



# Consolidation Feasibility Study Grant Application Guidelines

331-726 • December 2023

Beginning February 1, 2024, the Drinking Water State Revolving Fund (DWSRF) program will accept applications for the Consolidation Feasibility Study Grant Program. The application worksheet is available in Appendix A of these guidelines and on the Department of Health's [DWSRF webpage](#).

**After you complete the application worksheet** you must enter your information into our online application Washington Loan Tracking (WALT). WALT can be accessed through Secure Access Washington (SAW). For help with the online system, please review the [WALT External User Manual 331-614 \(PDF\)](#) or contact the DWSRF office at [DWSRF@doh.wa.gov](mailto:DWSRF@doh.wa.gov).

The application period is year-round.



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 [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov). If in need of translation services, call 1-800-525-0127.

# Office of Drinking Water Contacts

## Drinking Water State Revolving Fund Loan Program

If you have questions about	Contact	Phone	Email
Program manager	Chris Pettit	564-233-1408	<a href="mailto:Chris.pettit@doh.wa.gov">Chris.pettit@doh.wa.gov</a>
Eligibility & general questions	Jocelyne Gray	564-669-4893	<a href="mailto:Jocelyne.gray@doh.wa.gov">Jocelyne.gray@doh.wa.gov</a>
Technical assistance & criteria for disadvantaged communities	Vacant		<a href="mailto:watersystemhelp@doh.wa.gov">watersystemhelp@doh.wa.gov</a>
Application & general questions	Vacant		<a href="mailto:dwsrf@doh.wa.gov">dwsrf@doh.wa.gov</a>
Cultural/environmental review	Scott Kugel	509-329-2117	<a href="mailto:Scott.kugel@doh.wa.gov">Scott.kugel@doh.wa.gov</a>
Underwriting	Mike Copeland	360-236-3083	<a href="mailto:Mike.copeland@doh.wa.gov">Mike.copeland@doh.wa.gov</a>
Contract management	Eloise Rudolph	360-236-3124	<a href="mailto:Eloise.rudolph@doh.wa.gov">Eloise.rudolph@doh.wa.gov</a>
Contract management	Brittany Cody-Pinkney	360-236-3047	<a href="mailto:Brittany.cody-pinkney@doh.wa.gov">Brittany.cody-pinkney@doh.wa.gov</a>
Contract management	Dennis Hewitt	360-236-3017	<a href="mailto:Dennis.hewitt@doh.wa.gov">Dennis.hewitt@doh.wa.gov</a>

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PO Box 47822  
Olympia, WA 98504-7822

**Phone** 800-521-0323  
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**Website** [doh.wa.gov/DWSRF](http://doh.wa.gov/DWSRF)

If you have questions on regulatory requirements, project reports, or planning requirements, please contact the appropriate Office of Drinking Water (ODW) regional office.

### [Northwest Regional Office](#)

253-395-6750

### [Southwest Regional Office](#)

360-236-3030

### [Eastern Regional Office](#)

509-329-2100

## Technical Assistance Contacts for Small Water Systems

Infrastructure Assistance Coordination Council  
[infracfunding.wa.gov](http://infracfunding.wa.gov).

Rural Community Assistance Corporation (RCAC)  
360-836-5424  
[www.rcac.org](http://www.rcac.org)

Evergreen Rural Water of Washington  
360-462-9287  
[www.erwow.org](http://www.erwow.org)

Environmental Finance Center  
[efcnetwork.org/assistance/request-assistance](http://efcnetwork.org/assistance/request-assistance).

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## Program Description and Goals

We seek to promote consolidation of small water systems into larger entities with greater technical, managerial, and financial capacity. These efforts encourage improved capacity, sustainability, and reduce the number of small water systems that serve fewer than 10,000 people. We also support the consolidation of Group B water systems and properties served by private wells into a new or an existing Group A community water system.

Consolidation is either (1) physically joining two or more separate water systems or a group of properties served by private wells into an existing Group A water system, or (2) changing ownership of a water system where the prospective new owner is a public entity, also referred to as restructuring.

Consolidation activities include, but are not limited to, water system planning, feasibility studies, public outreach and meetings, and engineering design, that identify infrastructure improvements necessary to address or prevent violation of applicable federal, state, and local drinking water requirements.

## DWSRF Application Process

We accept applications through our online Washington Loan and Grant Tracking system (WALT). You can find the application worksheet in Appendix A of this document and [Washington Loan Tracking External User Guide 331-614 \(PDF\)](#). WALT will accept applications beginning February 1, 2024. We accept applications year-round with quarterly reviews of submitted applications until funding is exhausted. Funding is allocated by the state legislature July 1 each year.

DWSRF staff are available to assist you with your application. We host webinars twice a year to provide an overview of the program and to answer questions to help you with the application process. We will announce trainings through GovDelivery and our DWSRF webpage. No registration is needed, just go to [our DWSRF webpage](#), click on the **Consolidation Feasibility/Regionalization** accordion drop-down link and click the webinar link to join. We will upload slides from the presentations to the webpage.

## Estimated Timelines

Action	Date
<b>Consolidation Feasibility Study Grant Program Overview Webinar</b> Learn about program requirements.	Every six months with the first one hosted on January 17, 2024, at 10:00 a.m.
Grant Application opens.	February 1, 2024
<b>Question and Answer Webinar</b>	Every six months with the first one hosted on March 13, 2024, at 10:00 a.m.
<b>Questions and Answers from March 13 webinar.</b> We will post to <a href="#">our DWSRF webpage</a> .	April 1, 2024, and as needed
<b>Applications due.</b> ODW accepts applications year-round with reviews quarterly.	Year-round
Applicants notified of funding status.	Three months after application review.
Contracts issued.	Within 6 months after application review.
Complete all work.	Within two years of contract execution.

## Funding

Initially we plan to make \$500,000 available through June 30, 2024, with additional funding based on legislative appropriation. The maximum grant available per project is \$50,000, the minimum is \$10,000. Applicants may submit multiple project applications for grant funding. If an applicant is selected to receive grant funds, but the offer is withdrawn or declined, we will consider the next highest scored applicant(s) to receive grant funds. Submit each project as a separate application.

## Grant Objective

The primary objective of this consolidation grant is to assist Group A not-for-profit community water systems and municipalities with restructuring or consolidation infrastructure projects. Information obtained with this grant can help all affected entities make informed decisions on the restructuring or consolidation project.

## Applicant Minimum Qualifications and Eligibility

The applicant must be a:

- ◆ Group A not-for-profit community water system, county, city, town, public utility district, or water district in Washington State.
- ◆ Tribal water system that meets the definition of a Group A not-for-profit community water system. Tribal water systems must meet all capacity requirements and the proposed project may not receive Safe Drinking Water Act (SDWA) national set-aside funds for tribal systems.

We will deem ineligible any responding entities who do not meet these minimum qualifications.

To be eligible, we require letters of support and commitment, interlocal agreements, or equivalent documentation to demonstrate commitment to participate in the proposed project, describes roles and responsibilities of each party, and commits to participate in a community meeting. The applicant and all other water systems identified in the proposed project must provide this information with their submitted application. Acceptance of the grant does not require the system to complete the consolidation.

The applicant is not required to have a current approved water system plan or small water system management program to be eligible for funding. Funding can be used to complete planning documents that include the project as long as all work can be completed within two years of contract execution.

## Systems to be Studied

The system (or systems) studied for potential consolidation or restructuring must be a Group A water system serving fewer than 10,000 people, Group B water system, or a group of properties served by private wells. Any consolidation of properties with private wells into a new Group A community water system must include a minimum of 15 properties. Federally owned, state-owned, and for-profit non-community water systems are not eligible to apply for this funding, such water systems are eligible for consolidation with an eligible responding entity.

Systems owned by the applicant may be eligible if ownership is due to receivership or emergency and occurred within the last five years.

We may require that an independent third party complete the study or that all parties agree on the service provider prior to the commencement of any work. This is intended to increase confidence in the products produced through this grant.

All feasibility studies are required to include a **cost analysis** for the system considering merging into the Group A system. The analysis will evaluate the merging system's cost to remain independent, including operations and maintenance (O&M) and capital financial costs, plus the managerial costs and volunteer hours spent to remain independent for the next 20 years. It will also identify the following.

1. Completed SRF asset inventory showing the most conservative life of an asset, and the cost to replace the asset if life expectancy has been exceeded.
2. Cost of a second source that includes a "today's land purchase," if there is only one well (to demonstrate resiliency).
3. Qualitative summary to include the following:
  - a. Number of board members by their governance structure, are all positions currently filled and a rate of vacancy.
  - b. Estimated amount of time each board member spends overseeing the system.
  - c. Evaluate the board's ability to manage a multiple year infrastructure project and communicate with customers. This should include:
    - i. Educate the community about infrastructure quality and necessary improvements and available funding.
    - ii. Fill out loan applications, prepare financial records, and communicate with loan officers.
    - iii. Communicate about taking on debt with the subsequent rate increases necessary and gain necessary votes.
    - iv. Manage a capital project to replace their infrastructure from design, permitting, funding, construction, and debt management.
    - v. Identify the increase time investment from Board members to manage the project.

## Connection Fee Project

Eligible costs for connection fee projects include design costs, system development charges, and administrative costs associated with connecting one or more water systems and properties according to the applicant's published fees or tariff **but cannot be used to fund any construction activities.** Please clearly identify in your grant application if you are seeking funding for a connection fee project. We expect to fund these projects from a different funding source and need them to be clearly identified. **We may need to adjust the funding timeline based on funding source used to fund project.**

**Appendix B** contains examples of scopes of work.

## Project Scoring

Our scoring process gives funding priority to projects that address severe public health threats and compliance issues. After you submit your application, we will determine whether the project is eligible for DWSRF Consolidation Feasibility Study Grant funding. We will score all eligible projects. If projects receive identical scores, we use the largest population of the system(s) being consolidated as a tiebreaker.

A critical element of the application is the health risk or problem the utility is facing and how an infrastructure project eliminates that risk. Your application must clearly document any public health risks and compliance problems the consolidation addresses. We may not consider unclearly presented information during scoring and ranking.

## Risk Categories and Associated Points in Priority Order

**Risk Category 1 (42 points).** The system to be merged must have a documented microbial contamination event or compliance problem associated with:

- Revised Total Coliform Rule.
- Surface Water Treatment Rules.
- Groundwater Rule.
- Uncovered finished water reservoirs.
- Exceeding the Environmental Protection Agency (EPA) Health Advisory (HA) level for microbial and cyanotoxins. Per the current EPA HA, the identified cyanotoxins are microcystins (current level established at 0.3 micrograms per liter) and cylindrospermopsin (current level established at 0.7 micrograms per liter).

**Risk Category 2 (34 points).** The system to be merged must have primary inorganic chemical contamination.

Project must evaluate compliance problems (Maximum Contaminant Level [MCL], Treatment Technique [TT], or Action Level) exceedances, or violations associated with the following.

Antimony (Sb)	Chromium (Cr)	Nickel (Ni)
Arsenic (As)	Copper (Cu)	Nitrate (as N)
Asbestos	Cyanide (HCN)	Nitrite (as N)
Barium (Ba)	Fluoride (F) (over 4.0 mg)	Selenium (Se)
Beryllium (Be)	Lead (Pb)	Thallium (Tl)
Cadmium (Cd)	Mercury (Hg)	

Risk Category 2 also includes the following:

- Corrosion control projects for lead and copper.
- Projects to address a combined concentration of PFOS, PFOA, PFHxS, PFNA, and PFBS that exceeds the state action level as published in [Washington Administrative Code \(WAC\) 246-290-315](#). We will prioritize higher concentrations if multiple projects have the same score.



**Risk Category 3 (26 points).** The system to be merged must have a primary chemical risk, a sanitary survey significant deficiency, disinfection installation, lead component removal or replacement, or EPA chemical HA.

To receive a score in Risk Category 3, your project must evaluate a compliance problem (MCL, TT, or Action Level), exceedances, or violations associated with the following:

- ◆ Disinfection by-products.
- ◆ Organic chemical.
- ◆ Radionuclides.

Other eligible projects in Risk Category 3 would evaluate ways to address:

- ◆ A significant deficiency identified during the most recent sanitary survey. The system must have received a compliance order for the significant deficiency.
- ◆ Lack of disinfection treatment as required in [WAC 246-290-451](#), if not captured in Risk Category 1.
- ◆ An exceedance of an EPA HA level established for chemical contaminants, such as manganese concentrations that exceed 0.3 milligrams per liter (mg/L).
- ◆ Receiverships.
- ◆ Lead service lines and goosenecks. The water system must provide historic records to document that the service lines or goosenecks to be replaced or taken out of service are lead. Acceptable historic records include information on the age of the houses and high probability of lead components being present, line installation records, line repair information, and as-builts.

**Risk Category 4 (18 points).** The system to be merged must have a secondary MCL, resiliency, seawater intrusion risk, sanitary survey significant finding, 80 percent of nitrate or arsenic MCL.

To receive a score in Risk Category 4, your project must evaluate compliance problems (MCL, TT, or Action Level), exceedances, or violations associated with the following.

Chloride (Cl)	Manganese (Mn)	Sulfate (SO <sub>4</sub> )
Fluoride (F) (over 2.0 mg)	Silver (Ag)	Zinc (Zn)
Iron (Fe)	Sodium (Na)	

Projects that provide resiliency to the water system also qualify for this Risk Category. Resilience refers to the ability of water infrastructure systems to withstand and recover from natural and man-made disturbances to their functioning level. Resilience criteria for factors relating to project planning and design may address:

- ◆ Vulnerability of a water system to disruption of safe water delivery, whether natural or of human origin.
- ◆ Capability to recover from disruption of safe water delivery.
- ◆ A range of natural events capable of disruption, including flooding, long-term drought, sea-level rise, and earthquakes.

Projects that qualify as providing system resiliency include, but are not limited to, adding a redundant source, modifying a surface water intake to operate under drought or flood conditions, seismic upgrades to finished water reservoirs or transmission mains, interties, or providing a generator at the main source. **The proposed project needs to benefit the majority (51 percent or more) of the population the water system serves.**

Other projects that qualify for Risk Category 4 include:

- Addressing seawater intrusion.
- Addressing a significant finding identified in the most recent sanitary survey. The system must have received a compliance order for the significant finding.
- Addressing a nitrate or arsenic issue. To qualify, the system must have entry point monitoring that documents the system exceeds 80 percent of the nitrate or arsenic MCL.
- Addressing PFAS contamination below the state action levels.

**Risk Category 5 (10 points).** To receive a score in Risk Category 5, the system to be merged must evaluate infrastructure sustainability.

Projects can be one of the following:

- Treatment enhancement. For example, treatment installed to address taste and odor.
- Install an additional distribution reservoir.
- Install treatment plant discharge improvements.
- Install pressure reduction device(s).
- Install backflow prevention device(s). Device must be installed on property the water system owns. The water system must own and maintain the device.
- Security measures (cameras, fencing, lighting, lab equipment, chemical storage) not included as part of a category 1–4 project.
- Replace water mains, reservoirs, or booster pump stations.
- Replace roof for reservoir and other structures.
- Other distribution improvements.

An application can receive points in only one Risk Category. After we score applications, we rank them from highest to lowest score. If projects receive identical scores, we will use the respective population of the water system(s) being consolidated as a tiebreaker.

## Bonus Points

These points are provided to prioritize projects that are more likely to result in future consolidation, affect more than one system, and benefit disadvantaged systems. Documentation must be submitted to support the bonus points.

To receive points for the customer meeting, submit a copy of the notification sent to the customers of the community to be consolidated inviting them to the meeting and the approved minutes from the meeting. Include an attendance list.

We will use the disadvantaged community definition in [WAC 246-296-020](#) or through an [emergency rule](#) during application review to determine these points.

	Bonus Points
The consolidation is already included in the water system plan (provide the page of the approved plan that describes the project).	2
Customers' meeting has occurred, customers support the consolidation (provide approved meeting minutes from the public meeting or community meeting that discussed the consolidation project along with an attendance list and copy of notification sent to notify customers to be consolidated).	2
Additional systems included in the consolidation (beyond the initial consolidation).	1 point for each additional system beyond 2 systems, no limit
Have a signed, binding transfer agreement (provide documentation).	5
System to be consolidated identified as a disadvantaged community.	5
Mobile Home Parks that request funding for engineering design (not a feasibility study or connection fees only).	5

## Contract Information

Work performed prior to contract execution will not be eligible for reimbursement.

We withhold 10 percent of the total funding amount until you complete the project and we receive and approve all deliverables. You must complete your projects within two years of contract execution. We will not reimburse work completed after that date.

We are now required to perform a risk assessment for all grant recipients. Depending on the outcome of the risk assessment, additional fiscal monitoring may be required.

You must complete the following steps prior to receiving a DWSRF contract.

### Step 1: Unique Entity ID.

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (UEI), generated by [SAM.gov](https://sam.gov).

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

### Step 2: Valid Registration with System for Awards Management (SAM).

Borrowers must have a valid entity registration with SAM, which is a federally owned and operated free website that consolidates the federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into one system. SAM now includes the functionality of the Central Contractor Registry (CCR).

Entity registration must be updated or renewed at least once a year, or it will expire. Visit [SAM.gov](https://sam.gov) to see if you are already registered. You do not need a user account to search, just type your entity name or UEI number into the search box.

If you are not registered, you must first create a user account and register at [SAM.gov](https://sam.gov). You will need your UEI number to complete your registration. If you need help, the Federal Service Desk at [fsd.gov](https://fsd.gov) can help you navigate the system and support your SAM registration.

### Step 3: Statewide Vendor Number.

Borrowers must establish a Statewide Vendor (SWV) Number through the Department of Enterprise Services (DES) and submit it to us. The Statewide Payee Desk maintains a central file that all Washington State agencies use to process payments to individuals and businesses. Contact DES at 360-407-8180 or [payeehelpdesk@des.wa.gov](mailto:payeehelpdesk@des.wa.gov).

### Step 4: Check for Federal Exclusion.

Before we award a contract to borrowers, we verify that borrowers are not in the Federal Excluded Parties List System (EPLS) for ineligible professionals and debarred contractors at [SAM.gov](https://sam.gov). We document that the borrower does not appear in the EPLS by keeping a printout in the borrower's loan file. Borrowers **must** verify contractor or subcontractor eligibility through SAM and document it in the file.

## Appendix A—Application Worksheet



### DWSRF Consolidation Feasibility Study Grant Application Worksheet

It is important that you read and understand the DWSRF Consolidation Feasibility Study Grant Guidelines before you complete this application worksheet and enter information into the DWSRF online application, WALT. Fields marked with an asterisk (\*) are required fields. We hold program webinars every six months. Please refer to the DWSRF webpage for announced webinar sessions. You can join the meeting from your computer, tablet, or smartphone by going to [our DWSRF webpage](#), click on the **Consolidation Feasibility/Regionalization** accordion drop-down link and click the webinar link to join.

Submit questions in writing prior to the webinar to [dwsrf@doh.wa.gov](mailto:dwsrf@doh.wa.gov).

<b>*Applicant Organization</b>		
<b>*Address 1</b>		
<b>Address 2</b>		
<b>*City</b>	<b>State</b>	<b>*Zip Code +4</b> ( <a href="#">Link to USPS Zip Code Lookup</a> )
<b>*County</b>		<b>*Phone Number</b>
<b>*Email</b>	<b>*Federal Tax ID #</b>	<b>Organization Website Address</b>

<b>*First Name</b>		<b>*Last Name</b>	
<b>*Phone Number</b>		<b>*Email</b>	
<b>Address 1</b>		<b>Address 2</b>	
<b>*City</b>	<b>State</b>	<b>*Zip Code +4</b> ( <a href="#">Link to USPS Zip Code Lookup</a> )	
<b>Applicant Organization Information</b>			
<b>*Water System Name:</b>		<b>*Water System ID #:</b>	
<b>Unique Entity Identifier (UEI) #:</b>		<b>Statewide Vendor #:</b>	
<b>Central Contractor Registration (CCR) Expiration Date: Click here to enter a date.</b>		<b>*UBI#:</b>	

### Initial Eligibility

**ATTENTION: Answering NO to any of the following questions or not providing documents requested will make you ineligible.** *Please contact your regional planner or engineer if you have questions.*

**\*Is the applicant a Group A not-for-profit community water system, county, city, public utility district, or water district?**

☐ YES ☐ NO

**\*Is the community being studied a Group A water system serving fewer than 10,000 people, a Group B water system, OR several properties served by private wells?**

☐ YES ☐ NO

**\*Is there a letter(s) of support and commitment, interlocal agreement, or equivalent documentation to demonstrate commitment to participate in the project,** describe roles and responsibilities of each party, and participate in a community public meeting. **Commitments or agreements are required for all project participants.**

☐ YES ☐ NO

\*Upload/attach documentation letter of commitment.

### Project Information

**\*Project Name:**

**\*Brief Project Description (Scope of Work or Deliverables) (Max 500 Words):**

**\*Legislative District (1-49):**

**\*Congressional District (1-10):**

**\*Project County**

**Description of the level of interest and expected level of participation of each public water system participating in the proposed consolidation activity.**

Upload a map for all water systems and properties participating in the project.

**Description of the final outcome of consolidation activities if the proposed activities and objectives were actually implemented and achieved.**

**\*Does this project address a compliance issue in a department issued correspondence?**

☐ YES   ☐ NO

**\*If YES, what issue(s)?**

☐ Compliance Order

☐ Boil Water Advisory

☐ Sanitary Survey Finding

☐ Other

**\*If Other, please describe:**

***\*Upload Department Issued Compliance Document(s)***



**\*Exceeding a maximum contaminant level (MCL), secondary MCL, state action level (SAL) or action level or within 80% of nitrate or arsenic MCL?**

☐ YES ☐ NO

**\*If YES, what type of contaminant(s)?**

- ☐ Arsenic (As)
- ☐ Copper (Cu)
- ☐ Iron (Fe)
- ☐ Manganese (Mn)
- ☐ Lead (Pb)
- ☐ Nitrate (as N)
- ☐ Disinfection by-products
- ☐ Radionuclides
- ☐ Organic Chemicals
- ☐ *E. coli*
- ☐ PFAS Compounds (PFOA, PFOS, PFHxS, PFNA, PFBS)
- ☐ Other

**\*If Other, please describe:**

**\*Treatment technique issue?**

☐ YES ☐ NO

**\*If YES, select rule(s):**

- ☐ Ground Water Rule
- ☐ Revised Total Coliform Rule
- ☐ Surface Water Treatment Rule
- ☐ Other

**\*If other treatment technique issues, please describe:**

**\*Water system planning status?**

**\*Select one:**

- ☐ WSP is approved by ODW and has not expired.
- ☐ WSP was approved by ODW but is expired.
- ☐ SWSMP approved by ODW.
- ☐ No current planning document.
- ☐ Other

**\*If other, please describe:**

**\*Type of consolidation activity?**

**\*Select all that apply:**

- ☐ Feasibility Study
- ☐ Connection Fee
- ☐ Rate Study
- ☐ Income Survey
- ☐ Planning Document
- ☐ Engineering Report
- ☐ Bid Documents
- ☐ Other (legal, hydrogeologist, water right review, etc.)

**\*If other, please describe:**

<b>List the system(s) participating in this project.</b>		
If uncertain, check <a href="#">Sentry Internet</a> .		
Name:	PWSID #:	
Name:	PWSID #:	
Name:	PWSID #:	
Name:	PWSID #:	
Name:	PWSID #:	
Name:	PWSID #:	
Name:	PWSID #:	
Name:	PWSID #:	

<b>List the properties served by private wells participating in this project (attach additional form if needed).</b>		
Name:	Physical Address:	
Name:	Physical Address:	
Name:	Physical Address:	
Name:	Physical Address:	
Name:	Physical Address:	
Name:	Physical Address:	
Name:	Physical Address:	
Name:	Physical Address:	

## 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 or project report)	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.	
Construction Documents (drawings and details)	Click here to enter a date.	
Bid Documents (drawings and specifications)	Click here to enter a date.	
DOH Review/Approval Fees	Click here to enter a date.	
WSP/SWSMP/Amendment	Click here to enter a date.	
Feasibility Study	Click here to enter a date.	
Connection Fees	Click here to enter a date.	
Income Survey	Click here to enter a date.	
		<b>Subtotal</b>
Other (describe):	Click here to enter a date.	
Other (describe):	Click here to enter a date.	
Other (describe):	Click here to enter a date.	
		<b>Subtotal</b>
		<b>Funding Request Total</b>

<b>*Attachment Checklist:</b>  <input type="checkbox"/> Other	<b>Other Documentation Comments:</b>
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## Appendix B—Example Scope of Work (SOW)

### SOW Example 1—Perform Feasibility Study

<b>Project Tasks</b>	<p>The water system to remain takes the lead to conduct administrative, legal, and engineering preconstruction work to facilitate the consolidation of the above noted water system customers into the remaining water system. Such work may include:</p> <ul style="list-style-type: none"> <li>• Determining water demands and assessing existing infrastructure for each consolidation candidate.</li> <li>• Developing conceptual design and cost estimates for infrastructure improvements.</li> <li>• Propose a funding plan or cost sharing approach, may include forming a Utility Local Improvement District and a DWSRF loan application.</li> <li>• Prepare a financial evaluation of future replacement cost and operations if the system were to remain independent.</li> <li>• Prepare draft feasibility study for us to review.</li> <li>• Present information to the water systems at a public meeting for public comment.</li> <li>• Produce final feasibility study incorporating our staff's comments and public comments.</li> </ul>
<b>Deliverables</b>	<ol style="list-style-type: none"> <li>1. Draft feasibility study. Due December 31, 2025.</li> <li>2. Meeting minutes from public meeting. Due March 1, 2026.</li> <li>3. Final feasibility study approved. Due June 1, 2026.</li> </ol>
<b>Payment</b>	<ol style="list-style-type: none"> <li>1. We will reimburse the water system based on invoices (monthly or bimonthly) for costs described above. The water system and its contractor must track and maintain records of expenditures.</li> <li>2. Total reimbursement for allowable costs may not exceed \$50,000.</li> </ol>

## SOW Example 2—Payment of Connection Fees

<b>Project Tasks</b>	The district will connect XYZ mobile home park (PWS ID 00000Z) and the ABC industrial park (PWS ID 00000A) to its distribution system.
<b>Deliverables</b>	<ol style="list-style-type: none"><li>1. Documentation that the two service connections were completed, and the wells supplying the mobile home park and industrial park have been physically disconnected from the potable water system. Due March 30, 2025.</li><li>2. Invoices for material (pipe and meter) and connection fee charges. Due May 30, 2025.</li></ol>
<b>Payment</b>	<ol style="list-style-type: none"><li>1. Health will reimburse the district for its water facilities development charges and material costs for the connection (meter and pipe).</li><li>2. Health will not reimburse the district for any actual construction-related costs, such as trenching, pavement cutting, pavement restoration, traffic control, and taxes associated with construction.</li><li>3. Total reimbursement for allowable costs may not exceed \$50,000.</li></ol>

## **SOW Example 3—Feasibility Study/Water System Plan Amendment Completed in Phases**

**Phase 1 Scope of Work:** At a minimum, the scope of work for the feasibility study shall include the following elements.

1. Summarize the approved number of connections, the limiting factor(s) in determining the approved number of connections, and current water facilities inventory information for each of the seven water systems named above.
2. Identify the combined estimated cost to continue to operate and maintain the seven water systems named above, including regulatory costs. Such costs shall include source and distribution system monitoring requirements; operator certification and cross connection control personnel; treatment costs necessary to achieve and maintain compliance (e.g., nitrate); electrical power; existing total debt and annual debt repayment costs; and an allowance for repair and replacement.
3. Identify the future service area of the integrated single system.
4. Identify water rights held by each of the seven named water systems.
5. Identify which systems are capable of delivering the minimum needed fire flow and duration, as established by the local fire authority.
6. Identify major new infrastructure components, such as source(s), storage reservoir(s), booster pump station(s), and/or transmission lines necessary to provide safe and reliable water service throughout the consolidated service area in conformance with local ordinances and with chapter [WAC 246-290](#), including the facilities' approximate location and size/capacity.
7. Prepare a map suitably sized for public display of the proposed consolidated service area and the approximate location and size/capacity of the consolidated system's major infrastructure components.
8. Identify financing options to construct the needed infrastructure identified above, including funding sources, funders' criteria for loan/grant, projected interest rate, application requirements, and loan/grant approval timeframe.
9. Identify the total estimated cost (annualized, per connection) to operate and maintain the proposed consolidated water system and compare with the combined estimated costs to continue to operate these seven systems separately.
10. Describe the legal processes and requirements that must be followed to permit consolidation of the seven public water systems, including (as applicable) water right transfer, obtaining property easements, amending the Coordination Act service area boundaries, and service meters.
11. Lead public a meeting with the affected service population, present the findings and recommendations of the feasibility study, and provide a copy of the minutes of the community meeting.

Deliverable: Compile the above information into a feasibility study acceptable to us.

Approval Due date: July 1, 2025.

Payment: For completion of Phase 1, total reimbursement for allowable costs not to exceed \$39,500.



**Phase 2 Scope of Work:** Water System Plan Amendment.

If the feasibility study concludes that consolidation of two or more systems is feasible, and if we and the administrative leaders of each of the same two or more water systems concur, then this contract provides for the preparation of a water system plan amendment for the proposed consolidated water system. Prior to proceeding with preparation of a water system plan amendment, the district must receive written authorization from us. It is expected that the district will include in the amendment much of the information generated in the feasibility study (Task 1).

Scope of Work: Prepare a water system plan amendment, meeting the minimum requirements of WAC 246-290-100. The district and the district's engineering consultant shall participate in a pre-planning conference with us prior to developing a water system plan amendment.

1. Prepare and submit to us an electronic copy of the draft water system plan amendment within 60 days of receiving written authorization to proceed from us. If there are any comments on the draft water system plan amendment, submit to us an electronic copy of the revised document addressing each of the comments within 60 days of the date of the comment letter.

Deliverable: A water system plan amendment meeting all approval requirements.

Approval Due date: June 1, 2026 (approval of second submittal, if necessary).

Payment: For completion of Phase 2, total reimbursement for allowable costs not to exceed \$10,500.