It is important that you read and understand the 2023 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. Submittals must be received online by August 31, 2023. We will hold a program webinar July 12, 2023, from 10:00 a.m. until 11:00 a.m. We will hold a Question and Answer webinar on August 9, 2023, from 10:00 a.m. until 11:00 a.m.

You can join the meeting from your computer, tablet, or smartphone on July 12 and August 9 by going to [our DWSRF webpage](http://www.doh.wa.gov/DWSRF), click on the Consolidation Feasibility/Regionalization: August 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).

|  |  |  |  |
| --- | --- | --- | --- |
| 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!input.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!input.action)) |

|  |  |
| --- | --- |
| **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** |
| 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 water system being consolidated a Group A water system, serving fewer than 10,000 people? 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 (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. | | |
| 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  Total Coliform  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 Health and has not expired.  WSP was approved by Health but is expired.  SWSMP approved by Health.  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  Other (legal, hydrogeologist, water right review, etc.)  **\*If other, please describe:** |
| |  |  |  | | --- | --- | --- | | **List the system(s) participating in this project.**  **If uncertain, check** [**Sentry Internet**](https://fortress.wa.gov/doh/eh/portal/odw/si/Intro.aspx)**.** | |  | | Name: | PWSID #: | | | Name: | PWSID #: | | | Name: | PWSID #: | | | Name: | PWSID #: | | | Name: | PWSID #: | | | Name: | PWSID #: | | | Name: | PWSID #: | | | Name: | PWSID #: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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. |  | |
| 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. |  | |
|  | | **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. |  |  |
| **Subtotal** | | |  |
| **Funding Request Total** | | |  |

|  |  |
| --- | --- |
| **\*Attachment Checklist:**  Other | **Other Documentation Comments:** |

### Scope of Work (SOW) Example 1—Perform Feasibility Study

|  |  |
| --- | --- |
| **Project Tasks** | The water system to remain will take 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:   * Determining water demands and assessing existing infrastructure for each consolidation candidate. * Developing conceptual design and cost estimates for infrastructure improvements. * Propose a funding plan or cost sharing approach, may include forming a Utility Local Improvement District and a DWSRF loan application. * Prepare a financial evaluation of future replacement cost and operations, if the system were to remain independent. * Prepare draft feasibility study for Health to review. * Present information to the water systems at a public meeting for public comment. * Produce final feasibility study incorporating Health and public comments. |
| **Deliverables** | 1. Draft feasibility study. Due December 31, 2024. 2. Meeting minutes from public meeting. Due March 1, 2025. 3. Final feasibility study. Due June 1, 2025. |
| **Payment** | 1. Health 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. 2. Total reimbursement for allowable costs may not exceed $50,000 |

### SOW Example 2—Payment of Connection Fees

|  |  |
| --- | --- |
| **Project Tasks** | The district will connect XYZ mobile home park (PWS ID 00000Z) and the ABC industrial park (PWS ID 00000A) to its distribution system. |
| **Deliverables** | 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, 2024. 2. Invoices for material (pipe and meter) and connection fee charges. Due May 30, 2024. |
| **Payment** | 1. Health will reimburse the district for its water facilities development charges and material costs for the connection (meter and pipe). 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. 3. Total reimbursement for allowable costs may not exceed $25,000 |

### 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 246-290 WAC, 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 Health.

Due date: July 1, 2024.

Payment: For completion of Phase 1, total reimbursement for allowable costs not to exceed $19,500.

**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 Health 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 Health. 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 Health prior to developing a water system plan amendment.

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

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

Due date: November 11, 2024 (second submittal, if necessary).

Payment: For completion of Phase 2, total reimbursement for allowable costs not to exceed $10,000.