthly water rate will exceed 2.0 percent of the MHI for the service area will qualify.

Please see the chart on the following page for loan terms and principal forgiveness information. We may offer systems with an affordability index between a 1.5 and 2.0 percent lower interest rate.

We will obtain your MHI from the most recent census of your water system area (U.S. Census 2010) or can use a recent income survey from your customers.

To qualify for subsidy, please submit documentation of your existing monthly water rate, your annual expenses including your operating and maintenance costs, your existing debt and reserves, and the total number of connections.

Not all systems that qualify for subsidy and are on the list may receive it. There will be a set amount available, and given, based on project score.

Loan Terms for Emergency Funding

Income Level of Households	Interest Rate	Loan Fee	Loan & Fee Repayment Period ***
Water system is not economically disadvantaged	1.5% fixed	1% at loan execution*	6 years or life of the project, whichever is less
Water system with an affordability index between 1.5 and 2.0%	1% interest on loan	1% at loan execution*	6 years or life of the project, whichever is less
Water system with an affordability index between 2.01 to 3.5%	30% Principal Forgiveness & 1% interest on loan	**	6 years or life of the project, whichever is less
Water system with an affordability index of 3.51% to 5.0%	50% Principal Forgiveness & 1% interest on loan	**	6 years or life of the project, whichever is less
Water system with an affordability index of 5.01% or higher	75% Principal Forgiveness & 1% interest on loan	**	6 years or life of the project, whichever is less
Maximum Award			
The maximum award to each water system/entity is \$100,000. Multiple owners of one project (shared facilities) or satellite management agencies that are restructuring (combining) systems may combine loan limits up to a maximum of \$200,000.			
Loan Fees			
<p>*The loan fee is not subject to the loan limit. For example, if a project is budgeted at \$100,000, the applicant can apply for a \$101,000 loan—\$100,000 for the project plus the \$1,000 loan fee. The loan fee is assessed at contract execution. Loan fees are nonrefundable.</p> <p>**Water systems receiving subsidy are not subject to loan fees.</p> <p>***Refer to Appendix F for a sample amortization schedule.</p>			

Supplemental Financial Information

We require supplemental financial information for all water systems requesting Drinking Water State Revolving Funds. Complete the DWSRF supplemental financial information form included in this application.

Pre-Contract Requirements

If we approve your DWSRF loan, you will need to complete the following steps before executing a DWSRF contract:

- **Step 1: Data Universal Numbering System.**

To execute a DWSRF contract, borrowers must have a Data Universal Numbering System (DUNS) number, a unique nine-character identification number provided by Dun & Bradstreet. Organizations may call Dun & Bradstreet at 1-866-705-5711 or access the website <http://fedgov.dnb.com/webform> if they do not have a DUNS number. Internet requests are fulfilled within 24 hours. Once a DUNS number is issued, it will be available for use in the System for Awards Management (SAM) within 24 hours.

- **Step 2: Valid Registration with System for Awards Management.**

To execute a DWSRF contract, borrowers must have a valid entity registration with the System for Awards Management (SAM). SAM is a federally owned and operated free website that consolidates the federal procurement systems and the Catalog of Federal Domestic Assistance into one system. SAM now includes the functionality of the Central Contractor Registry (CCR).

You must update or renew your entity registration at least once a year or it will expire. Go to www.SAM.gov to see if you are already registered. You do not need a user account to search, just type your entity name or DUNS number into the search box.

If you are not registered, you must first create a user account and register online at <https://www.sam.gov>. You will need your DUNS number to complete your registration. If you need help, the Federal Service Desk at <https://www.fsd.gov> provides help to navigate the system and support your SAM registration.

- **Step 3; Statewide Vendor Number.**

To execute a DWSRF contract, borrowers must establish a Statewide Vendor (SWV) number through the Department of Enterprise Services (DES). The Statewide Payee Desk maintains a central file used by all Washington State agencies to process payments to individuals and businesses. Contact DES at 360-407-8180, payeehelpdesk@des.wa.gov, or obtain the required forms at <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay>. You must submit your SWV number to us.

- **Check for Federal Exclusion.**

Before we award a contract to a borrower, we will verify that borrowers are not in the Federal Excluded Parties List System (EPLS) for ineligible professionals and debarred contractors using the website: www.SAM.gov. We will keep the computer printout in the borrower's loan file documenting the borrower does not appear on the EPLS. Borrowers **must** verify contractor or subcontractor eligibility through SAM.

Project Eligibility Requirements

- The project must focus primarily on necessary construction because a natural disaster or other unforeseen or unavoidable circumstance caused damage or disrupted normal public water system operation and requires immediate action to protect public health and safety.
- Project must focus primarily on one identified problem or need, such as treatment, a new reservoir, or infrastructure repair or replacement. If your project has more than one focus, we may require you to re-submit each as a separate application. Contact us for guidance if you are unsure about the focus of your project.

- Project must address the water system’s existing public health or compliance issues (such as state or federal enforcement action; significant noncompliance with any federal or state drinking water regulation; red, yellow, or blue operating permit related to infrastructure) caused by a natural disaster or other unforeseen or unavoidable circumstance.
- Entity must declare a local disaster. Examples of declaration are in Appendix D.

Eligible projects include:

- New source.
- Source reconstruction.
- New reservoir or reservoir repairs.
- Treatment plant repairs.
- Water main or distribution repair.
- Bottled or hauled water.

Water System Capacity Eligibility Requirements

You do not need a current DOH-approved water system plan or small water system management program to apply for a DWSRF emergency loan. Instead, applicants must show system capacity or financial, technical, and managerial ability to:

- Successfully run the water system.
- Complete the proposed project.
- Repay the loan.

Additional capacity requirements for the DWSRF loan program include:

- Demonstrating financial health and ability to repay the loan.
- Demonstrating the proposed project is ready to proceed.

Construction Eligibility Requirements

Construction may not start until the following occur:

- We notify you that you will receive DWSRF funding.
- You submit any required project report and construction documents to us and our regional engineer approves those documents.
- You sign your DWSRF contract and return it to us.
- You follow the bid requirements detailed in the DWSRF contract handbook.
- You consult with us about your required environmental and cultural review, and you receive a Final Completion Letter.

It is critical that you talk with us about your project’s status and these conditions. Ask for help if you need it.

Eligible Activities and Project Costs

The following activities are eligible for reimbursement if they relate directly to an eligible, funded DWSRF emergency loan project:

- Competitive bidding costs: You can waive this process in an emergency declaration (see Appendix D). You can also select a contractor off your small works roster.
- Contracted construction costs.

- Labor costs including salaries and wages at actual or average rates. Administrative and project management labor costs are not eligible unless they apply to the following activities and are no more than 3 percent of the funding amount:
 - Pre-design engineering.
 - Design engineering.
 - Construction engineering.
- Distribution reservoirs (finished water).
- DWSRF loan fees.
- Purchasing water production capacity from another water system, if that is the best solution for the project. This is limited to municipal water systems not using the additional water production capacity for future growth, but needing the capacity to address a public health threat.
- Other direct costs associated with an eligible construction project, including:
 - Materials and supplies.
 - Telephone.
 - Copying, printing, and advertising.
 - Using photography for surveying or map-making.
 - Video and photography for project documentation.
 - Computer usage.
 - Vehicle and equipment rental costs.
 - Competitive bidding.
 - Audit costs.
 - Construction insurance costs (not liability insurance).

Ineligible Projects

- Projects caused primarily by failure to maintain, replace, reconstruct, upgrade, or make necessary infrastructure improvements.
- Projects primarily focused on future population growth and water system expansion.
- Projects solely for preconstruction activities.
- Projects solely for studies or assessments.
- Restructuring (purchasing) costs incurred by privately owned systems.
- Point of use treatment devices for community systems and most noncommunity systems.
- Acquisition, construction, or rehabilitation of dams or raw water reservoirs.
- Individual projects for multiple water systems submitted as one application.
- Projects primarily focused on fire protection.

Ineligible Activities and Project Costs

- Water rights, unless a public water system being purchased through consolidation owns the water rights.
- Laboratory monitoring fees.
- Operation and maintenance expenses.
- Portable generators, tools, vehicles and other “rolling stock.”
- Indirect salaries, wages, and benefits for water system employees whose work falls outside of the scope of project construction.
- Liability insurance.
- Force account labor.

Application Evaluation Process

After we receive applications, we conduct an initial eligibility review that includes:

- Checking application completeness.
- Determining applicant eligibility.
- Determining eligibility of proposed project.

If we determine applicants or projects are ineligible, we remove the applications from funding consideration and send a letter explaining the reason for the ineligibility determination. You may appeal an ineligibility decision using the appeal process described below.

Appeal Process

When your proposed project does not meet all of the eligibility criteria and system capacity requirements, we disqualify the project from DWSRF funding program consideration. You have ten working days from the date on the disqualification notification letter to send an appeal letter to the director of the Office of Drinking Water. The appeal letter should:

- Explain how the applicant's proposed project meets the DWSRF eligibility criteria and requirements.
- Include any supporting documentation.
- Request reconsideration of the application.

Our director will review the appeal letter and documentation and re-evaluate the project in light of any new information. When the director makes a decision about the appeal, we will notify the applicant in writing. The director's decision is final.

Technical Evaluation (Scoring and Ranking)

- After the eligibility screening, we will score and rank the applications using the scoring criteria system described in Appendix A.
- It is your responsibility to clearly document in the application any public health risks and compliance problems the project will address. We may not consider unclearly presented information during scoring and ranking.

Financial Review

- We review each applicant/project within the funding range to determine its ability to repay the loan and readiness to proceed.
- If we contact you for financial information, you must respond within 15 calendar days, otherwise we may withdraw your project from funding consideration. Failure to respond in a timely manner may result in your application being bypassed.

Bypass Process

If our review demonstrates an applicant cannot repay a loan, does not respond to requests for additional information in a timely manner, or the project is not ready to proceed, we may "bypass" or remove the applicant or project from funding consideration. We will notify you if we bypass your project. If you don't agree with the bypass determination, you have two weeks to request a review from us.

Project Implementation

- We will work with you to finalize the project scope of work. After we accept the scope of work, we will prepare a DWSRF contract for signature.
- To finalize your contract we will mail the contract to you. You must sign and return the contract to us within 30 days of the postmark date. We will provide assistance on how to comply with the contract requirements.

Please note that before you beginning construction you must:

- Complete the required environmental and cultural review (see below).
- Have our approval of any required project report and construction documents.
- Have us review the bid specifications.

Environmental and Cultural Reviews

We manage the DWSRF Program and ensure projects comply with the State Environmental Review Process (SERP) and provide a cultural consultation that meets National Historic Preservation Act (Section 106) and/or Governor's Executive Order 05-05 requirements. Although the SERP and cultural/historical review are two distinct processes, we coordinate both reviews as much as possible.

Please note: Projects cannot move forward with **any** construction activities until both environmental and cultural reviews are complete and we issue a Final Completion Letter. This includes any ground disturbing activities including geotechnical work and test wells.

Environmental Review

SERP is a checklist of all environmental regulations, which encompasses the State Environmental Policy Act (SEPA) and National Environmental Policy Act (NEPA). SERP identifies and analyzes potential impacts a project might have on the environment when the project will affect or is located near:

- Known habitat of endangered species.
- Contaminated soils.
- Body of water.
- Environmental sensitive area (e.g., wetlands, shorelines).

We encourage you to get started on the project permit process, including the SEPA checklist, as soon as possible.

Municipalities considered SEPA lead agencies receiving DWSRF funding must submit all documentation to us for approval (EIS, DNS, SEPA Exemption Notice, etc.). Water systems must complete a public comment period for all projects to be categorically exempted (statute WAC 197-11-305(2) Categorical Exemptions) doesn't pertain to federally funded projects.

Environmental Review Timetable		
Activity	Responsibility	Timeframe
Submit copies of determination, findings, permits, and affidavit of publication	Borrower	As soon as possible
Review environmental determination, findings, permits, and publications	DOH	Generally 15 days after receipt of documents from borrower
Review/concur with cultural review <ul style="list-style-type: none"> • Final Completion Letter 	DOH	7 days

Cultural Review

The project “cultural review” identifies the area of potential impact on cultural resources when:

1. Ground will be disturbed.
2. Project will affect, or is located near:
 - Native American Reservation.
 - Historic structures.
 - Cultural resources.

According to 36 CFR 800, a government-to-government relationship is an important part of the Section 106 cultural review. The Department of Health:

- Leads the cultural review to meet Section 106, or Governor’s Executive Order 05-05 (GEO 05-05), and determines which consultation requirement applies to your project.
- Initiates cultural review after the Public Works Board approves the final DWSRF loan list.
- Contacts the Tribes and the Washington State Department of Archaeology and Historic Preservation (DAHP) to begin consultation.

As part of the process, we may request supplementary information, such as construction drawings, plans, publications, or other previously approved compliance documents. Your active participation is essential for the processes to continue efficiently. Requested information not forwarded in a timely manner will delay the process.

If a Cultural Resources Survey is necessary, we will notify you as soon as possible. It is your responsibility to hire a certified entity to conduct the survey and submit a draft survey to us for approval. After we approve the survey, we will provide instructions on final distribution to DAHP and interested Tribe(s). The archeological survey contains confidential information and is not for general distribution.

We follow a more stringent cultural review process for projects receiving additional state or federal funding. You must notify us of any additional funding the project received, along with the necessary compliance documentation. We will coordinate with other identified funding agencies. Any documentation more than five years old is not valid and won’t be accepted.

Cultural Review Timetable		
Activity	Responsibility	Timeframe
Evaluate Project <ul style="list-style-type: none"> • Research Project Area 	DOH	7 days
Make Determination <ul style="list-style-type: none"> • “No Historic Properties Affected” -OR- <ul style="list-style-type: none"> • “Potential Historic Adverse Effect” <ul style="list-style-type: none"> (a) Complete survey, monitoring plan, and/or inadvertent discovery plan (b) Additional consultation with DAHP and Tribes 	DOH Borrower	Ongoing (1) 1-3 months 4-12 months (2)
Forward determination to consulting parties	DOH	30 days
Review Concurrence Letter(s)	DOH	7 days
Public comment period <ul style="list-style-type: none"> • Publish Section 106 Findings 	Borrower	7 days
Forward final completion letter concurrent with completion of environmental review	DOH	7 days

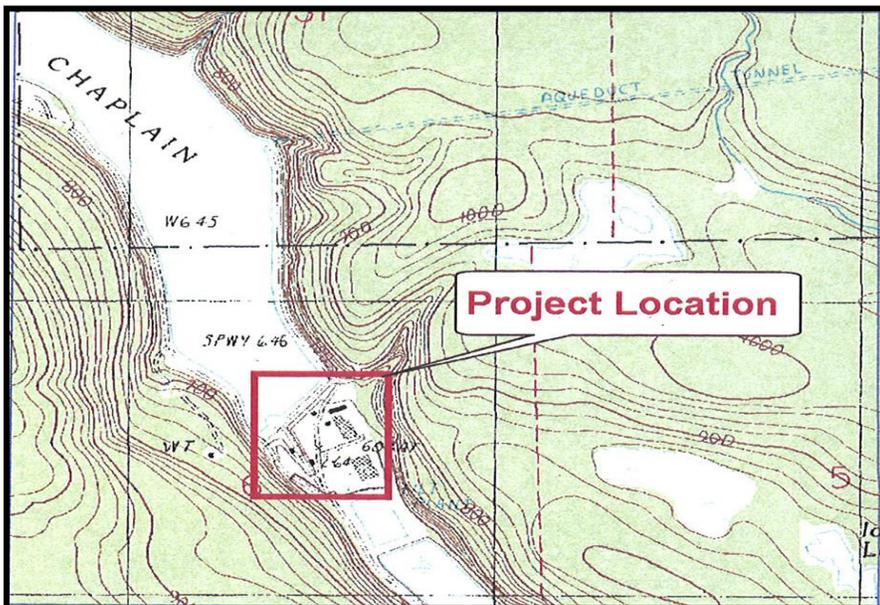
- (1) Revised project scope or other relative information may result in another review.
- (2) Timeframe depends on the significance of cultural/historic resources in vicinity of the project area. If significant time is required, it may be necessary to obtain a DWSRF construction loan.

Please see Appendix C for an overview of the cultural review process.

To ensure your cultural review is not delayed:

- The EZ-1 Form is included in the DWSRF online application process.
- The EZ-1 Form must include a U.S. Geological Survey quadrangle map (7.5-minute series)
- Make sure:
 - You clearly identify your project location (see below).
 - You provide a detailed project description.
 - The township, range, and section information is correct.

Submitting the Project Review Sheet (EZ-1 Form) *only initiates* the cultural review. There are additional steps required. The quad map required on the EZ-1 Form must clearly identify the project area. You must outline and label the entire project area. Below is an example.



Changes in the Scope of Work – Potential Second Reviews

If a scope of work change includes any of the following, an additional environmental review and/or cultural review may be required.

- Increasing or changing the Area of Potential Effect.
- Excavating at a deeper depth.
- Adding new elements to the project activities.
- Increasing the pipe size.

The borrower must contact us and forward a revised EZ-1 Form to our SERP/Section 106 lead to initiate a re-evaluation of the SERP/106, or Governor’s Executive Order 05-05 (GO 05-05) process. Construction activities for the revised scope of work are not allowed until we determine whether all elements of the SERP/106 or GO 05-05 for the proposed change are complete and a contract amendment is fully executed.

DWSRF Contract Requirements

- Our contracts staff will monitor each DWSRF contract for compliance.
- Borrowers must complete all funded projects within 24 months.
- To help ensure reasonable and timely project completion, accountability, and the proper use of funds, applicants must:
 - Promptly submit requested materials and documentation, according to any stated deadlines and schedules, during all phases of the application and contract process.
 - Issue a notice-to-proceed for construction within three months of contract execution, provided the environmental and cultural reviews are completed.
 - Submit required project reports and construction documents to our regional office.
 - Ask us to approve your project report and construction document before you begin construction.
 - Use a competitive bid process (described in the DWSRF Contract Handbook).
 - Comply with the federal Davis-Bacon Act (pay prevailing wages). If you are funded, we will explain how to comply.
 - Provide required quarterly project progress reports.
- If required in your contract, have an independent audit conducted and send the audit report to the Public Works Board within 60 days of project completion.
- Within 60 days of completing your project your project engineer must complete a construction completion report and send it to us. The Construction Completion Report Form is online at doh.wa.gov/Portals/1/Documents/Pubs/331-121-F.doc.

APPENDIX A Project Scoring Procedures

We use the following criteria to score all eligible applications.

The proposed project will repair or replace	
Type Of Project	Points
New Source	120
Source Reconstruction	115
Disinfection Improvements	110
Filtration	110
Treatment	110
New Reservoir or Reservoir Improvements	100
Main / Distribution Improvements / Booster Pump / Seismic Improvements	100
Treatment Plant Discharge	80

APPENDIX B

Federal Crosscutters, State Laws, and Related Publications

Related Publications

- Public Works Board, *Drinking Water State Revolving Fund Loan Program Contract Manual*.

Environmental Authorities

- Archaeological & Historic Preservation Act of 1974, Pub. L. 86-523, as amended.
- Clean Air Act, Pub. L. 84-159, as amended.
- Coastal Barrier Resources Act, Pub. L. 92-583, as amended.
- Endangered Species Act, Pub. L. 93-205, as amended.
- Environmental Justice, Executive Order 12898.
- Native American Graves Protection and Repatriation Act.
- Floodplain Management Executive Order 11934, as amended by Executive Order 12148.
- Protection of Wetland, Executive Order 11990.
- Farmland Protection Policy Act, Pub. L. 97-98.
- Fish & Wildlife Coordination Act, Pub. L. 85-624, as amended.
- National Historic Preservation Act of 1966, Pub. L. 89-665, as amended.
- National Environmental Policy Act (NEPA).
- Safe Drinking Water Act, Pub. L. 93-523, as amended.
- Wild & Scenic Rivers Act, Pub. L. 90-542, as amended.

Social Policy Authorities

- Age Discrimination Act of 1975, Pub. L. 94-135.
- Title VI of Civil Rights Act of 1964, Pub. L. 88-135.
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Pub. L. 92-500 (Clean Water Act).
- Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (including Executive Orders 11914 and 11250).
- Equal Employment Opportunity, Executive Order 11246.
- Women's and Minority Business Enterprise, Executive Orders 11625, 12138, and 12432.
- Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Pub. L. 100-590.
- Anti-Lobbying Provision (40 CFR Part 30) applies only to capitalization grant recipients.

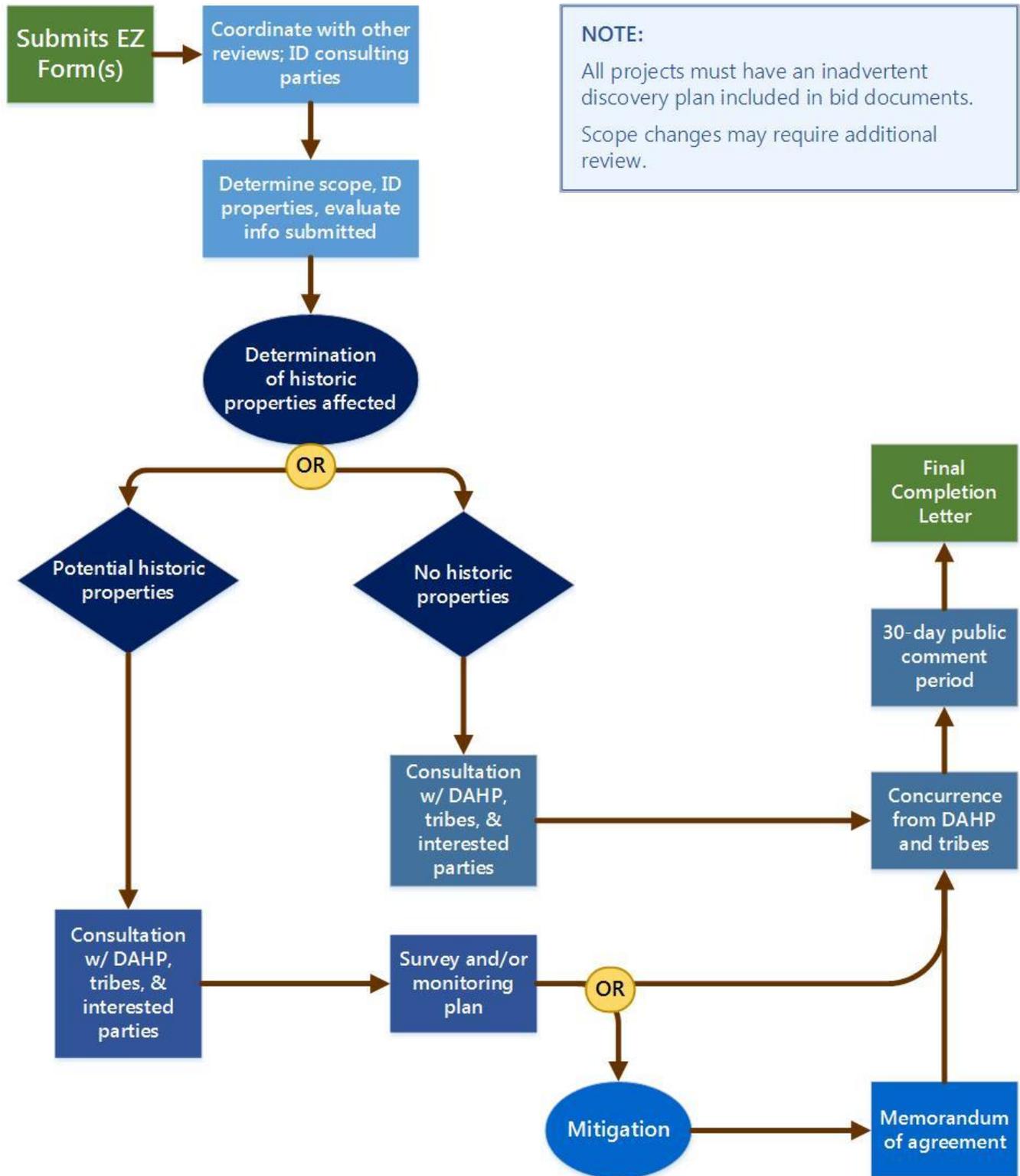
Economic and Miscellaneous Authorities

- Davis-Bacon Act (federal prevailing wage requirements) U.S. Code title 40, subtitle II, part A, chapter 31, subchapter IV; and 29 CFR 5.5 (U.S. Dept. of Labor regulations).
- Demonstration Cities & Metropolitan Development Act of 1966, Pub. L. 89-754, as amended, Executive Order 12372.
- Procurement Prohibitions under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans.
- Uniform Relocation & Real Property Acquisition Policies Act, Pub. L. 91-646, as amended.
- Debarment & Suspension, Executive Order 12549.

State Laws

- Archaeological and Cultural Resources, Governor's Executive Order 05-05.
- Chapter 36.70A RCW, Growth Management Act (GMA).
- Chapter 39.80 RCW, Contracts for Architectural & Engineering Services.
- Chapter 43.20 RCW, State Board of Health.
- Chapter 43.70 RCW, Department of Health.
- Chapter 42.56.300 RCW, Archaeological Site Public Disclosure Exemption.
- Chapter 27.44 RCW, Indian Graves and Records.
- Chapter 70.116 RCW, Public Water Systems Coordination Act of 1977.
- Chapter 70.119 RCW, Public Water Supply Systems Certification & Regulation of Operations.
- Chapter 70-119A RCW, Public Water Systems, Penalties & Compliance.
- Chapter 197-11 WAC and Chapter 43.21C RCW, State Environmental Policy Act (SEPA).
- Chapter 246-290 WAC, Group A Public Water Systems.
- Federal CFR Title 40 Part 131, [Federal National Primary Drinking Water Regulations]-Section Adopted by Reference.
- Chapter 246-292 WAC, Waterworks Operator Certification Regulations.
- Chapter 246-293 WAC, Water System Coordination Act.
- Chapter 246-294 WAC, Drinking Water Operating Permits.
- Chapter 246-295 WAC, Satellite System Management Agencies.
- Chapter 246-296 WAC, Drinking Water State Revolving Fund (and amended WSR 01-21-137 Emergency Rule for DWSRF).
- Chapter 173-160 WAC, Minimum Standards for Construction & Maintenance of Wells.
- Chapter 25.48 WAC, Archaeological Excavation and Removal Permit.
- Title 173, Department of Ecology Rules.

APPENDIX C Cultural Review Flow Chart



APPENDIX E
Emergency Declarations Examples

RESOLUTION NO. -__

CITY NAME, WASHINGTON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF *CITY, COUNTY NAME* COUNTY, WASHINGTON DECLARING AN EMERGENCY AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS FOR A PUBLIC WORKS PROJECT.

WHEREAS, RCW 39.04.280(1)(e) provides that the governing body of a municipality may waive the competitive bidding requirement for a public works project in the event of an emergency; and

WHEREAS, RCW 39.04.280(3) defines "emergency" as unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, in *MONTH, 20XX* the *CITY NAME* discovered that *STATE THE PROBLEM*,

WHEREAS, *STATE EMERGENCY AND CITE COUNTY OR STATE EMERGENCY DECLARATIONS. FOR INSTANCE, FOR DROUGH RELATED EMERGENCIES, CITE THE GOVERNOR'S STATEWIDE DROUGHT DECLARATION ON MAY 15, 2015,*

WHEREAS, the City Council has determined that due to the timing, location, critical function, and need for immediate repair or construction of *IDENTIFY INFRASTRUCTURE THAT IS DAMAGED*, insufficient time may not exist to complete the construction project through the standard competitive bidding process and must therefore declare the situation as an emergency; and

WHEREAS, the City Council has therefore determined that an emergency situation exists and desires to perform the necessary construction of *IDENTIFY INFRASTRUCTURE THAT IS DAMAGED* by directing the Mayor and City Administrator to waive the competitive bidding process and award all necessary contracts on behalf of the municipality to address the emergency situation;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of *CITY NAME* hereby declares that an emergency situation exists with the damage to *IDENTIFY INFRASTRUCTURE THAT IS DAMAGED* and authorizes the Mayor and City Administrator to waive the competitive bidding process and award all necessary contracts on behalf of the municipality to undertake construction.

Introduced, passed and approved this ___ day of *MONTH, 20XX*.

MAYOR NAME, Mayor

ATTEST:

CITY CLERK NAME, City Clerk

APPROVED AS TO FORM:

ATTORNEY NAME, City Attorney

POSTED:

ORDINANCE OR RESOLUTION NO. -__

***WATER SYSTEM NAME
CITY NAME, WASHINGTON***

***ORDINANCE OR RESOLUTION OF THE WATER SYSTEM NAME BOARD OF IN CITY,
COUNTY NAME COUNTY, WASHINGTON DECLARING AN EMERGENCY AND WAIVING
THE COMPETITIVE BIDDING REQUIREMENTS FOR A PUBLIC WORKS PROJECT.***

WHEREAS, RCW 39.04.280(1)(e) provides that the governing body may waive the competitive bidding requirement for a public works project in the event of an emergency; and

WHEREAS, RCW 39.04.280(3) defines "emergency" as unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, *STATE EMERGENCY AND CITE COUNTY OR STATE EMERGENCY DECLARATIONS. FOR INSTANCE, FOR DROUGH RELATED EMERGENCIES, CITE THE GOVERNOR'S STATEWIDE DROUGHT DECLARATION ON MAY 15, 2015,*

WHEREAS, in *MONTH, 20XX* the *WATER SYSTEM NAME* discovered that *STATE THE PROBLEM*

WHEREAS, the *WATER SYSTEM NAME* has determined that due to the timing, location, critical function, and need for immediate repair or construction of *IDENTIFY INFRASTRUCTURE THAT IS DAMAGED*, insufficient time may not exist to complete the construction project through the standard competitive bidding process and must therefore declare the situation as an emergency; and

WHEREAS, the *WATER SYSTEM NAME* has therefore determined that an emergency situation exists and desires to perform the necessary construction of *IDENTIFY INFRASTRUCTURE THAT IS DAMAGED* by directing the Board to waive the competitive bidding process and award all necessary contracts on behalf of the municipality to address the emergency situation;

NOW THEREFORE BE IT RESOLVED that the *WATER SYSTEM NAME* in *CITY NAME* hereby declares that an emergency situation exists with the damage to *IDENTIFY INFRASTRUCTURE THAT IS DAMAGED* and authorizes the Board to waive the competitive bidding process and award all necessary contracts on behalf of the *WATER SYSTEM NAME* to undertake construction.

Introduced, passed and approved this ___ day of *MONTH, 20XX*.

BOARD PRESIDENT NAME, President
WATER SYSTEM NAME

ATTEST:

WATER SYSTEM SECRETARY NAME, Secretary

APPROVED AS TO FORM:

ATTORNEY NAME, City Attorney

POSTED:

Appendix F DWSRF Sample Amortization Schedule

Loan Amortization Schedule

Enter values	
Loan amount	\$ 300,000.00
Annual interest rate	1.50 %
Loan payment period in years	6.00
Number of payments per year	1
Date of first payment	10/1/2017
Payments on First or Last of month	Last
# of deferred principal payments	0
# of deferred Principal & interest payments	0

Contractor name: Example

Assumptions: Time of Performance: 2 Years., Repayment Commencing: First October after contract execution., Notice to Proceed: 3- Months
 First period is a full period, i.e. if payments are yearly then interest is for a full year.
 Payments are always due on the first or last day of the month

Loan summary		Scheduled Payment Formula Copy	
Scheduled payment	\$ 52,657.56	\$	52,657.56
Scheduled number of payments	6		
Number of payments including P&I deferral	6		
Total interest	\$ 15,945.39		

For loans with deferred P&I, enter the loan term values to left then enter the ending balance of last deferred payment in the box below to calculate the scheduled payment

Enter Amount of Principal plus deferred interest #VALUE!

Pmt#	Pmt Date	Beginning Balance	Principal	Accrued Interest	Paid Interest	Total Payment	Loan Balance	Cumulative Interest
1	10/31/2017	\$ 300,000.00	\$ 48,157.56	\$ 4,500.00	\$ 4,500.00	\$ 52,657.56	\$ 251,842.44	\$ 4,500.00
2	10/31/2018	\$ 251,842.44	\$ 48,879.92	\$ 3,777.64	\$ 3,777.64	\$ 52,657.56	\$ 202,962.52	\$ 8,277.64
3	10/31/2019	\$ 202,962.52	\$ 49,613.12	\$ 3,044.44	\$ 3,044.44	\$ 52,657.56	\$ 153,349.40	\$ 11,322.08
4	10/31/2020	\$ 153,349.40	\$ 50,357.32	\$ 2,300.24	\$ 2,300.24	\$ 52,657.56	\$ 102,992.08	\$ 13,622.32
5	10/31/2021	\$ 102,992.08	\$ 51,112.68	\$ 1,544.88	\$ 1,544.88	\$ 52,657.56	\$ 51,879.40	\$ 15,167.20
6	10/31/2022	\$ 51,879.40	\$ 51,879.40	\$ 778.19	\$ 778.19	\$ 52,657.59	\$ 0.00	\$ 15,945.39

* Includes forgiveness of principal amount

Loan calculations based on a 360-day year of twelve 30-day months. All values are approximate and may not exactly match the actual values invoiced.

Department of Health Contacts

Drinking Water State Revolving Fund Loan Program

Department of Health	Contact:	Karen Klocke
Office of Drinking Water	Phone	360-236-3116 or 800-521-0323
PO Box 47822	Fax	360-236-2252
Olympia, WA 98504-7822	Email	dwsrf@doh.wa.gov

Website: <http://www.doh.wa.gov/DWSRF>

If you have questions about	Contact	Phone
Application or attachments	Sara J. Herrera	360-236-3089
Eligibility	Karen Klocke	360-236-3116
Cultural/Environmental Review	Heather Walker	360-236-3106
Scope of Work	Janet Cherry	360-236-3153
General Questions	Tracie Cantrell	360-236-3107
Underwriting	Mike Copeland	360-236-3083
Contracting	Eloise Rudolph	360-236-3124
Contracting	Dennis Hewitt	360-236-3017

Project scope of work, regulatory requirements, project reports, construction documents, or planning requirements

Northwest Regional Office 20425 72nd Ave S, Suite 300 Kent, WA 98032 253-395-6750	Southwest Regional Office PO Box 47823 Olympia, WA 98504-7823 360-236-3030	Eastern Regional Office 16201 E. Indiana Ave. Suite 300 Spokane Valley, WA 99216 509-329-2100
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Other Contacts

Technical Assistance for Small Water Systems

Evergreen Rural Water of Washington 800-272-5981
 Website: <http://www.erwow.org>

Rural Community Assistance Corporation 360-836-5424

Website: <http://www.rcac.org>

Information about grants and loans

To receive information about other grants and loans that may be available to you, call 360-236-3124 or use the Infrastructure Assistance Coordination Council's free funding database at <http://www.infracfunding.wa.gov/>

For people with disabilities, this document is available upon request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).