For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TTY call 711).
Office of Drinking Water Contacts

Drinking Water State Revolving Fund Loan Program
Department of Health, Office of Drinking Water
PO Box 47822
Olympia, WA 98504-7822

Phone: 360-236-3107 or 800-521-0323
Fax: 360-236-2252
Email: dwsrf@doh.wa.gov
Website: www.doh.wa.gov/DWSRF.aspx

<table>
<thead>
<tr>
<th>If you have questions about:</th>
<th>Contact</th>
<th>Phone (360 area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application or attachments</td>
<td>Sara J. Herrera</td>
<td>236-3089</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Karen Klocke</td>
<td>236-3116</td>
</tr>
<tr>
<td>Cultural/environmental review</td>
<td>Heather Walker</td>
<td>236-3106</td>
</tr>
<tr>
<td>Scope of work</td>
<td>Janet Cherry</td>
<td>236-3153</td>
</tr>
<tr>
<td>General questions</td>
<td>Tracie Cantrell</td>
<td>236-3107</td>
</tr>
<tr>
<td>Underwriting</td>
<td>Mike Copeland</td>
<td>236-3083</td>
</tr>
<tr>
<td>Contracting</td>
<td>Eloise Rudolph</td>
<td>236-3124</td>
</tr>
<tr>
<td>Contracting</td>
<td>Dennis Hewitt</td>
<td>236-3017</td>
</tr>
</tbody>
</table>

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

Northwest Regional Office
20425 72nd Ave. S., Suite 300
Kent, WA 98032
253-395-6750

Southwest Regional Office
P.O. 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

Technical Assistance Contacts for Small Water Systems

Evergreen Rural Water of Washington
360-462-9287
www.erwow.org

Rural Community Assistance Corporation (RCAC)
360-836-5424
www.rcac.org

To receive additional information about other grants and loans that may be available to you, call 360-236-3116 or use the Infrastructure Assistance Coordination Council’s free funding database at www.infrafunding.wa.gov.
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Program Description and Goals

These guidelines define the application requirements and review process for the 2017 Drinking Water State Revolving Fund (DWSRF) Loan Program. Congress created the DWSRF Loan Program in 1996 when it reauthorized the Safe Drinking Water Act (SDWA). Each year through this program, the U.S. Environmental Protection Agency (EPA) awards a capitalization grant to Washington and other states for:

- A capital construction loan program.
- Non-construction “set aside” funds to run the program and ensure compliance with drinking water rules.

The Washington State Legislature passed laws to create a DWSRF Loan Program consistent with federal law. Loan repayments, loan interest, and state match funds supplement the federal capitalization grant. The DWSRF Loan Program provides low-interest construction loans to publicly owned (municipal) and privately owned drinking water systems in Washington State. Municipal water systems are defined by the SDWA as “a city, town, or other public body created by or pursuant to state law,” such as special purpose districts and public utility districts. The DWSRF Loan Program goals are:

- Provide loans to water systems for capital improvements that increase public health protection and compliance with drinking water regulations.
- Protect the health of the people of Washington by ensuring safe and reliable drinking water.

Important things to note in the DWSRF 2017 loan cycle:

- Approximately $20 million is available for award.
- We will be accepting paper applications. The application worksheet and EZ-1 Form are available on our website at [www.doh.wa.gov/DWSRF.aspx](http://www.doh.wa.gov/DWSRF.aspx). Applications are due by November 30, 2017.
- Replacement of lead service lines and lead components is eligible for funding.
- Projects addressing contaminants listed in an EPA Health Advisory publication are eligible (such as PFOS and PFOA). More information on EPA Health Advisory contaminants can be found at [www.epa.gov/dwstandardsregulations/drinking-water-contaminant-human-health-effects-information](http://www.epa.gov/dwstandardsregulations/drinking-water-contaminant-human-health-effects-information).
- The Department of Health (DOH) Office of Drinking Water (ODW) will administer the DWSRF loan contracts.
- Complete your construction competitive bid process within 18 months of contract execution, otherwise your funding may be withdrawn.
- We have modified the Application Scoring and Readiness to Proceed points. See Appendix A.
- Congress passed a law January 17, 2014, that requires water systems to use U.S. steel and iron products for projects funded in part or in full by a DWSRF loan. The requirement applies to loan agreements signed on or after January 17, 2014. For more information, refer to Appendix D.
- Loan repayment terms changed from 24 years to 20 years for systems not receiving principal forgiveness. A sample amortization table is included in Appendix F.
Before You Apply

Planning Documents
All applicants are required to have an approved Water System Plan (WSP), a Small Water System Management Program (SWSMP), or plan amendment containing your DWSRF project prior to November 30, 2017. This is in response to EPA’s new Sustainability Policy for DWSRF. Please contact your ODW regional office if you have questions concerning your planning documents.

Privately Owned Water Systems
Privately owned water systems with funding requests under $100,000 should contact DWSRF program staff (listed at the beginning of this document) to discuss your funding needs before submitting an application.

Pre-Contract Requirements
You must complete the following steps prior to applying for a loan and executing a DWSRF contract.

- **Step 1: Data Universal Numbering System (D-U-N-S)**
  Borrowers must have a Data Universal Numbering System (D-U-N-S) Number, which is a unique nine-character identification number provided by Dun & Bradstreet. Organizations may access the form at fedgov.dnb.com/webform if they do not have a D-U-N-S Number. Internet requests are fulfilled within 24 hours. Once a D-U-N-S Number has been issued, it should be available for use in the System for Awards Management (SAM) within 48 hours.

- **Step 2: Valid Registration with System for Awards Management (SAM)**
  Borrowers must have a valid entity registration with SAM. SAM 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 www.sam.gov/portal/SAM/#1 to see if you are already registered. You do not need a user account to search, just type your entity name or D-U-N-S number into the search box.

  If you are not registered, you must first create a user account and register at www.sam.gov/portal/SAM/#1. You will need your D-U-N-S Number to complete your registration. If you need help, the Federal Service Desk at www.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). The Statewide Payee Desk maintains a central file that is used by all Washington State agencies to process payments to individuals and businesses. Contact DES at 360-407-8180, payeepaydesk@des.wa.gov, or obtain the required forms at des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx. Your SWV number must be submitted to DOH.
Step 4: Check for Federal Exclusion
Before DOH awards a contract to borrowers, the department verifies that borrowers are not in the Federal Excluded Parties List System (EPLS) for ineligible professionals and debarred contractors at www.sam.gov/portal/SAM/#1. We document that the borrower does not appear in the EPLS by keeping a printout in the borrower’s loan file. Contractor or subcontractor eligibility must be verified by the borrowers through SAM and documented in the file.

Funding Schedule
- The 2017 DWSRF construction loan application cycle opens October 2, 2017.
- Questions & Answers (Q&A) conference call. We scheduled the Q&A conference call for November 7, 2017, at 10:00 a.m. Dial 1 (877) 351-4402 and enter code 2787502. Submit questions in writing prior to the call to dwsrf@doh.wa.gov.
- We will review, score, rank applications, and publish a draft funding list in early 2018.
- DWSRF scopes of work will be finalized in spring of 2018.
- Contracts will be executed after final scope of work is accepted and no earlier than July 1, 2018.
- Borrowers will have 60 days to sign and return contracts. If the contract is not signed and returned in 60 days, the funding offer may be withdrawn.

DWSRF Application Process
We will be accepting paper applications. The application worksheet and EZ-1 Form are available on our website at www.doh.wa.gov/DWSRF.aspx. Applications will be accepted:

- Electronically. E-mail the completed application worksheet and EZ-1 Form, along with all required attachments, to DWSRF@doh.wa.gov. Application material must be received by 11:59 pm on November 30, 2017.
- By US Mail. Mail the completed application worksheet, EZ-1 Form, and all required information to Drinking Water State Revolving Fund Program, PO Box 47822, Olympia, WA, 98504-7822. Application material must be postmarked November 30, 2017.
- Hand delivered. You can personally deliver your application worksheet, EZ-1 Form, and all required information to our office located at 243 Israel Road SE, Tumwater, WA, 98501. Deliveries must be made by 5:00 pm on November 30, 2017. Please contact us if you plan to hand-deliver your application so we can make the necessary arrangements.

DWSRF staff will be available to assist you with your application at the Infrastructure Assistance Coordinating Council (IACC) Conference in Wenatchee on October 24, 25, and 26, 2017.

The DWSRF Funding Process
- We will only consider completed loan applications.
- Upon receipt, DWSRF staff will verify completeness. If we need additional information, we will email you. You will have 14 calendar days from the date of the email to provide any missing application materials. If you do not respond within the 14-day timeframe, your application will be considered incomplete.
To qualify for a loan, the water system must be financially viable and able to repay the loan. This assessment is based on financial information provided by the applicant as part of the application.

DOH will execute all contracts.

We will provide an overview of the DWSRF contract requirements.

A non-refundable 1 percent loan origination fee is assessed at contract execution and amortized over the life of the loan. If you receive subsidy, there is no loan origination fee.

Eligible preconstruction project costs may be eligible for reimbursement after a DWSRF contract is executed. Any work completed prior to contract execution is done so at the water system’s risk.

Construction work cannot start until the water system successfully completes both the environmental and cultural reviews.

The borrower must receive department approval of the project report and related construction documents. The project cannot be advertised for bid until the borrower receives DOH approval. DOH approval must be based on the review of the 100% design plans and specifications to be used for bidding purposes.

We will retain 10 percent of your contract amount until you officially close out the project. Once the project is closed out, DOH will release the 10 percent retainage.

Projects must complete the construction competitive bid process within 18 months of contract execution.

The DWSRF basic interest rate is 1.5 percent. If your contract includes the basic interest rate and the project is completed within 24 months of contract execution, you will be eligible for a lower interest rate adjustment to 1 percent.

You must complete your project within four years of signing a DWSRF contract.

The loan repayment period is 20 years unless you receive subsidy. Those systems with subsidy have 24 years and disadvantaged communities can have up to 30 years to repay the loan. The useful life of the project must be equal to or greater than the loan repayment period. The minimum useful life of a project we will fund is ten years.

Annual loan repayments start October of the first year of loan execution and loan repayments will be made twice per year thereafter in April and October.

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).

Asset Management

Asset management will help your water system maintain the desired level of service at the lowest life cycle cost. Water systems that take care of their assets are more likely to ensure safe and reliable drinking water for their customers. You can receive bonus points for attending an asset management training or for having 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, and expected life of the assets. See Appendix G for an example asset inventory.

Subsidy

The EPA requires DOH to award subsidy, or principal forgiveness, in an amount equal to 20 percent of the EPA capitalization grant award. Principal forgiveness is awarded based on the following criteria:

- Projects where the average monthly water rate with the loan will exceed 2.0 percent of the Median Household Income (MHI) for the service area (also known as the affordability index) can receive up to 30 percent principal forgiveness.
- Projects where the average monthly water rate with the loan will exceed 3.5 percent of the MHI for the service area can receive up to 50 percent principal forgiveness.
- Projects that involve a consolidation or restructuring of another system can receive up to 50 percent principal forgiveness.
- If subsidy funds are still available after awarding subsidy as described above, up to 30 percent principal forgiveness is awarded to applicants with a debt service coverage ratio of less than 1.20.

As seen in the following table, applicants can also receive a reduced interest rate of 1.0 percent if the affordability index is between 1.5 and 2.0 percent. For-profit systems are not eligible for subsidy.

Not all systems that qualify for subsidy and are on the eligible funding list may necessarily receive it. There is a set amount of subsidy available and it will be awarded based on project ranking.
## Loan Terms for 2017

<table>
<thead>
<tr>
<th>Income Level of Households</th>
<th>Interest Rate</th>
<th>Loan Fee</th>
<th>Loan Repayment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water system is not economically disadvantaged</td>
<td>1.5% fixed</td>
<td>1% at loan execution*</td>
<td>20 years or life of the project, whichever is less</td>
</tr>
<tr>
<td>Projects with basic interest rate of 1.5% that are completed within 24 months of contract execution</td>
<td>Adjusted to 1.0% fixed at project closeout</td>
<td>1% at loan execution*</td>
<td>20 years or life of the project, whichever is less</td>
</tr>
<tr>
<td>Water system with an affordability index between 1.5 and 2.0%</td>
<td>1% interest on loan</td>
<td>1% at loan execution*</td>
<td>20 years or life of the project, whichever is less</td>
</tr>
<tr>
<td>Water system with an affordability index between 2.01 to 3.5% or debt service coverage of less than 1.20</td>
<td>30% principal forgiveness &amp; 1% interest on loan</td>
<td>**</td>
<td>24 years or life of the project, whichever is less</td>
</tr>
<tr>
<td>Water system with an affordability index of 3.51% or higher</td>
<td>50% principal forgiveness &amp; 1% interest on loan</td>
<td>**</td>
<td>24 years or life of the project, whichever is less</td>
</tr>
<tr>
<td>Eligible restructuring/consolidation projects proposed by municipal Group A water systems. Projects must result in a change in ownership.</td>
<td>50% principal forgiveness &amp; 1% interest on loan</td>
<td>**</td>
<td>24 years or life of the project, whichever is less</td>
</tr>
</tbody>
</table>

### Maximum Award

The maximum of $3,000,000 can be awarded to each water system/entity applying this loan cycle. Multiple owners of one project (shared facilities) or water system or entity that is restructuring or consolidating more than one system may combine loan limits up to a maximum of $6,000,000.

### Loan Fees

*The loan fee is not subject to the loan limit. For example, if a project is budgeted at $3 million, the applicant can apply for a $3,030,000 loan—$3 million for the project plus the $30,000 loan fee. The loan fee is assessed at contract execution. Loan fees are non-refundable.

**Water systems receiving subsidy are not subject to loan fees.

Reduced interest and subsidy is limited. Not all water systems eligible for subsidies will receive principal forgiveness and reduced interest rates.
Principal Forgiveness

Principal forgiveness means that you will not have to pay back a portion of the loan principal. If you qualify for principal forgiveness, you will still have to pay interest on the loan portion of your award, but no loan fee. To qualify for principal forgiveness, you must provide proof of water system income levels determined by one of the following, unless your project is an eligible restructuring project.

- The most recently conducted U.S. Census for your community, if available.

Submit the above information with your loan application. Contact Mike Copeland at 360-236-3083 or mike.copeland@doh.wa.gov with questions.

Project Scoring Procedures

Please see Appendix A for more information on scoring.

Supplemental Financial Information

DOH requires supplemental financial information for all water systems that request drinking water state revolving funds. You must provide all requested financial information in the application to be considered for funding.

Investment Grade Efficiency Audit

Washington State law requires all public water systems that receive loans or grants for infrastructure to complete an Investment Grade Efficiency Audit (IGEA). This is an effort to apply energy efficiency to water systems, similar to DOH’s Green Projects that started in 2009.

You may finance your audit as part of your loan. Your power provider or an Energy Services Company (ESCO) may prepare your audit. More information is available in this presentation on Infrastructure Financing: “New Requirements for Energy Efficiency” (http://www.doh.wa.gov/Portals/1/Documents/4200/IGEA.pdf). Please see Appendix E for more information.

Eligibility Requirements

Eligible Applicants

- Publicly or privately owned Group A community water systems. Homeowners’ associations must submit copies of their articles of incorporation.
- Transient or non-transient non-community public water systems owned by a nonprofit organization. Nonprofit non-community water systems must submit tax-exempt documentation.
- Water system owned by an Indian tribe. The water system must meet all capacity requirements and the proposed project may not receive Safe Drinking Water Act (SDWA) national set-aside funds for Indian tribes.
- Group B or individual water supply systems that meet all of the following eligibility requirements.
When the project is complete, the system(s) will be one Group A community water system.

The applicant has a history of sound system operations and management and is financially healthy.

The applicant has the technical, operational, managerial, and financial capacity necessary to manage the project and the water system.

The project must fix existing public health problems that pose serious risks.

The project must be a cost-effective solution to the public health problem.

Applicants must sufficiently notify potentially affected parties about the proposed project.

The applicant must show they considered alternative solutions to address the problem.

Population growth and related water system expansion is not the primary focus of the proposed project.

**Ineligible Applicants**

- Non-community public water systems owned by a for-profit organization.
- State or federally owned water systems. However, state and federally owned water systems may be part of a consolidation project.
- Systems lacking the technical, financial, and managerial capability to ensure compliance, financial health, and loan repayment.

**Project Eligibility Requirements**

- The system owner must have an approved and current Water System Plan that includes the proposed project or an approved Small Water System Management Program that includes the proposed project. The Water System Plan cannot expire on or before November 30, 2017.
- System owner must have water rights secured if the proposed project requires a water right, such as a new source.
- System owner must have control of the project site (signed easement, lease agreement, or proof of ownership) or an agreement that can be executed upon receipt of funding.
- Project must focus primarily on construction.
- Project must focus primarily on one identified problem or need, such as treatment, a new reservoir, or infrastructure repair/replacement. If your project has more than one focus, we may require you to re-submit each as a separate application. Contact DWSRF staff for guidance if you are unsure about the focus of your project.
- Project must address the water system’s existing public health and/or compliance issues (such as state or federal enforcement action; significant noncompliance with federal or state drinking water regulations; or red, yellow, or blue operating permit related to infrastructure) unless the issue is being addressed with other funding.
- If distribution system leakage is over 30 percent, you may be asked to reevaluate your project.
Special Eligibility Requirements for Restructuring and Consolidation Projects

Only Group A community water systems are eligible to apply for DWSRF funding for restructuring and consolidation projects that involve a change of ownership. Costs associated with a consolidation or restructuring project will be eligible for principal forgiveness for up to five years after change of ownership occurs.

Restructuring and consolidation projects are those that will acquire other public water systems that may have water quality problems, deteriorated infrastructure, or capacity issues. State or federally owned water systems can be part of a consolidation project.

Additionally, applicants must demonstrate a track record of sound drinking water utility management, meeting the following criteria:

- Own at least one Group A public water system.
- Minimum five years of experience as a Group A water system.
- Approved water system plan for the applicant system, or be an approved satellite management agency.
- No state or federal civil penalties in the past five years.
- Received no unilateral enforcement orders from EPA or DOH in the past five years.
- Have not had a system’s operator license suspended or revoked in the past five years.
- Are current with DOH fee payment schedule.
- We may consider other eligibility criteria on a case-by-case basis including operating permit history, prior contract performance, and history of audit findings.

Water System Capacity Eligibility Requirements

The DWSRF Loan Program requires a current, department-approved Water System Plan (WSP) or Small Water System Management Plan (SWSMP) that includes your project and demonstrates your financial, technical, and managerial capacity to:

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

Attach a copy of the WSP or SWSMP approval letter with pertinent pages of proposed project as part of the application.

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.
- Providing all requested information as requested in the application.
Source and Service Meter Eligibility Requirements
Installation of source and service meters is not an eligible stand-alone project. However, for a proposed project to be eligible for funding, water systems must have source meters on all existing and proposed new sources of water supply, or must include source metering as part of the proposed project. In most cases, systems must also have service meters on all existing connections or must include service meter installation as part of the proposed project. If requested, DOH may provide service meter exemptions to those that qualify under WAC 246-290-496.

Preconstruction Eligibility Requirements
If you receive a DWSRF loan, you may request reimbursement of preconstruction costs already incurred, provided:
- The costs are directly related to the project; and
- You have adequate documentation showing you previously paid for those costs.

Eligible preconstruction activities include:
- The SWSMP and WSP amendments (preparation and submittal costs).
- Design and engineering.
- Project report and construction documents.
- Environmental and cultural reviews.

Construction Eligibility Requirements
Construction may not start until the following occur:
- You sign your DWSRF contract and return it to us.
- You submit any required project report and construction documents to DOH and the regional engineer approves those documents. The construction document approved by the regional engineer must be the 100 percent design plans and specifications used for bidding purposes.
- You follow the bid requirements detailed in the DOH DWSRF Customer Handbook.
- You consult with DWSRF staff about your required environmental and cultural review, and you receive approval from the Cultural Resources Coordinator to begin construction.

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

Phased or Staged Projects
You will need to separate a complex project into stages or phases to accomplish your goals. We will require you to amend your application to address phasing or staging needs. We encourage you to discuss phasing or staging with your regional planner.

Eligible Activities and Project Costs
The following activities are eligible for reimbursement if they relate directly to an eligible, funded DWSRF project.
- Preconstruction activities (engineering, asset management, design, legal, financial, environmental and cultural reviews, permitting, and surveying) directly related to an eligible capital construction project.
• Purchase costs for publicly owned water system to acquire or restructure water systems.

• Construction of infrastructure improvements:
  o New source.
  o Source reconstruction or upgrades.
  o Disinfection improvements/treatment.
  o Filtration and other treatment.
  o New finished reservoir or reservoir improvements.
  o Rehabilitation of finished water reservoir tank interior.
  o Clearwells.
  o Treatment plant discharge improvements.
  o Water main or distribution improvements, such as booster pump stations.
  o Replacing aging infrastructure or making distribution improvements to maintain compliance or further protect public health. Such projects may include pressure reduction devices, backflow prevention assemblies, security measures, telemetry, and additional source for emergencies or additional capacity.
  o Restructuring and consolidation projects to take over non-compliant, failing, or struggling water systems.
  o Security measures, such as lighting, cameras, and fences, as a stand-alone project or as part of a larger project.
  o Resiliency projects, such as seismic upgrades, improvements to surface water intakes for drought or flood conditions, interties, or generators for main water supply.
  o Backflow prevention as a stand-alone project. The backflow device must be located on property owned by the applicant and the device owned and operated by the applicant.
  o Purchase and installation of source meters.
  o Purchase and installation of service meters as part of an eligible project.
  o Lead line and component replacement. Replacement of lead pipe and lead components, including service lines and goosenecks, are eligible for funding. Lead pipes and components are defined as containing at least 90 percent or more lead by weight. The following criteria must be met in order for the project to be eligible.
    ▪ Water systems able to document the presence of lead pipes and components will be classified as Risk Category 2.
    ▪ Water systems replacing lead pipe and lead components along with other work, such as replacement of galvanized service lines, will qualify as Risk 2 category, provided 51 percent of the project construction cost is associated with the replacement of lead pipes and components.
    ▪ The water system must provide documentation through historic records that the service lines or goosenecks to be replaced are lead. Acceptable historic records include information on the age of the houses and high probability of lead service lines and components being present, line installation records, line repair information, and as-builts.
    ▪ Temporary access and construction easements are required to allow the cultural review, environmental review, and construction activities to occur for replacement of lead service lines. Permanent easements are not required for the new service lines. However, if the water system requires a permanent easement for the
project, the costs associated with establishing the permanent easement are eligible for reimbursement.

- We will award principal forgiveness, or subsidy, based on the affordability index or debt service coverage ratio of the entire water system.
- Service lines, mains, and components that contain a small amount of lead, such as brass meter settings, brass valves, galvanized pipe, or cast iron pipe, will be classified in Risk Category 5.

- Buy real property from a willing seller if it is an integral part of a capital construction project. If you use DWSRF funds to purchase real property, and you sell or rent any portion of that property, we will deduct any resulting profits from your reimbursement. Reimbursements include:
  - Purchase of land and easements.
  - Purchase of roads, buildings, fences, or other structures.
  - Salaries, expenses, or fees for appraisers, negotiators, or attorneys.
  - Removal or demolition of roads, buildings, fences, or other structures.
  - Other direct costs associated with real property acquisition.
- Competitive bidding costs.
- 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.
  - Acquiring land or rights of way.
  - Purchasing meters.
  - Line locating.
  - Labor.
  - Excavation.
  - Disinfection and flushing of connections.
  - Replacing or repairing mains damaged during meter installation.
- With DOH approval, you may size projects to accommodate reasonable population growth and water system expansion (this is generally the 20-year projection in a WSP or SWSMP). Please note that if growth and expansion is the primary purpose of your project, your project is ineligible for funding.
- Costs of complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- 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 need the capacity to address a public health threat.
- Cleaning, sterilizing, or testing water system components to remove contamination before public use.
- Other direct costs associated with an eligible construction project, including costs for:
- 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).

- Projects must include a 10 percent contingency of the construction costs. Contingency costs cannot exceed 20 percent of the construction costs.

Ineligible Projects
- Projects in which future population growth and water system expansion are the primary focus.
- Projects solely for preconstruction activities. You can apply for a DWSRF preconstruction loan if you need funding for preconstruction activities.
- Projects solely for studies or assessments.
- Point of use treatment devices for community systems and most non-community systems.
- Acquisition, construction, or rehabilitation of dams or raw water reservoirs.
- Projects in which fire protection is the primary focus.

Ineligible Activities and Project Costs
- Water rights, except if the water rights are owned by a public water system that is being purchased through consolidation.
- Laboratory fees for monitoring.
- 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 by November 30, 2017, we conduct an initial eligibility review that includes:
- Checking completeness of application, including requested documentation.
- Determining eligibility of applicant.
- 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.
- The Director of the Office of Drinking Water 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.

**Planning Requirement and Capacity Review**

The DWSRF Loan Program requires your proposed project to be included in a current department-approved WSP or SWSMP. The WSP cannot expire on or before November 30, 2017. For more information about the water system planning requirement, contact your ODW regional office. The information provided in the application will also be reviewed to determine if the water system has adequate technical, managerial, and financial capacity.

**Technical Evaluation (Scoring and Ranking)**

After the eligibility screening, we will forward eligible applications to department regional staff. They will score and rank the applications using the scoring criteria system described in Appendix A. Regional staff conduct application scoring and ranking because of their technical and compliance knowledge about water systems. They also understand how the proposed project will protect public health.

- Our scoring process gives funding priority to projects that address severe public health threats and compliance issues. A critical element of the application is the risk or problem the proposed project will eliminate. It is your responsibility to clearly document in the application any public health risks and compliance problems that are being addressed by the project. We may not consider unclearly presented information during scoring and ranking.
- Each project’s score depends on a variety of factors. The most important factor is the Risk Category, which is the public health risk that the project addresses. An application can receive points in only one Risk Category and only one Project Type. Here are the Risk Categories in priority order:
  - **Risk Category 1:** The proposed project will eliminate a documented microbial contamination.
  - **Risk Category 2:** The proposed project eliminates primary inorganic chemical contamination or lead components.
- Risk Category 3: The proposed project eliminates other primary chemical risk, addresses a sanitary survey significant deficiency, disinfection installation, or EPA chemical Health Advisory (HA).
- Risk Category 4: The proposed project addresses secondary MCL, resiliency, seawater intrusion risk, sanitary survey significant finding, 80 percent of nitrate or arsenic MCL, or restructuring/consolidation project.
- Risk Category 5: The proposed project must include components for infrastructure sustainability.

**Bonus Points (Appendix A)**

- Compliance: The project meets documented compliance requirements.
- Restructuring benefit: The project restructures (eliminates) one or more Group A system(s).
- Regional benefit: The project benefits more than one Group A water system.
- Service meters: The project includes metering all unmetered services.

After we score applications, we rank them from highest to lowest. If projects receive identical scores, we use the largest population served by the proposed projects as a tiebreaker.

Next, we prepare a draft ranked funding list. We distribute available funding to projects receiving the highest scores and move down the list until we exhaust the funding. If funded projects are withdrawn or eliminated, lower scoring projects may move up into funding range. We don’t guarantee you will receive funding. We encourage applicants who don’t receive funding to reapply in the future or talk with us about other funding sources.

**Project Readiness to Proceed**
The DWSRF application includes a readiness to proceed component and the points available are presented in Appendix A.

**Financial and Capacity Review**
DWSRF staff does a financial review of each applicant/project within the funding range. If you are contacted to provide additional information, you must respond within 14 calendar days, otherwise we may withdraw your project from funding consideration.

DWSRF staff will require non-municipal applicants to provide:
- Copies of the borrower’s tax returns for the past three years.
- Balance sheet statement for the past three years.
- Three professional or business references.

All applicants must provide the following information to be considered for funding:
- All technical, managerial, and financial information requested in the application.
- Copy of the meeting minutes where the board or council approved the water system to apply for a DWSRF loan.
• Documentation, such as meeting minutes, for existing water rates and information on proposed water rates with the DWSRF loan.

Bypass Process
• If we request additional information to process your application and/or contract, you must respond within 14 calendar days or your project will be bypassed.
• If a DOH review demonstrates an applicant cannot repay a loan, 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 your project is bypassed. If you don’t agree with the bypass determination, you may request a review by DOH.
• If you are bypassed, we will offer you technical assistance so you can reapply for funding in the future or identify other funding opportunities.

Intended Use Plan
The DWSRF Loan Program prepares the federally required draft *Intended Use Plan* each year that describes how we plan to use available DWSRF funds.

We post legal notices in major newspapers around the state, such as *The Olympian, Seattle Times, Yakima Herald,* and *Spokesman Review* announcing the online availability of the draft *Intended Use Plan* for a 30-day public review and comment period. The announcement includes the date, time, and location for a public hearing. At the end of the public review and comment period, we hold a public hearing at our Tumwater Office. This site is certified as barrier-free according to the federal *Americans with Disabilities Act.*

After the 30-day public review and comment period, we finalize and submit the *Intended Use Plan* to the EPA as part of the DWSRF state capitalization grant application package. The final *Intended Use Plan* contains a Final Prioritized Project List, which is published on our website in July 2018. If an applicant does not agree with the final funding list, they can request a review. Written requests for review must be received within two weeks of notification. DOH’s decision after this review is final.

Project Implementation
• After DOH approves the final recommended funding list and EPA awards the capitalization grant, our staff will work with you to execute a contract. Contracts will be executed after we accept your scope of work, no earlier than July 1, 2018.
• To finalize your contract, we will mail you the contract, which must be signed and returned within 60 days of the postmark date. You will receive training from DWSRF staff on how to comply with the contract requirements.

You must have the following before beginning construction.
• Completion of the required environmental and cultural review (see below).
• ODW regional engineer written approval of any required project report and 100 percent design plans and specifications to be used for bidding purposes.
• Bid specifications reviewed by DWSRF staff.

If you plan to use an alternative public works contract procedure, such as General Contractor/Construction Manager, you must contact the DWSRF Program for approval.

Environmental and Cultural Reviews

DOH is the primacy agency for the DWSRF Program. As such, we ensure projects comply with the State Environmental Review Process (SERP) and the National Historic Preservation Act (NHPA) requirements. Although environmental and cultural reviews are two distinct processes, we coordinate both reviews as much as possible.

**Please note:** Projects cannot move forward with any construction activities until both processes (environmental and cultural reviews) are complete and DOH issues a final completion letter. This includes any ground disturbing activities including geotechnical work and test wells.

Environmental Review

The SERP is the EPA-approved environmental review process implemented in lieu of the federal National Environmental Policy Act (NEPA). The SERP review includes completing the Washington State Environmental Policy Act (SEPA) process. Following is the environmental review process for DWSRF projects.

- The lead agency must make a SEPA determination and post it for public review and comment for no less than 14 days. Public comment may be posted to the SEPA register and/or the local newspaper serving the project area.
- The SEPA determination, supporting documentation, and proof of publication must be sent to the DOH Cultural Resources Coordinator.
- Environmental impact statements, prepared by the lead agency must be posted per WAC 197-11.
- If the lead agency has determined the project is SEPA-exempt, the exempt determination must complete a 30-day public comment period. The publication can run concurrent with the cultural review public comment period.
- Any comments received during a public comment period and subsequent responses provided by the lead agency are to be provided to the DWSRF program.

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.
- A body of water.
- Environmental sensitive area (e.g., wetlands, shorelines).
- Historic and/or culturally significant properties.

We encourage you to start on the project permit process, including the SEPA checklist, as soon as possible. NEPA may be substituted for SEPA. Contact the DWSRF Cultural Resources Coordinator for information on requirements and/or substitutions.
Non-municipalities should contact their county planning agency to review and approve SEPA documentation.

Municipalities receiving DWSRF funding that are considered a SEPA lead agency are required to submit all documentation (EIS, DNS, SEPA Exemption Notice, etc.) to DOH for approval. Water systems must complete a public comment period for all projects to be Categorically Exempted [state statute WAC 197-11-305(2) Categorical Exemptions do not pertain to federally funded projects].

<table>
<thead>
<tr>
<th>Environmental Review Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>Submit copies of determination, documentation, and proof of publication</td>
</tr>
<tr>
<td>Review determination, documentation, and proof of publication</td>
</tr>
<tr>
<td>Issue completion notification concurrent with completion of cultural review.</td>
</tr>
</tbody>
</table>

**Cultural Review**

All projects must complete the National Historic Preservation Act (NHPA) requirements. The cultural review must consider the effects of the project’s undertaking and potential impact on cultural resources. All projects must also have a DOH-approved inadvertent discovery plan in effect for all construction activities. Effects may occur when:

1. Ground disturbing activities occur in/near sensitive areas.
2. The undertaking will affect, or is located near:
   - Native American lands.
   - Historic structures.
   - Cultural resources.

In accordance with 36 CFR 800, a government-to-government relationship is an important part of the Section 106 cultural review process. Therefore, DOH:

- Is the lead for the cultural review to meet Section 106 of the NHPA and determines which consultation requirement(s) applies to your project’s undertaking.
- Initiates the cultural review after the DWSRF final loan list is approved.
- Contacts the tribes, Washington State Department of Archaeology and Historic Preservation (DAHP), and other interested parties to begin consultation.
As part of the process, we may request supplementary information, such as construction drawings, plans, publications, or other previously approved compliance documentation. Active participation is essential in order 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 professional meeting the Secretary of Interior professional standards in 36 CFR Part 61 to conduct the survey. Submit a draft survey to us for final approval. Surveys must meet the Department of Archaeology and Historic Preservation cultural resources reporting standards. Once the survey is approved, we will provide instructions regarding final distribution to consulting parties. The archeological information is confidential and not for general distribution. Archaeological records are exempt from public disclosure requests as per RCW 42.56.300.

For projects receiving additional state or federal funding, a more stringent cultural review process may be followed. 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. Documentation more than five years old may not be valid.

<table>
<thead>
<tr>
<th>Cultural Review Timetable</th>
<th>Activity</th>
<th>Responsibility</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Receive notice of approval of final DWSRF loan list</td>
<td>DOH</td>
<td>Starting Point</td>
</tr>
<tr>
<td></td>
<td>Evaluate project</td>
<td>DOH</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Research project area</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identify Area of Potential Effect (APE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make determination</td>
<td>DOH</td>
<td>Ongoing (1)</td>
</tr>
<tr>
<td></td>
<td>• “No Historic Properties Affected”</td>
<td>Borrower</td>
<td>3 - 6 months</td>
</tr>
<tr>
<td></td>
<td>• “Area of Potential Effect”</td>
<td>DOH</td>
<td>6 - 18 months (2)</td>
</tr>
<tr>
<td></td>
<td>1. Complete survey and/or monitoring plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Additional consultation with DAHP and tribes</td>
<td>DOH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consultation and agreement</td>
<td>DOH</td>
<td>30+ days</td>
</tr>
<tr>
<td></td>
<td>Public comment period</td>
<td>Borrower</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>• Publish final NHPA determination and Notice of Intent to Release Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issue completion notification concurrent</td>
<td>DOH</td>
<td>15 days</td>
</tr>
</tbody>
</table>
with completion of environmental review

**Note:** A revised project scope or other relative information may result in another review. The timeframe depends on the significance of cultural/historic resources in vicinity of the project area, potential effects to the resources, and time to reach agreement with consulting parties.

**To ensure your cultural review is not delayed:**
- The EZ-1 Form is available on our website.
- The EZ-1 Form must include a United States Geological Survey (USGS) quadrangle map (7.5-minute series) with your project clearly identified on the map (see below).
- Make sure your project location is clearly identified.
- Make sure your project description is detailed enough.
- Make sure 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. (See Appendix C.) The quad map required on the EZ-1 Form must clearly identify the project area. You must outline and label the entire project area. The following is an example.

![Map Example](image)

You are required to confirm or update the EZ1 form after the project has been approved for funding. Additional drawings and maps may be required to accurately reflect the project pictorially. We will identify the Area of Potential Effect (APE) based upon the project’s undertaking.

We require additional information if any structures will be demolished or historic structures modified as a result of the project’s undertaking. We will evaluate these structures for eligibility for inclusion in the National Register based on the NHPA criteria identified in the Secretary of Interior’s standards for
We will inventory and evaluate all properties using the DAHP Historic Property Inventory procedures.

**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 APE.
- Excavating at a deeper depth.
- Adding new elements to the project activities.
- Increasing the pipe size.

The borrower must contact and forward a revised EZ-1 Form to our Cultural Resources Coordinator to initiate a re-evaluation of the environmental and cultural requirements. Construction activities for the revised scope of work are not allowed until we determine whether all elements of the environmental and cultural requirements for the proposed change are completed and a contract amendment has been fully executed.
DWSRF Contract Requirements

- DOH staff will monitor each DWSRF contract for compliance.
- Borrowers must complete all funded projects within four years.
- 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 18 months of contract execution, provided the environmental and cultural reviews are completed.
  - Submit required project reports and construction documents to the department regional office.
  - Secure a DOH project report and construction document approval before you begin construction. Do not issue a Notice to Proceed to your contractor until we issue the approval to proceed with construction.
  - Use a competitive bid process (described in the DWSRF Contract Handbook).
  - Comply with the federal Davis-Bacon Act (pay prevailing wages). If you receive funding, we will provide information on how to comply.
  - Comply with American Iron and Steel requirements. Refer to Appendix D for more information.
  - Provide required quarterly project progress reports.
- If required in your contract, have an independent audit conducted and send the audit report to DOH within 60 days of project completion.
- Within 60 days of completing your project, have your project engineer fill out a construction completion report and send it to DOH. The Construction Completion Report Form is available at http://www.doh.wa.gov/Portals/1/Documents/Pubs/331-121-F.doc.
- If an unforeseeable event during your contract causes delay in the construction of your project, we may offer to move your contract from the construction program into our preconstruction program, as funds allow. Please contact us as soon as possible if you think there may be a construction delay.
- If scope changes cause a significant delay, the project will be reassessed and possibly bypassed.
- If you plan to use an alternative public works contract procedure, such as a General Contractor/Construction Manager, you must contact the DWSRF Program for approval.
- Please refer to the DWSRF Customer Handbook for more details.
APPENDIX A: Project Scoring Procedures

We score all eligible applications on Risk Category, readiness to proceed, as well as bonus points.

Risk Categories
The department ranks the list from highest to lowest score, with microbial risk (Risk Category 1) rated highest and infrastructure replacement (Risk Category 5) rated lowest. We base the Risk Category on the primary risk the proposed project will address.

An application receives points in only one Risk Category and in only one Project Type. We will fund all the projects possible until the funding source is exhausted.

<table>
<thead>
<tr>
<th>Risk Category 1</th>
<th>The proposed project will eliminate a documented microbial contamination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Project</td>
<td>Points</td>
</tr>
<tr>
<td>New Source</td>
<td>120</td>
</tr>
<tr>
<td>Source recreation</td>
<td>115</td>
</tr>
<tr>
<td>Disinfection improvements</td>
<td>110</td>
</tr>
<tr>
<td>Filtration</td>
<td>110</td>
</tr>
<tr>
<td>New reservoir or reservoir improvements</td>
<td>100</td>
</tr>
<tr>
<td>Treatment replacement</td>
<td>70</td>
</tr>
</tbody>
</table>

To receive a score in this Risk Category, your project must address a documented microbial contamination event or compliance problem associated with:

- Total Coliform Rule and Revised Total Coliform Rule.
- Surface Water Treatment Rules.
- Ground Water Rule.
- Uncovered finished water reservoirs.
- Exceeding EPA Health Advisory (HA) level for microbials 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).

In addition, your project must be one of the following types:

- Disinfection or filtration projects to address the documented problem.
- Source reconstruction or replacement to address the documented problem.
- Reservoir replacement or new cover if finished water reservoir is currently uncovered.
- Reservoir, clearwell, or pipeline construction to satisfy a chlorine contact time requirement.
## Risk Category 2
The proposed project eliminates primary inorganic chemical contamination or presence of lead

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>New source, source reconstruction or treatment for nitrate</td>
<td>110</td>
</tr>
<tr>
<td>Replacement of lead pipes and components</td>
<td>105</td>
</tr>
<tr>
<td>New source, source reconstruction or treatment for contaminants other than Nitrate</td>
<td>100</td>
</tr>
<tr>
<td>Treatment replacement</td>
<td>60</td>
</tr>
</tbody>
</table>

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

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

Replacement of lead pipes and lead components, including mains, service lines, and goosenecks, are eligible for funding in this category. Lead pipes and components are defined as containing at least 90 percent or more lead by weight. The water system must provide documentation through historic records that the lines or goosenecks to be replaced are lead.

Acceptable historic records include information on the age of the houses and high probability of lead lines and components being present, line installation records, line repair information, and as-builts. Water systems doing lead service line and lead component replacement along with other work, such as replacement of galvanized service lines, will be able to qualify as Risk 2 category, provided 51 percent of the project construction cost is associated with the replacement of lead pipes and components.

Corrosion control projects for lead and copper also qualify for Risk Category 2.

## Risk Category 3
The proposed project eliminates other primary chemical risk, addresses a sanitary survey significant deficiency, disinfection installation, or EPA chemical HAs

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>New source</td>
<td>95</td>
</tr>
<tr>
<td>Treatment</td>
<td>90</td>
</tr>
<tr>
<td>Other</td>
<td>65</td>
</tr>
<tr>
<td>Treatment replacement</td>
<td>50</td>
</tr>
</tbody>
</table>

To receive a score in this Risk Category, your project must address compliance problems (MCL, TT, or Action Level) exceedances/violations associated with the following.
- Disinfection by-products
- Organic chemical
- Radionuclides

Other eligible projects in Risk Category 3 include:
- Addressing a significant deficiency identified during the most recent sanitary survey. The system must have received a compliance order for the significant deficiency.
- Installation of disinfection as required under WAC 246-290-451 (if not captured in Risk Category 1).
- Addressing an exceedance of an EPA HA level established for chemical contaminants, such as manganese (0.3 milligrams per liter), PFOS (70 parts per trillion), and PFOA (70 parts per trillion).

### Risk Category 4
The proposed project addresses secondary MCL, resiliency, seawater intrusion risk, sanitary survey significant finding, 80% of nitrate or arsenic MCL, or restructuring/consolidation project

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>New source or restructuring/consolidation</td>
<td>60</td>
</tr>
<tr>
<td>Treatment</td>
<td>55</td>
</tr>
<tr>
<td>Adds resiliency to system</td>
<td>50</td>
</tr>
<tr>
<td>Treatment replacement or other</td>
<td>45</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Chloride (Cl)</th>
<th>Manganese (Mn)</th>
<th>Sulfate (SO4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluoride (F) (over 2.0 mg)</td>
<td>Silver (Ag)</td>
<td>Zinc (Zn)</td>
</tr>
<tr>
<td>Iron (Fe) (over 2.0 mg)</td>
<td>Sodium (Na)</td>
<td></td>
</tr>
</tbody>
</table>

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. 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, and earthquakes.

Projects that qualify as providing system resiliency include (but 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 served by the water system.**
Other projects that qualify for Risk Category 4 include:

- Addressing seawater intrusion.
- Addressing significant finding identified in the most recent sanitary survey. The system must have received a compliance order for the significant finding.
- Addressing 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.
- Restructuring or consolidation project not captured in Risk Category 1, 2, or 3.

<table>
<thead>
<tr>
<th>Risk Category 5</th>
<th>The proposed project must include components for infrastructure sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Project</strong></td>
<td><strong>Points</strong></td>
</tr>
<tr>
<td>Treatment enhancement, new Source, or Source Rehabilitation</td>
<td>40</td>
</tr>
<tr>
<td>Distribution Reservoir (additional reservoirs, or replacement distribution)</td>
<td>40</td>
</tr>
<tr>
<td>Main/distribution improvements/booster pump</td>
<td>35</td>
</tr>
<tr>
<td>Cross-connection control—installation of backflow prevention assemblies (stand-alone project)</td>
<td>30</td>
</tr>
<tr>
<td>Installation of pressure reduction device (stand-alone project)</td>
<td>25</td>
</tr>
<tr>
<td>Security measures (stand-alone project)</td>
<td>20</td>
</tr>
<tr>
<td>Treatment plant discharge Improvements</td>
<td>10</td>
</tr>
<tr>
<td>Other (such as telemetry)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Examples of Risk Category 5**

- 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 owned by the water system and the device owned and maintained by the water system.
- Security measures (cameras, fencing, lighting, lab equipment, chemical storage) not included as part of a category 1–4 project.
- Replace infrastructure.
- Replace roof for reservoir and other structures.
- Other distribution improvements.

**Readiness to Proceed**

Readiness to proceed is a critical part of the construction process. You are truly shovel ready once everything required is in hand. This helps keep our revolving fund program a success. You will provide this information in the application.

**Note:** Applicants who indicate the items below are “underway or completed” must provide documentation, as part of the application process in order to receive points.
<table>
<thead>
<tr>
<th>Readiness to Proceed</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering/design report complete</strong></td>
<td>1</td>
</tr>
<tr>
<td>The ODW regional office staff must approve your completed</td>
<td></td>
</tr>
<tr>
<td>engineering/design report.</td>
<td></td>
</tr>
<tr>
<td><strong>Construction and/or bid documents complete</strong></td>
<td>1</td>
</tr>
<tr>
<td>The ODW regional office staff must approve your completed</td>
<td></td>
</tr>
<tr>
<td>construction and/or bid documents.</td>
<td></td>
</tr>
<tr>
<td><strong>Permit status</strong></td>
<td>1</td>
</tr>
<tr>
<td>You must have appropriate permits in place in order to begin</td>
<td></td>
</tr>
<tr>
<td>construction.</td>
<td></td>
</tr>
<tr>
<td><strong>Status of SEPA/NEPA</strong></td>
<td>2</td>
</tr>
<tr>
<td>Completion of SEPA/NEPA includes issuing a final determination</td>
<td></td>
</tr>
<tr>
<td>and publishing the determination for the proposed project.</td>
<td></td>
</tr>
<tr>
<td>Full completion receives full allowable points. In-process</td>
<td></td>
</tr>
<tr>
<td>status will receive partial points.</td>
<td></td>
</tr>
<tr>
<td><strong>Status of cultural review</strong></td>
<td>2</td>
</tr>
<tr>
<td>Completion of the Cultural Review includes a final</td>
<td></td>
</tr>
<tr>
<td>determination made and published based on the National</td>
<td></td>
</tr>
<tr>
<td>Historic Preservation Act (NHPA) requirements. Full</td>
<td></td>
</tr>
<tr>
<td>completion receives full allowable points. Determinations</td>
<td></td>
</tr>
<tr>
<td>made under the Washington State Executive Order 05-05 and</td>
<td></td>
</tr>
<tr>
<td>projects part way through the NHPA process will receive</td>
<td></td>
</tr>
<tr>
<td>partial points.</td>
<td></td>
</tr>
<tr>
<td><strong>Complete an uncompleted DWSRF construction loan project</strong></td>
<td>2</td>
</tr>
<tr>
<td>This project completes a previous partially completed/funded</td>
<td></td>
</tr>
<tr>
<td>DWSRF construction loan project.</td>
<td></td>
</tr>
<tr>
<td><strong>Complete previous emergency loan/grant</strong></td>
<td>2</td>
</tr>
<tr>
<td>This project completes a previous emergency loan/grant project.</td>
<td></td>
</tr>
<tr>
<td><strong>Complete previous preconstruction loan</strong></td>
<td>2</td>
</tr>
<tr>
<td>This project completes a previous preconstruction loan project.</td>
<td></td>
</tr>
<tr>
<td><strong>Complete previous preconstruction grant</strong></td>
<td>2</td>
</tr>
<tr>
<td>This project completes a previous preconstruction grant</td>
<td></td>
</tr>
<tr>
<td>project.</td>
<td></td>
</tr>
<tr>
<td><strong>Complete previous consolidation grant</strong></td>
<td>2</td>
</tr>
<tr>
<td>This project completes a previous consolidation grant project.</td>
<td></td>
</tr>
<tr>
<td><strong>Asset inventory</strong></td>
<td>2</td>
</tr>
<tr>
<td>To receive points in this category, you must provide an asset</td>
<td></td>
</tr>
<tr>
<td>inventory that includes the list of water system assets, age</td>
<td></td>
</tr>
<tr>
<td>of assets, and expected life of the assets. See Appendix G</td>
<td></td>
</tr>
<tr>
<td>for an example.</td>
<td></td>
</tr>
</tbody>
</table>
**Attend asset management training**
If you participated in an asset management training provided by DOH, RCAC or other technical provider, 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 name of staff that attended the training.

<table>
<thead>
<tr>
<th>Bonus Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bonus</strong></td>
</tr>
<tr>
<td><strong>Compliance status</strong></td>
</tr>
<tr>
<td>The DOH awards bonus points to projects that eliminate a compliance problem. We will review our records to determine whether a system is under an active enforcement action.</td>
</tr>
<tr>
<td>• We award the highest point value to projects that address an active enforcement action (including DOH’s departmental order, penalty, or bilateral compliance agreement, or federal administrative order, or stipulated penalty).</td>
</tr>
<tr>
<td>• We award the lowest point value in each Risk Category to projects that eliminate an existing or potential problem that would place the system out of compliance, or eliminate a red, yellow, or blue operating permit related to infrastructure (when the water system is not subject to an active enforcement action).</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Consolidation and restructuring</strong></td>
</tr>
<tr>
<td>We award bonus points to projects that result in restructuring or consolidating (eliminating) Group A water systems. We will give three bonus points for each system eliminated by the project, with no limit to the amount of bonus points allowed.</td>
</tr>
<tr>
<td><strong>Regional benefit</strong></td>
</tr>
<tr>
<td>We award bonus points to projects that will benefit more than one Group A water system. We will give one bonus point for each additional system benefiting from the project, up to five points.</td>
</tr>
<tr>
<td><strong>Service meters installation</strong></td>
</tr>
<tr>
<td>For systems not fully metered, we will award two bonus points if the project includes metering all unmetered services.</td>
</tr>
</tbody>
</table>
APPENDIX B: Federal Crosscutters, State Laws, and Related Publications

Related Publications

- Water System Planning Handbook, #331-068

Environmental Authorities

- 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, Pub. L. 101-601, as amended
- Floodplain Management Executive Order 11934, as amended by Executive Order 12148
- Protection of Wetland, Executive Order 11990
- 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), Pub. L. 91-190, as amended
- 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

- Governor’s Executive Order 05-05, Archaeological and Cultural Resources
- Chapter 25.48 WAC, Archaeological Excavation and Removal Permit
- Chapter 27.44 RCW, Indian Graves and Records
- Chapter 27.53 RCW, Archaeological Sites and Resources
- Chapter 36.70A RCW, Growth Management Act (GMA)
- Chapter 39.80 RCW, Contracts for Architectural & Engineering Services
- Chapter 42.56.300 RCW, Public Records Act, Archaeological Sites
- Chapter 43.20 RCW, State Board of Health
- Chapter 43.70 RCW, Department of Health
- 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 173-160 WAC, Minimum Standards for Construction & Maintenance of Wells
- 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 246-291 WAC, Group B Public Water Systems
- 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)
- Title 173, Department of Ecology Rules
APPENDIX C: Cultural Review Flow Chart

1. Submit EZ form(s) and maps/drawings.
2. Coordinate with other reviews. Identify consulting parties.
3. Determine scope, identify properties, and evaluate submitted information.
4. Final completion letter.
5. Public comment period.

**Decision Points**

- **Determination of historic properties affected.**
  - Potential historic properties,
  - No historic properties

**Branching Points**

- **Consultation with DAHP, tribes, and others.**
  - Cultural resources survey and/or monitoring plan.
  - Mitigation
  - Memorandum of Agreement

- **Consultation with DAHP, tribes, and others.**
APPENDIX D: American Made Iron and Steel Requirements

DWSRF construction projects are required to comply with the American Iron and Steel provisions. Projects started prior to January 17, 2014, may be exempt. Visit the EPA website for more information on the AIS requirements and the waiver process at https://www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement.

If you have additional questions on these requirements, please contact Mike Copeland at mike.copeland@doh.wa.gov or 360-236-3083.
APPENDIX E: Seven Steps for Your Investment Grade Energy Audit

1. Investigate all areas of energy and water use in your water system that coincides with your DWSRF scope of work.

2. Identify systems (processes and buildings) with sufficient consumption to make significant savings possible. You must be able to pay back the cost of the savings within six years—otherwise it isn’t considered cost effective for our DWSRF process.

3. Use all available information to determine the theoretical energy requirement and actual energy consumptions of those systems. Available information includes half-hourly data, gas and fossil fuel use profile, degree-day heating and cooling data, water consumption, building structure, occupancy, location, ventilation and internal dissipation, natural light, and production data.

4. Determine the energy efficiency of each system component. Divide the theoretical energy requirement by the actual energy consumption.

5. Identify all significant viable energy and carbon reduction opportunities within the inefficient systems, which may require the use of energy analyzers, data-loggers, and other measuring equipment. This may involve:
   - Checking the combustion efficiency of all significant combustion plants.
   - Assessing standing and other losses.
   - Investigating the operation and capabilities of any Building Energy Management Systems.
   - Considering the scope for building fabric improvements and the resulting opportunities for the specification of smaller and thus more cost-effective plants.
   - Identifying where additional management effort should be directed, the measures necessary for improving staff performance, and additional sub-metering, and other related matters.

6. Analyze the potential of renewable energy opportunities and technologies.

7. Report on all of the above. Provide an accurate assessment of the potential energy and carbon reductions along with details of the specific measures required for implementation, illustrative costs, and payback periods. Keep your report in your files for future audits. You do not need to submit a copy, but keep a copy available for requests.

For guidance on how to proceed with a preliminary audit, or to learn more about this requirement, contact Department of Enterprise Services Energy Program Manager Roger Wigfield at 360-407-9371 or roger.wigfield@des.wa.gov.
# APPENDIX F: DWSRF Sample Repayment Schedule

## Payment Schedule:

<table>
<thead>
<tr>
<th>Year</th>
<th>Due</th>
<th>Principal</th>
<th>Interest</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/1/2018</td>
<td>0.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>2</td>
<td>10/1/2019</td>
<td>26,578.95</td>
<td>7,575.00</td>
<td>34,153.95</td>
</tr>
<tr>
<td>3</td>
<td>10/1/2020</td>
<td>26,578.95</td>
<td>7,176.32</td>
<td>33,755.27</td>
</tr>
<tr>
<td>4</td>
<td>10/1/2021</td>
<td>26,578.95</td>
<td>6,777.63</td>
<td>33,356.58</td>
</tr>
<tr>
<td>5</td>
<td>10/1/2022</td>
<td>26,578.95</td>
<td>6,378.95</td>
<td>32,957.90</td>
</tr>
<tr>
<td>6</td>
<td>10/1/2023</td>
<td>26,578.95</td>
<td>5,980.26</td>
<td>32,559.21</td>
</tr>
<tr>
<td>7</td>
<td>10/1/2024</td>
<td>26,578.95</td>
<td>5,581.58</td>
<td>32,160.53</td>
</tr>
<tr>
<td>8</td>
<td>10/1/2025</td>
<td>26,578.95</td>
<td>5,182.89</td>
<td>31,761.84</td>
</tr>
<tr>
<td>9</td>
<td>10/1/2026</td>
<td>26,578.95</td>
<td>4,784.21</td>
<td>31,363.16</td>
</tr>
<tr>
<td>10</td>
<td>10/1/2027</td>
<td>26,578.95</td>
<td>4,385.53</td>
<td>30,964.48</td>
</tr>
<tr>
<td>11</td>
<td>10/1/2028</td>
<td>26,578.95</td>
<td>3,986.84</td>
<td>30,565.79</td>
</tr>
<tr>
<td>12</td>
<td>10/1/2029</td>
<td>26,578.95</td>
<td>3,588.17</td>
<td>30,167.12</td>
</tr>
<tr>
<td>13</td>
<td>10/1/2030</td>
<td>26,578.95</td>
<td>3,189.49</td>
<td>29,768.44</td>
</tr>
<tr>
<td>14</td>
<td>10/1/2031</td>
<td>26,578.95</td>
<td>2,790.82</td>
<td>29,369.77</td>
</tr>
<tr>
<td>15</td>
<td>10/1/2032</td>
<td>26,578.95</td>
<td>2,392.15</td>
<td>28,971.10</td>
</tr>
<tr>
<td>16</td>
<td>10/1/2033</td>
<td>26,578.95</td>
<td>1,993.47</td>
<td>28,572.42</td>
</tr>
<tr>
<td>17</td>
<td>10/1/2034</td>
<td>26,578.95</td>
<td>1,594.80</td>
<td>28,173.75</td>
</tr>
<tr>
<td>18</td>
<td>10/1/2035</td>
<td>26,578.95</td>
<td>1,196.12</td>
<td>27,775.07</td>
</tr>
<tr>
<td>19</td>
<td>10/1/2036</td>
<td>26,578.95</td>
<td>797.45</td>
<td>27,376.40</td>
</tr>
<tr>
<td>20</td>
<td>10/1/2037</td>
<td>26,578.95</td>
<td>398.78</td>
<td>26,977.73</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$505,000.05</strong></td>
<td><strong>$75,800.46</strong></td>
<td><strong>$580,800.51</strong></td>
</tr>
</tbody>
</table>

### Client:
City of New City

### Loan Number:
DM17-952-XXX

### Project Description:
Reservoir Replacement

### Initial Loan Amount:
$500,000.00

### Loan Fee:
$5,000.00

### Initial Interest Rate:
1.50%

### Date Loan was Authorized:
1/15/2018

### Loan Amount at Closing:
$505,000.00

### Local Match at Closing:
$0.00

### Interest Rate at Closing:
1.50%

### Closing Date:
5/7/2018

### Loan Type:
Construction

### Loan Term (Years):
20

### Years Principal is Initially Deferred:
1
**Extra Principal Deferral Type:** No deferral  
**Extra Principal Deferral Start Year:** N/A  
**Extra Principal Deferral End Year:** N/A

<table>
<thead>
<tr>
<th>Date</th>
<th>Draw</th>
<th>Extra Payment*</th>
<th>Principal</th>
<th>Interest</th>
<th>Late Fee</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1/2018</td>
<td>40,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td>10/31/2018</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
<td>0.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td>11/1/2018</td>
<td>250,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>290,000.00</td>
</tr>
<tr>
<td>12/1/2018</td>
<td>25,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>315,000.00</td>
</tr>
<tr>
<td>1/21/2019</td>
<td>75,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>390,000.00</td>
</tr>
<tr>
<td>3/20/2019</td>
<td>25,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>415,000.00</td>
</tr>
<tr>
<td>5/7/2019</td>
<td>90,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>505,000.00</td>
</tr>
<tr>
<td>10/31/2019</td>
<td>0.00</td>
<td>0.00</td>
<td>26,578.95</td>
<td>7,575.00</td>
<td>0.00</td>
<td>478,421.05</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$505,000.00</td>
<td>$0.00</td>
<td>$26,578.95</td>
<td>$7,625.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

*Includes forgiveness of principal amount

Loan calculations are based on a 360-day year of twelve 30-day months. All values are approximate and will not exactly match the actual values invoiced.
APPENDIX G: Example Asset Inventory

In order to receive bonus points for having an asset inventory, the following information is required:

- List of water system assets
- Age of assets
- Expected life of the assets

Below is an example worksheet you can use to submit this information. This worksheet was supplied by Rural Community Assistance Corporation (RCAC). You can obtain a copy of this spreadsheet by downloading it at: [http://www.doh.wa.gov/Portals/1/Documents/4200/AssetInventoryWorksheet.xls](http://www.doh.wa.gov/Portals/1/Documents/4200/AssetInventoryWorksheet.xls).

If you use this worksheet, you will need to complete the first three columns to receive bonus points:

**Column 1: Asset and Description**
List your water system assets here. Assets to be listed include pumps, wells, storage tanks, pipes, treatment facilities, and vehicles.

**Column 2: Installed Date**
Enter the date you believe the asset was first put into service.
**Column 3: Estimated Effective Life**

Enter the expected life of the asset in years in this column. The following table may be useful in estimating the expected life of the asset. You can also use equipment operating manuals, ask water systems operators or call a vendor to obtain more detailed information on the life of an asset.

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Average Effective Life (years)</th>
<th>Asset Type</th>
<th>Average Effective Life (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake Structures</td>
<td>40</td>
<td>Lab Monitoring Equipment</td>
<td>5-10</td>
</tr>
<tr>
<td>Wells/Springs</td>
<td>40</td>
<td>Tools &amp; Shop Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Chlorination Equipment</td>
<td>7-10</td>
<td>Office Furniture</td>
<td>10</td>
</tr>
<tr>
<td>Small motors</td>
<td>10-15</td>
<td>Computers</td>
<td>5</td>
</tr>
<tr>
<td>Storage Tanks</td>
<td>60</td>
<td>Vehicles</td>
<td>10</td>
</tr>
<tr>
<td>Pumps</td>
<td>10-15</td>
<td>Civil Structures</td>
<td>75</td>
</tr>
<tr>
<td>Pipe</td>
<td>60-90</td>
<td>Electrical Motors (large)</td>
<td>30</td>
</tr>
<tr>
<td>Valves</td>
<td>20-30</td>
<td>Electrical panels</td>
<td>20-25</td>
</tr>
<tr>
<td>Backflow Preventions</td>
<td>15-20</td>
<td>Controls</td>
<td>15-25</td>
</tr>
<tr>
<td>Meters</td>
<td>10-15</td>
<td>Building assets</td>
<td>60</td>
</tr>
<tr>
<td>Hydrants</td>
<td>30-45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The RCAC spreadsheet has many other capabilities that you may find useful. If you have additional questions on this spreadsheet, please contact Karen Klocke (karen.klocke@doh.wa.gov or 360-236-3116).

You are not required to use the RCAC spreadsheet to receive bonus points and we will accept the information in any format.