



Drinking Water State Revolving Fund

Washington Loan Tracking External User Guide

331-614 • April 2025



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

1.0 Introduction

Washington Loan Tracking (WALT) is the Washington State Department of Health Office of Drinking Water's (ODW) online loan and grant management tool. You may submit applications for funding opportunities, check the status of your application, and submit applicable documentation through WALT.

It is important to review the loan or grant guidelines before you start the application process.

This WALT user's guide is for all loan and/or grant applicants. It includes step-by-step directions for applying, as well as supporting information to help with the process.

NOTE: Pre-registration is required to access WALT. If you are already in the WALT system, no action is needed.

For WALT Pre-registration and other user help, please contact:

Jason Cammarano

360-867-3991

jason.cammarano@doh.wa.gov

2.0 Getting Started

This section describes what WALT can do, how to log in, move through WALT, and what you can expect to see while using WALT.

2.1 Secure Access of Washington

Secure Access Washington (SAW) allows you to access multiple online government services with a single user ID and password. It acts like an umbrella portal. Your SAW account allows you to interact with many government agencies like L&I, Ecology, DSHS, and more. You must have a SAW account to access WALT. If you already have a SAW account, you may notice the SAW screen is different this year (green instead of blue). **If you need help during this process, please contact SAW Help at 1-888-241-7597.**





WELCOME

to your login for Washington state.

[SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

PASSWORD

[SUBMIT](#)

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF



WASHINGTON STATE AGENCIES

2.1.1 New to SAW

Follow these steps to create a SAW account (**Get Help** is on the right side of the screen above the Washington state map).

1. Open your Internet browser.
2. Type or copy and paste the website address secureaccess.wa.gov into the browser window and press **Enter** or click the "go to" arrow in the browser.
3. The **Sign Up!** button is on right, just above the Washington state map.

WELCOME
to your login for Washington state.

Click here to get started

SecureAccess
Washington

SIGN UP! **GET HELP** **TIPS ON**

LOGIN

USERNAME

PASSWORD


SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF

**WASHINGTON
STATE
AGENCIES**

4. Follow these steps to create your SAW account.
 - a. Enter your name, email, and username you create.



Sign Up!

×

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.


- b. Choose a password ten characters in length and containing at least one special character, lower case or uppercase letter, or a number. Check the box for **I'm not a robot** and click the **Submit** button.

PASSWORD REQUIREMENTS

Add at least 10 more characters
Add a special character or a lower case letter or an uppercase letter or a number


PASSWORD

CONFIRM PASSWORD

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

SUBMIT

- c. You will receive a SAW email to confirm your account.



SIGN UP! ×

Not sure if you already have an account? **CHECK NOW**

CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

- d. Check your email for further instructions.

2.1.2 Log Into SAW

Log into SAW by following the steps below.

1. Enter your Username and Password on the SAW Login page.
2. Click the **Submit** button.

The screenshot shows the Washington State SecureAccess login page. At the top, there is a green header with the Washington State seal on the left and the text "WELCOME to your login for Washington state." on the right. Below the header, there is a navigation bar with links for "SIGN UP", "GET HELP", and "TIPS ON". The main content area is divided into two sections. The left section is titled "LOGIN" and contains a "SecureAccess Washington" logo, a "USERNAME" input field, a "PASSWORD" input field, a "SUBMIT" button, and links for "Forgot your username?" and "Forgot your password?". The right section is titled "ON BEHALF OF" and features a graphic of the Washington State Capitol building with the text "WASHINGTON STATE AGENCIES".

Enter your information

LOGIN

SecureAccess Washington

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF

WASHINGTON STATE AGENCIES

Select

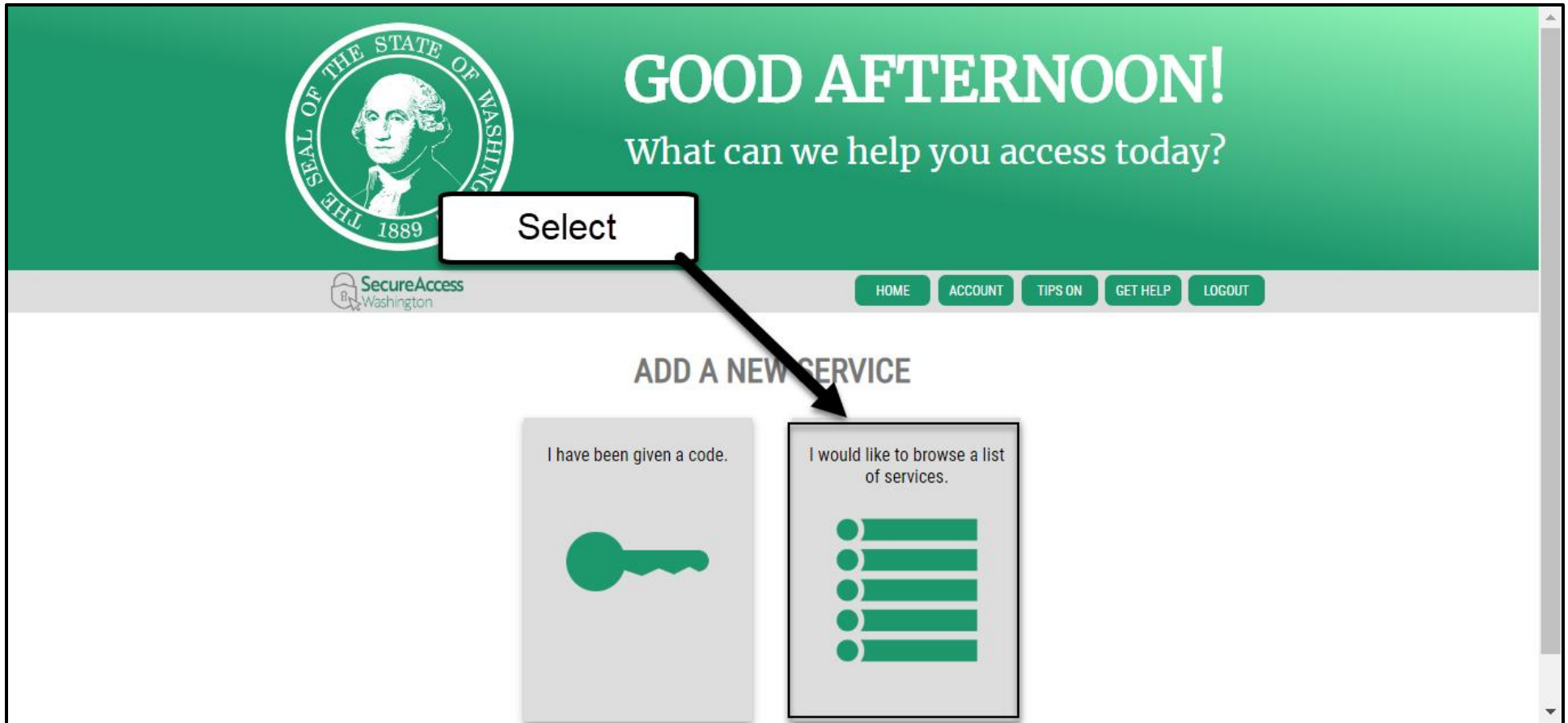
2.1.3 Add WALT to My Services in SAW

Follow these steps to add WALT to your SAW services.

1. Click on **Add a New Service**.

The screenshot shows the SecureAccess Washington website interface. At the top, there is a green header with the Washington State seal on the left and the text "GOOD AFTERNOON! What can we help you access today?" on the right. Below the header is a navigation bar with the "SecureAccess Washington" logo and four buttons: "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT". A callout box labeled "Select" with an arrow points to a red button labeled "ADD A NEW SERVICE". Below this button is a table with the following headers: "SERVICE", "DESCRIPTION", "MEMBERSHIP ?", and "ACTION ?". The table content includes a welcome message: "Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above." To the right of the table, there is a section titled "SHOWING YOUR SERVICES FROM" with a dropdown menu set to "ALL OF WASHINGTON" and a "WASHINGTON STATE AGENCIES" logo featuring a map of Washington and the state capitol building.

2. In the right column, click on **I would like to browse a list of services.**



3. In the column under **Add a New Service**, click on **Department of Health**.

The screenshot shows the Washington State SecureAccess portal. At the top, there is a green header with the Seal of the State of Washington on the left and the text "GOOD AFTERNOON! What can we help you access today?" on the right. Below the header is a navigation bar with links for HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled "ADD A NEW SERVICE" and contains a list of service options. A callout box with the word "Select" and an arrow points to the "Department of Health" option in the list.

Seal of the State of Washington

GOOD AFTERNOON!
What can we help you access today?

SecureAccess
Washington

HOME **ACCOUNT** **TIPS ON** **GET HELP** **LOGOUT**

ADD A NEW SERVICE

Select

- Board of Accountancy
- Consolidated Technology Services
- Department of Archaeology and Historic Preservation
- Department of Commerce
- Department of Ecology
- Department of Financial Institutions
- Department of Health**

4. In the column under **Services from Department of Health (DOH)**, scroll down until you see **WALT** and click **Apply**.

Radiation Protection and the Office of Environmental Health and Safety

NEWBORN SCREENING SECURE REMOTE VIEWER (SRV) [Apply](#)

View and download newborn screening results for infants screened in Washington State.

ONLINE APPLICATION PORTAL [Apply](#)

Online applications for healthcare providers. Healthcare Enforcement and Licensing Management System - HELMS.

PMP [Apply](#)

Prescription Monitoring Program

SHELLFISH EXPORT CERTIFICATION APPLICATION [Apply](#)

Shellfish Export Certification Application

STRONG START UNIVERSAL DEVELOPMENTAL SCREENING [Apply](#)

The purpose of the Universal Developmental Screening (UDS) System is to create a centralized, single system, of record for developmental screenings across Washington state.

WASHINGTON LOAN TRACKING (WALT) [Apply](#)

Office of Drinking Water - DWSRF Funding Application

Select

2.1.4 Register for WALT

Pre-registration is required to access WALT. If you are already in the WALT system, no action is needed. Just click **Access Now**, login, and then **Continue**.

For WALT Pre-registration and other user help, please contact:

Jason Cammarano

360-867-3991

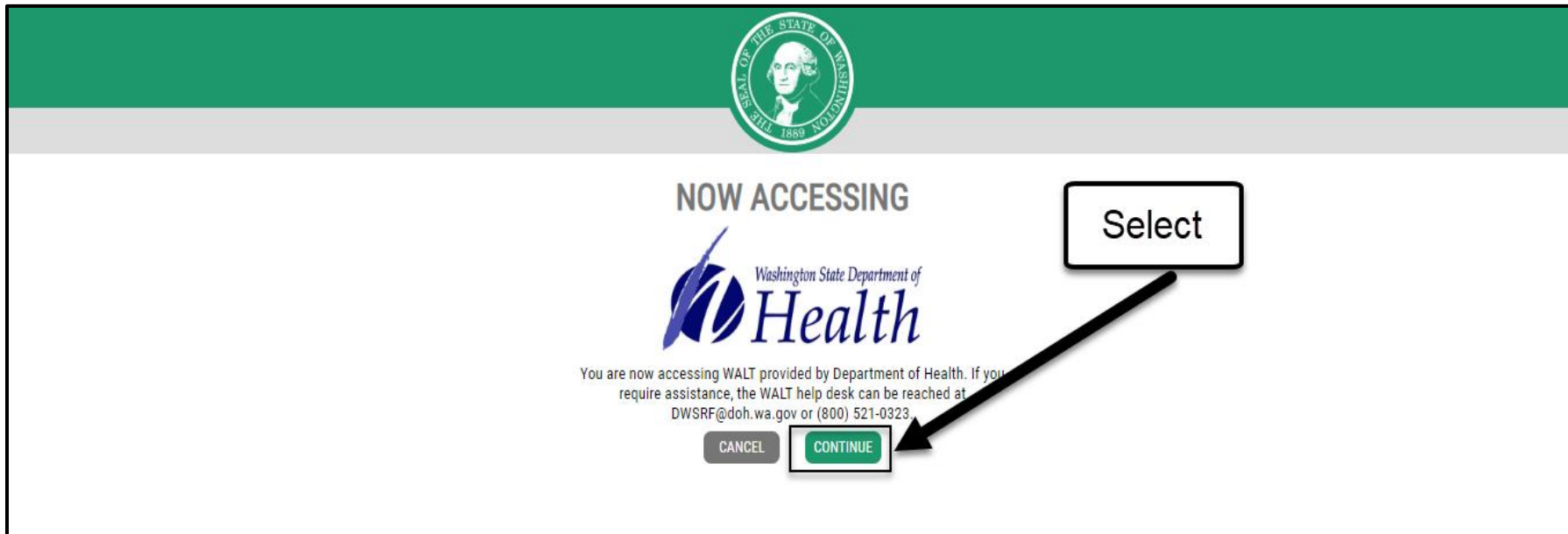
jason.cammarano@doh.wa.gov

After you are registered, follow the steps below to access WALT.

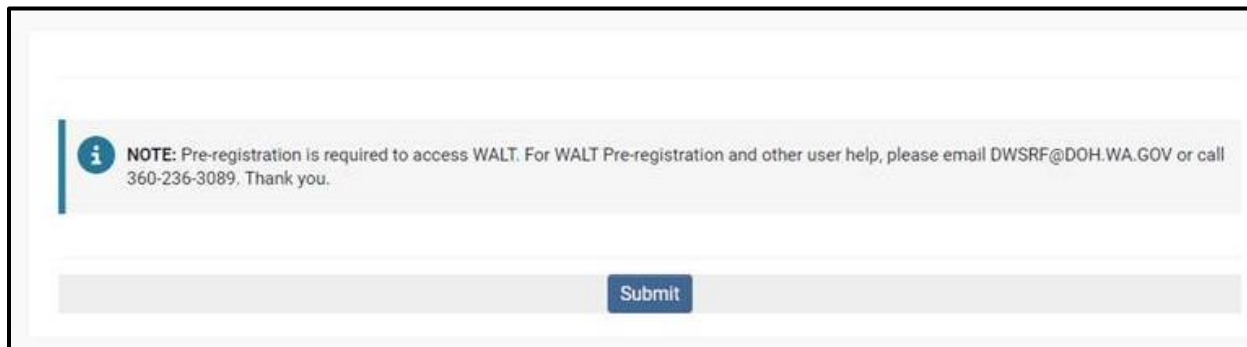
1. On the SAW page, click on **WALT**.

The screenshot shows the Secure Access Washington (SAW) homepage. At the top, there is a green banner with the Seal of the State of Washington on the left and the text "Good afternoon! What can we help you access today?" on the right. Below the banner is a navigation bar with the "SecureAccess Washington" logo on the left and buttons for "ACCOUNT", "GET HELP", "Español", and "LOGOUT" on the right. The main content area has a welcome message: "Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. [To see open job postings for the SAW Team, go to our jobs page.](#)" There is an "Add A New Service" button. Below this, a service card for "Washington Loan Tracking (WALT) provided by Department of Health" is displayed. The card includes the text "Office of Drinking Water - DWSRF Funding Application" and two links: "Contact the help desk for WALT" and "Remove from my list". A box labeled "Select" with an arrow points to the "Access Now" button on the right side of the WALT service card. On the far right, there is a "Services From" dropdown menu set to "ALL OF WASHINGTON" and a logo for "WASHINGTON STATE AGENCIES" featuring a map of Washington and the state capitol building.

2. You will see this page, click **Continue** to get to the WALT registration page.



3. If you receive the error message below, it means your profile has not gone through pre-registration security screening. Please contact: dwsrf@doh.wa.gov and provide your name, organization, email address, phone number, and company website (if available). This information does not migrate over from SAW into WALT. Often, your email signature has this information. The email address you login in with WALT **must match** your primary email address in your SAW profile. Shortly after, you will be granted **User Access**.



2.2 Supported Browsers

The table below shows supported browsers that can be used to access the features available in WALT. However, for optimal performance, please use Google Chrome.

| Browser | Version |
|--------------------|-------------------------------------|
| Internet Explorer* | 9.0 and above (11.0 is recommended) |
| Firefox | 3.6 and above |
| Safari | 5.1 and above |
| Chrome | 20.0 and above |

**PLEASE NOTE: Internet Explorer 10.0 is not supported.*

2.3 System Navigation

As with many online systems, use your keyboard and mouse to enter data. Most WALT pages support keyboard navigation.

- 💧 Use the **Tab** key to move the cursor to the next data-entry field or link.
- 💧 Use the **Enter** key to open a link.
- 💧 Use **Shift+Tab** to move in reverse order through fields and links.

2.4 Attach a File

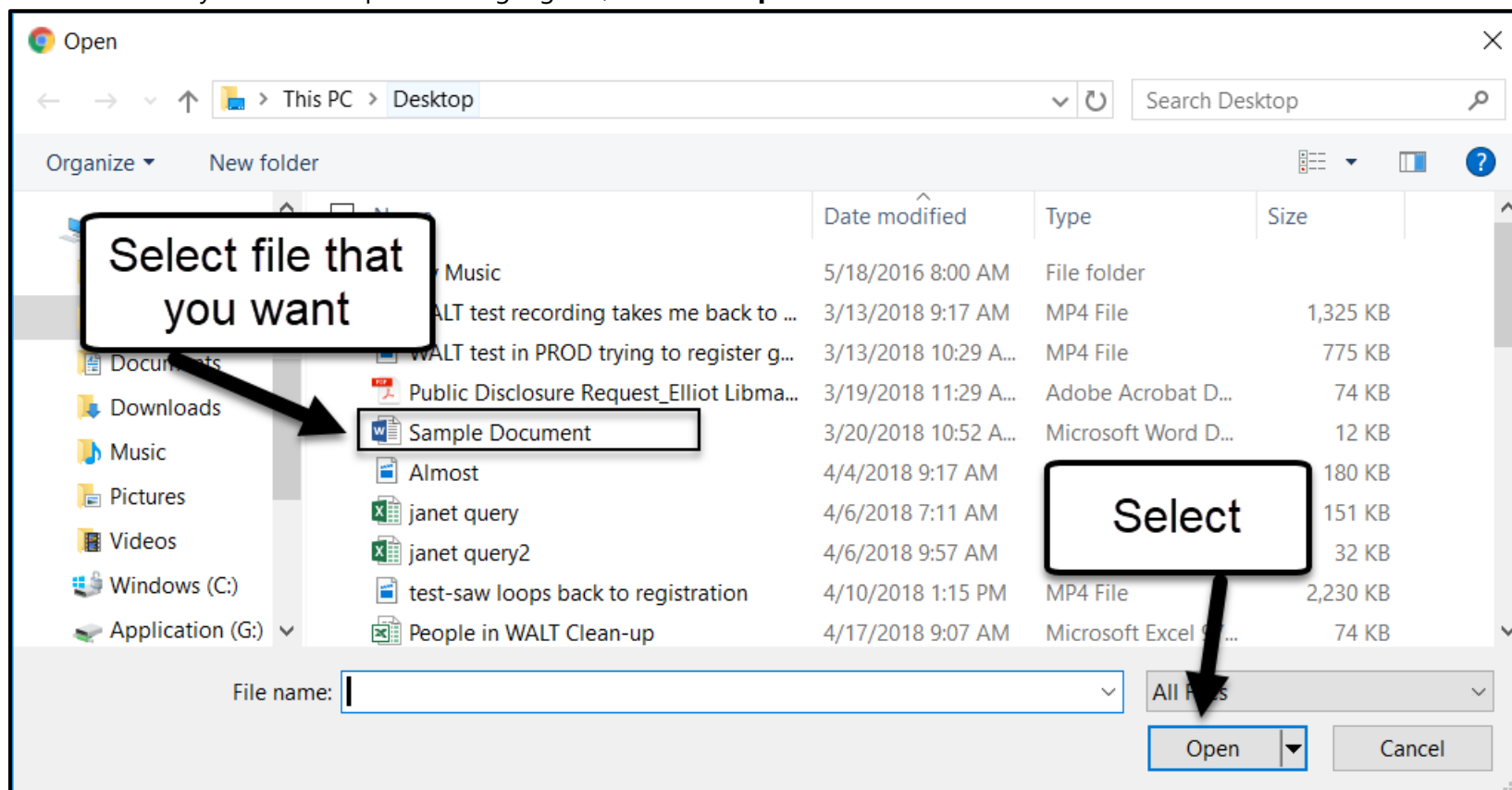
WALT enables you to attach one or more document files from your personal computer or network. With some questions, attaching a file is optional; with other questions attaching a file is a requirement. Files should be named so they are easily identified without opening. Example for the EZ1 form requirement, the file could be named "EZ1_Good Water Dept." Also, once a file has been uploaded, it is not necessary to upload it again in another spot.

The following steps explain how to attach a document file.

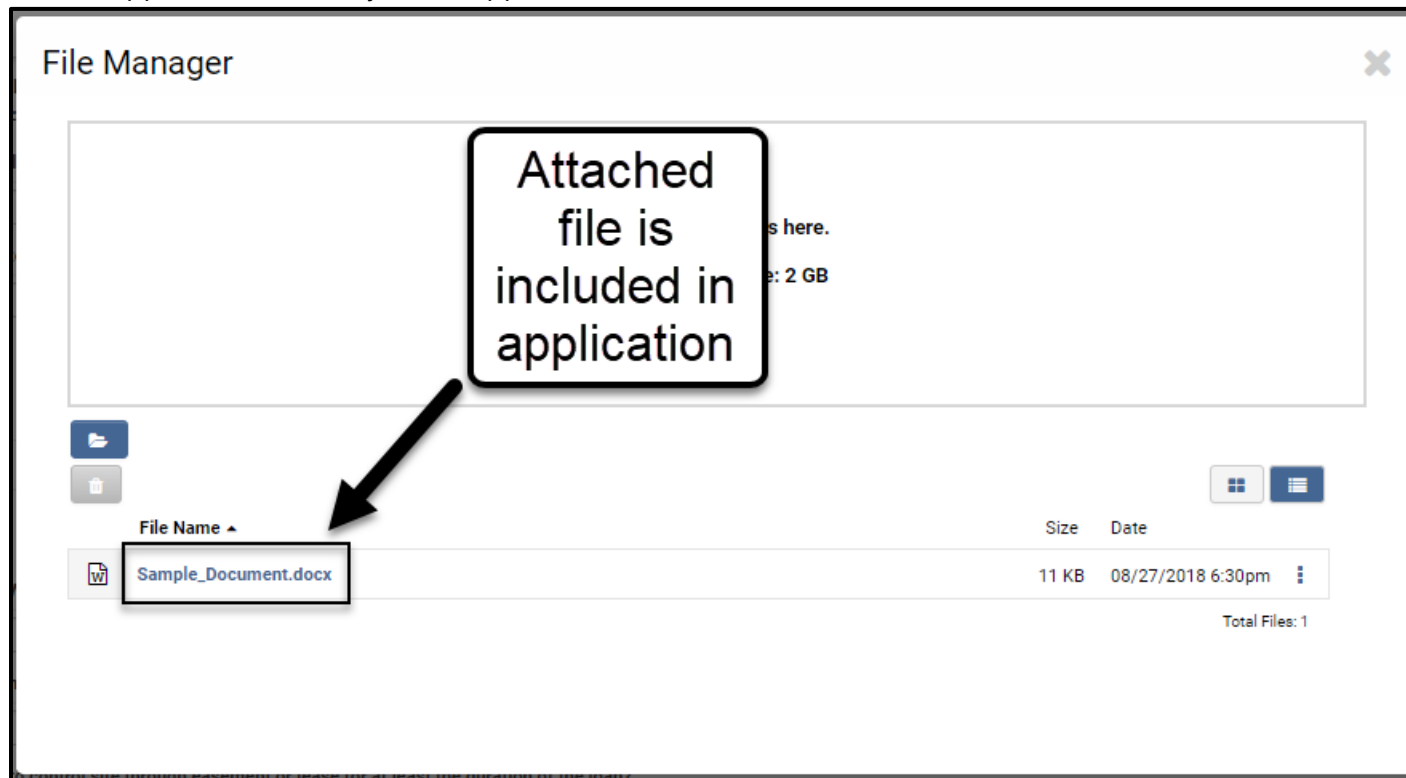
1. Click on **Upload.** 
2. Attach a file by "drag and drop" or click on **Browse**  to navigate to the file.



3. Click on the file you want to upload to highlight it, then click **Open**.




4. File will appear automatically in the application.






5. Once your file(s) appears, you can select and delete your document(s) by selecting the file and/or clicking the delete button.




6. Click on the  the upper right corner to close the screen and take you back to the question.

* Have you uploaded a copy of approval letter for applicants WSP or SWSMP?

Yes

File Name ▲

| | | |
|--|-------|-------------------|
|  Sample_Document.docx | Size | Date |
| | 11 KB | 08/27/2018 6:30pm |

Total Files: 1

Document has been successfully uploaded and is displayed with question

3.0 Entering an Application in WALT screen-by-screen and helpful tips

When you select WALT from within SAW, you will see this landing page.

Washington State Department of Health

Switch Organization Bobby Ann

Home

Welcome to Washington State Department of Health

If you need assistance using this online application, please email sara.herrera@doh.wa.gov or call (360) 236-3089. Please see our [2018 Construction Loan Guidelines](#) for additional information.

Please use Google Chrome as your browser for optimal performance

Funding Opportunities

Opportunity Details

Construction Loan

Deadline: 8/24/2018

My Applications

IN PROGRESS UNDER REVIEW ACTION NEEDED ACTIVE INACTIVE

| # | Application ID | Applicant Organization | Project Name | Application Type | |
|---|----------------|------------------------|--------------|-------------------|----------------------|
| 1 | 2018-3477 | Bobby Ann's Boathouse | | Construction Loan | Open |

To return to this screen at anytime; select

There are three sections on the landing page.

- 💧 **Welcome to Washington State Department of Health**

You'll find contact information, current guidelines link, and the best browser to use.

- 💧 **Funding Opportunities**

This section contains different types of funding opportunities and deadlines for each.

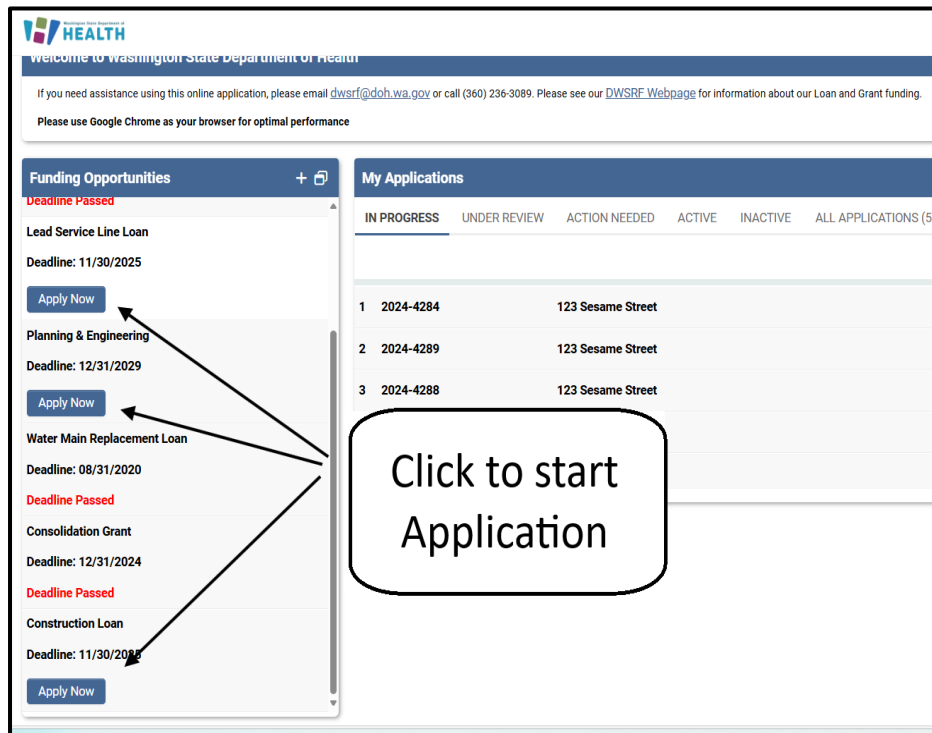
- 💧 **My Applications**

Overall view of applications you have submitted and/or are working on. Using the five tabs you can choose to see: **In Progress**, **Under Review**, **Action Needed**, **Active**, or **Inactive**.

To start and submit an application in WALT.

Select **Apply Now** in the **Funding Opportunities** section.

IMPORTANT: To enable certain features, you will first need to **Save Draft** upon entering application.




Once saved, an **Application ID** and **Application Type** are assigned, and the **Federal Tax ID** field is populated from your registration page information. If the **Federal Tax ID** is blank or has a number such as 99-99999, please contact DWSRF@DOH.WA.GOV. Only the WALT Administrator can update this field.


The screenshot shows the 'APPLICANT ORGANIZATION INFORMATION' tab of a WALT application form. The form is for 'Bobby Ann's Boathouse'. Callouts with arrows point to specific fields:

- Application ID 2018-3477**: Points to the 'Application ID' field, which is populated with '2018-3477'.
- Application Type is populated based on the funding opportunity you chose on previous**: Points to the 'Application Type' field, which is populated with 'Construction Loan'.
- Federal Tax ID field is populated from Registration page**: Points to the 'Federal Tax ID' field, which is populated with '98-9800123'.

Other visible fields include:

- Applicant Organization: Bobby Ann's Boathouse
- * Water System Name: (empty)
- Water System ID: (empty)
- * Main Contact: Bobby Ann
- Status: Draft
- * Data Universal Numbering System (DUNS) #: (empty)
- Link to Central Contractor Registration
- * Central Contractor Registration (CCR) Expiration Date: mm/dd/yyyy
- * Statewide Vendor #: (empty)
- * UBI #: (empty)

Select the binoculars  to the right of the Water System Name field.



Switch Organization Bobby Ann

Home

Options

2018-3477

1 of 1

* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse

* Water System Name:


Water System ID:

* Main Contact: Bobby Ann

Status: Draft

Application Type: Construction Loan

Select



A popup window will open. Enter your water system number and select the search icon.



Enter Water System # first

14994

Then Select

| Water System ID | Name | Address | City |
|-----------------------------|----------------------------------|-------------|-------------|
| <input type="radio"/> 89032 | 109 RV PARK & CAMPGROUND | PO BOX 89 | CO |
| <input type="radio"/> 10001 | 142ND ST. WATER CO. | PO BOX 506 | OL |
| <input type="radio"/> 01319 | 164TH ST ARTESIAN WELL | | Ly |
| <input type="radio"/> 22196 | 168TH AVE SYSTEM | | CAMAS |
| <input type="radio"/> 72970 | 1ST BAPTIST CHURCH OF RIVERVIEW | | PASCO |
| <input type="radio"/> 24621 | 22ND AVENUE ESTATES WATER SYSTEM | | TACOMA |
| <input type="radio"/> 14994 | 25 MILE FIRE CAMP | PO BOX 811 | WENATCHEE |
| <input type="radio"/> FS975 | 25 MILE FIRE CAMP | | Chelan |
| <input type="radio"/> 65071 | 59ER DINER | 15361 Hwy 2 | Leavenworth |

This brings up the required Water System Name. Select the Water System Name and ID.

Then Select

By using the WS# it brought up the exact WS Name

14994

| Water System ID | Name | Address | City |
|-----------------------------|-------------------|------------|-----------|
| <input type="radio"/> 14994 | 25 MILE FIRE CAMP | PO BOX 811 | WENATCHEE |

Now the Water System Name is displayed.

Washington State Department of Health

Switch Organization Bobby Ann

Home

Options

2018-3477

* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse

* Water System Name: 25 MILE FIRE CAMP

Water System ID:

* Main Contact: Bobby Ann

Status: Draft

Application Type: Construction Loan

Water System Name displayed

Select **Save Draft** again; the Water System ID is displayed.

The screenshot shows the WALT application form for application 2018-3477. The form includes fields for Application ID, Applicant Organization, Water System Name, Water System ID, and Main Contact. The Water System ID field is highlighted with a black box, and a callout box with the text "Water System ID displayed" points to it. The status is "Draft" and the application type is "Construction Loan".

Options ▾

2018-3477

* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse

* Water System Name: 25 MILE FIRE CAMP

Water System ID: 14994

* Main Contact: Bobby Ann

Status: Draft

Application Type: Construction Loan

Switch Organization Bobby Ann ▾

Home

1 of 1 < >

Water System ID displayed

Enter the information from your completed application worksheet into the online application.

1. There are four tabs in the application process, **Applicant Organization Information**, **Project Information**, **Financial Information**, and **Document Attachments**. The first tab is automatically selected; click on another tab to navigate to it.

The screenshot shows the WALT application form for application 2018-3477. The form includes fields for Application ID, Applicant Organization, Water System Name, Water System ID, and Main Contact. The status is "Draft" and the application type is "Construction Loan". The form is divided into four tabs: 1. APPLICANT ORGANIZATION INFORMATION, 2. PROJECT INFORMATION, 3. FINANCIAL INFORMATION, and 4. DOCUMENT ATTACHMENTS. The first tab is selected.

Options ▾

2018-3477

* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse

* Water System Name: 25 MILE FIRE CAMP

Water System ID: 14994

* Main Contact: Bobby Ann

Status: Draft

Application Type: Construction Loan

Switch Organization Bobby Ann ▾

Home

1 of 1 < >

1 2 3 4

APPLICANT ORGANIZATION INFORMATION PROJECT INFORMATION FINANCIAL INFORMATION DOCUMENT ATTACHMENTS

There are four tabs for entering information for your application in WALT. With your application worksheet in hand, enter the required information on each of the four tabs. We made the worksheet follow the online screens for easy data entry.

To start and submit an application in WALT.

Select **Apply Now** in the **Funding Opportunities** section.

IMPORTANT: To enable certain features, you will first need to **Save Draft** upon entering application.

1. Once information is complete, click **Save Draft** at the bottom of the page.
2. For each tab you will need to upload documents as part of the application process. For help with this process please refer to **Section 2.5 Attach a File in WALT**. Once your files are uploaded they automatically appear.
3. Once each tab is completed click on **Submit** at the bottom of the page.

NOTE: Once you click Submit at the bottom of the page the Save Draft, Withdrawal, and Submit buttons will disappear.

3.1 View My Application Status

Once submitted, your application(s) appears on the WALT home page in the **My Applications** after you log-in or click the **Home** link at the upper right corner. You will find your application(s) under one of the following five tabs: In Progress, Under Review, Action Needed, Active, and Inactive.

| My Applications + | | | | |
|--|----------------|------------------------|--------------|--|
| IN PROGRESS UNDER REVIEW ACTION NEEDED ACTIVE INACTIVE | | | | |
| # | Application ID | Applicant Organization | Project Name | Application Type |
| 1 | 2018-3480 | Bobby Ann's Boathouse | | Construction Loan Open |
| 2 | 2018-3477 | Bobby Ann's Boathouse | | Construction Loan Open |

3.2 Print My Application

Once you save your application, you can print a paper copy at any time. The following steps explain how to print out the Application Summary.

1. Click on **Application Summary** above the Applicant Organization Information tab.

The screenshot shows the 'Application Summary' page for application ID 2018-3480. The page header includes the 'West Virginia State Department of Health' logo and a 'Switch Organization' button. The main content area displays application details: Application ID: 2018-3480, Applicant Organization: Bobby Ann's Boathouse, Water System Name: TWANOH COMMUNITY CLUB, Water System ID: 89800, Main Contact: Bobby Ann, and Status: Under Review. The Application Type is Construction Loan. A callout box labeled 'Select' with an arrow points to the 'Application Summary' button. The bottom navigation bar includes tabs for 'APPLICANT ORGANIZATION INFORMATION', 'PROJECT INFORMATION', 'FINANCIAL INFORMATION', and 'DOCUMENT ATTACHMENTS'.

Options ▾ 1 of 1 < > i

2018-3480

Application ID: 2018-3480

Applicant Organization: [Bobby Ann's Boathouse](#)

Water System Name: [TWANOH COMMUNITY CLUB](#)

Water System ID: 89800

Main Contact: [Bobby Ann](#)

Status: Under Review

Application Type: Construction Loan

Application Summary

APPLICANT ORGANIZATION INFORMATION PROJECT INFORMATION FINANCIAL INFORMATION DOCUMENT ATTACHMENTS

2. The Application Summary will load in PDF format, then you can print the document for your files.

Application Summary - Google Chrome
https://walt.smartsimple.com/pdfWriter

Application Summary 1 / 11

Washington State Department of Health 2018-3480 Application Summary

Water System Name: TWANOH COMMUNITY CLUB

Water System ID: 89800

Status: Under Review **Grant Type:** Construction Loan

Organization Name: Bobby Ann's Boathouse **Primary Contact:** Bobby Ann

Applicant Organization Information

Address: 123 Gran Via
City: Tumwater
State: WA
Zip Code + 4:
County: Jefferson
Phone:
Email: bobby.ann@mailinator.com

**Data Universal
Numbering System** 545454545
(DUNS) #:

3.3 Shared Email Accounts and Multiple People Editing a File

Shared email addresses that multiple people use daily, such as "OfficeAdmin@company.com" are allowed for making a profile. However, we strongly encourage that only one person uses it when logging into WALT throughout the application process. Communication with our team and with WALT Functions created confusion in the past when multiple email dialogues occur with different people from the same address.

If multiple people need to work on an application, **we strongly recommend** each person create their own profile. **Main Contact** needs to be the person responsible for submitting the application. Additional people can be added to an application and set to Consultant Access giving full editing rights. This can be done for people of different organizations. Contact DWSRF@DOH.WA.GOV for assistance.

Submission Manager > Loan and Grant

* Application ID: 2025-4413

Project Name: TEST - Version 1.5 Function

Applicant Organization: Eric's Test Water System

* Water System Name: Test Water System

Water System ID:

* Status: Draft Application

Application Type: Construction Loan

Modified Date: 02/07/2025 10:02 AM

Created Date: 02/05/2025 9:32 AM

Application Summary

Person responsible for clicking Submit

* Main Contact: Jason Cammarano

* Project Lead:

Modified By: Jason Cammarano

Created By: Jason Cammarano

30 | Page


3.4 Fed Tax ID, Unique Entity Identifier (UEI), Statewide Vendor, and UBI Numbers

These four identification numbers are not required to apply. However, **all four are required for contract generation**. Contract process can be delayed considerably if you do not have one. They can take several weeks to a month to register. Numbers can be obtained from:

- ◆ **Federal Tax ID**—IRS Business & Specialty Tax Line at [800-829-4933](tel:800-829-4933). [Employer identification number | Internal Revenue Service](#). If the Federal Tax ID is blank or has a number such as 99-99999, please contact DWSRF@DOH.WA.GOV. Only the WALT Administrator can update this field.
- ◆ **UEI**—Is obtained by generating a profile on www.sam.gov and used in most Federal funding. Also, please provide us with the **current expiration date**.
- ◆ **Statewide Vendor number**—Can be found at the WA Office of Financial Management. [Statewide vendor number lookup | Office of Financial Management](#).
- ◆ **UBI**—Can be found at WA State Department of Revenue, Business Lookup link: [Washington State Department of Revenue](#) and for more guidance: [Washington Unified Business Identifier Number—WA UBI](#).

| APPLICANT ORGANIZATION INFORMATION | PROJECT INFORMATION | FINANCIAL INFORMATION | DOCUMENT ATTACHMENTS |
|---|---------------------|-----------------------|----------------------|
| <p>Unique Entity Identifier (UEI): <input type="text"/></p> <p>Link to Sam.gov Registration</p> <p>Sam.gov Registration Annual Expiration: <input type="text" value="mm/dd/yyyy"/> </p> <p>Statewide Vendor #: <input type="text"/></p> <p>UBI #: <input type="text"/></p> <p>Federal Tax ID: 11-5555555</p> | | | |

All 4 and
expiration
date required
for contracts



3.5 Emerging Contaminants for Small and Disadvantaged Communities (EC-SDC) Funding

Funding for PFAS mitigation such as drilling a new well, consolidating with a water system that has an uncontaminated source or has treatment installed, or to design and install treatment on a Group A source is available by invitation. If you have **received an invitation**, please answer "Yes" to the question below.

Sam.gov Registration
Annual Expiration:

Statewide Vendor #:

UBI #:

Federal Tax ID:

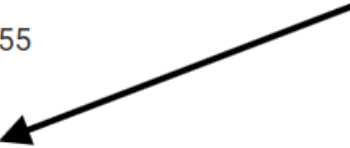
11-5555555

Invited to Apply to EC-SDC Funding

Have you been invited to apply for the Emerging Contaminants for Small and Disadvantaged Community (EC-SDC) funding?

Please Select

Answer 'Yes' only if you have received an invitation



To Learn about eligibility: [EC-SDC Grant Program 331-769 \(PDF\)](#). For full guidelines: [EC-SDC Grant Guidelines 331-765 \(PDF\)](#).
For further Technical Assistance and questions: watersystemhelp@doh.wa.gov.

3.6 Required Questions for Initial Eligibility

Construction Loans can take a few weeks to a month and require numerous documents, along with the scope of work in a DOH approved Water System Plan or Management Program. It is recommended that you focus on the questions in the **APPLICANT ORGANIZATION INFORMATION** tab as well as the those marked required with a red asterisk (*) next to it. These questions are necessary to pass the initial eligibility review.

However, all questions need to be answered to receive an award. If we find unanswered questions, we will contact and request any missing. **Hint:** Before answering anything, click **Submit** at the bottom the screen. This displays error messages along with links to the required questions and makes it easier for you to track them.

Submission Manager > Loan and Grant

×

Submission Failed:

- Project Lead cannot be empty.
- Board Meeting Minutes Review cannot be empty.
- Project Name cannot be empty.
- Project Description cannot be empty.
- Paid for by DWSRF cannot be empty.
- Deliverables cannot be empty.
- Is DWSRF funding part of a larger project? cannot be empty.
- Legislative District cannot be empty.
- Congressional District cannot be empty.
- Project County cannot be empty.
- Project Location Map must contain at least 1 file
- Census Tracks Map must contain at least 1 file
- Main focus of the project cannot be empty.
- Public Health Concerns Actions cannot be empty.
- Restructuring/Consolidation/Reorganization Project cannot be empty.

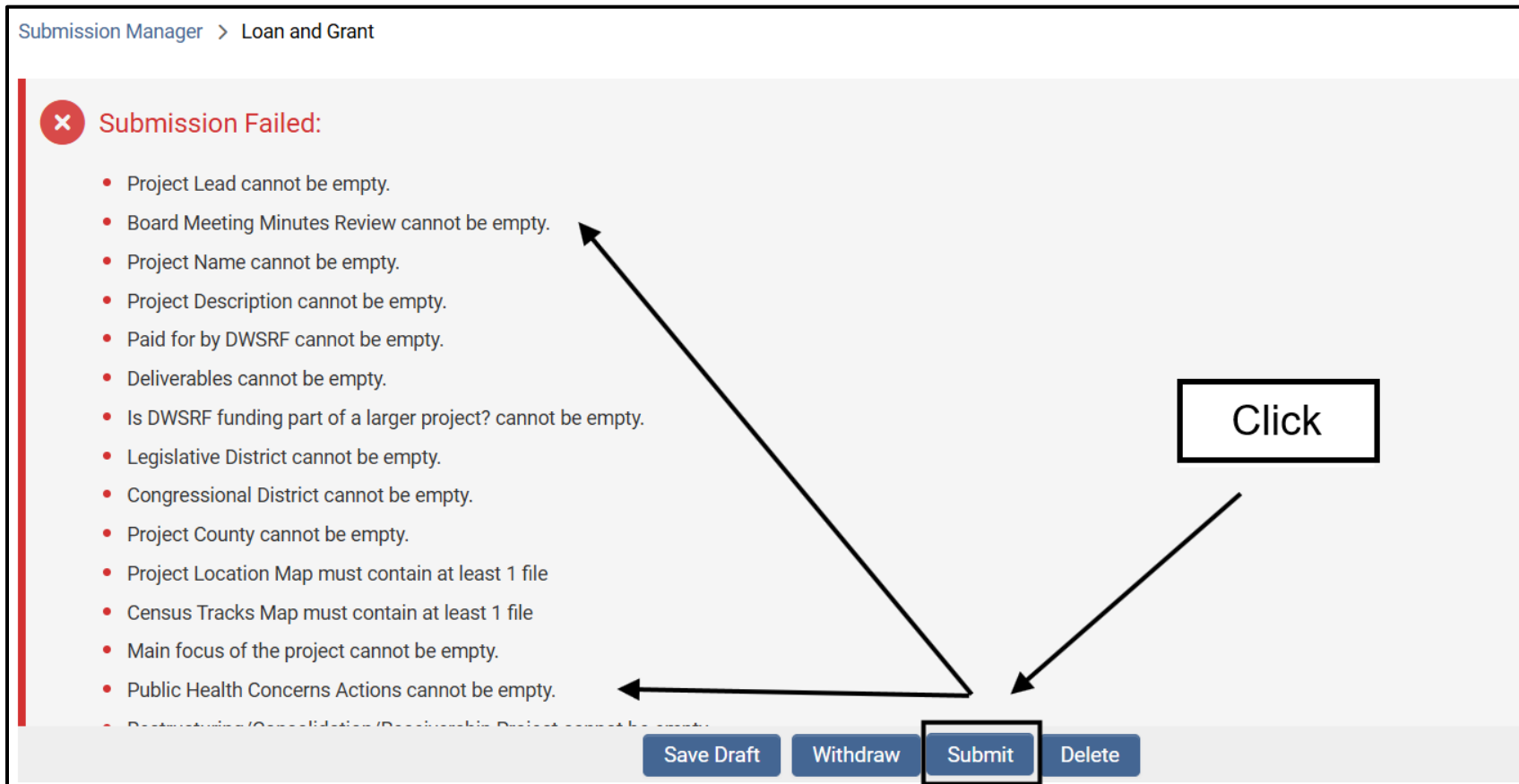
Save Draft

Withdraw

Submit

Delete

Click



3.7 Budget Worksheet

Filling out the budget worksheet is required for submission. Simply click the **Add Project Budget** button found in the **Financial Information** tab.

2025-4413

Modified Date: 02/11/2025 9:04 AM

Created Date: 02/05/2025 9:32 AM

Modified By: Jason Cammarano

Created By: Jason Cammarano

Application Summary

APPLICANT ORGANIZATION INFORMATIONPROJECT INFORMATIONFINANCIAL INFORMATIONDOCUMENT ATTACHMENTSINTERNALDATA M

* Project Budget

Add Project Budget

?

Total Funding Requested:

* Total Funding Requested

Please click Save Draft if you enter a new value in this field.

< BACK

secured any other funding sources for your project?

Save Draft

Withdraw

Submit

Delete

Click **Add Project Budget** in
Financial Information tab

Fill out the worksheet. If possible, provide an estimate for dates on when costs will occur. **Important:** Click **Save!** Closing will lose any work done.

Project Budget

i Enter date and amount for each activity included in your budget. If not listed, add below. [DWSRF Assistance](#)

| | When (estimated) | Funding Request (Costs) |
|--|------------------|-------------------------|
| Engineering Report (preliminary engineering) | 05/31/2025 | \$4,000.00 |
| Environmental Review | 11/01/2024 | \$3,000.00 |
| Cultural Review | 11/01/2024 | \$3,000.00 |
| Land/Right-of-way acquisition | mm/dd/yyyy | |
| Permits | mm/dd/yyyy | |
| Public Involvement/information | mm/dd/yyyy | |
| Bid documents (design engineering) | 03/01/2025 | \$7,000.00 |
| Construction | 07/01/2025 | \$256,500.00 |
| Contingency (No more than 20% of construction costs) | 07/01/2025 | \$27,500.00 |
| DOH Review/Approval fees | 01/02/2025 | \$2,500.00 |
| Other Fees: (sales or use tax) | 10/01/2025 | \$20,500.00 |
| Service Meters (purchase and installation) | 09/15/2025 | \$5,000.00 |
| Audit Costs | mm/dd/yyyy | |
| Subtotal | | \$329,000.00 |

i Include other types of activities here.

| What | When (estimated) | Funding Request (Costs) |
|-------------------------|------------------|-------------------------|
| Construction Inspection | 08/01/2025 | \$10,000.00 |
| Subtotal: | | \$10,000.00 |

+

Save

Clear

For corrections, click **Add Project Budget**. Enter **Total Funding Requested** number in the next field for validation and confirmation.

* Project Budget

Add Project Budget

Click again for corrections

Total Funding Requested: \$342,390.00

| | When (estimated) | Funding Request (Costs) |
|--|------------------|-------------------------|
| Engineering Report (preliminary engineering) | 05/31/2010 | \$4,000.00 |
| Environmental Review | 11/01/2009 | \$3,000.00 |
| Cultural Review | 11/01/2009 | \$3,000.00 |
| Land/Right-of-way acquisition | | \$0.00 |
| Permits | | \$0.00 |
| Public involvement/information | | \$0.00 |
| Bid documents (design engineering) | 03/01/2010 | \$7,000.00 |
| Construction | 07/01/2010 | \$256,500.00 |
| Contingency (No more than 20% of construction costs) | 07/01/2010 | \$27,500.00 |
| DOH Review/Approval fees | 01/02/2010 | \$2,500.00 |
| Other Fees: (sales or use tax) | 10/01/2010 | \$20,500.00 |
| Service Meters (purchase and installation) | 09/15/2010 | \$5,000.00 |
| Audit Costs | | \$0.00 |
| Subtotal | | \$329,000.00 |

| What | When (estimated) | Funding Request (Costs) |
|-------------------------|------------------|-------------------------|
| Construction Inspection | 08/01/2010 | \$10,000.00 |
| Subtotal: | | \$10,000.00 |

| Funding Request (Costs) | |
|--------------------------|--------------|
| Funding Request TOTAL | \$339,000.00 |
| Loan Fee (if applicable) | \$3,390.00 |
| Total Funding Request | \$342,390.00 |

* Total Funding Requested

Please click Save Draft if you enter a new value in this field.

\$342,390.00

Enter figure here for confirmation

3.8 Copying Files for New Applications or Changing Programs

During the application process, it may become apparent that you need to apply for a different program, or your system needs multiple projects, or something similar. A common example is discovering you need more planning and engineering and therefore a Preconstruction grant prior to construction. If needed, we can copy your file to a new application, in order to save you time retyping or copying and pasting every field individually. Contact DWSRF@DOH.WA.GOV to request an application file for copying.

3.9 Save Draft, Withdraw, and Submit My Application

At the bottom of each tab, you will see three buttons: Save Draft, Submit, and Withdraw. Be sure to **Save Draft every time** after working on your application and it is also to be good to do it periodically. **You can lose your work after backing out, sometimes!**

To withdraw, click on **Withdraw**. **Important:** Once deleted it **cannot be restored**.



The screenshot displays the 'APPLICANT ORGANIZATION INFORMATION' tab of an application form. The form contains several fields with the value '123456789': 'Data Universal Numbering System (DUNS) #', 'Statewide Vendor #', and 'UBI #'. The 'Central Contractor Registration (CCR) Expiration Date' is set to '04/03/2021'. The 'Federal Tax ID' is '12-2256788'. A black box with the text 'Select to Withdraw' and an arrow points to the 'Withdraw' button at the bottom. The 'Withdraw' button is highlighted with a black border. Below the form, an 'ATTENTION:' section states: 'Answering NO to any of the following six questions or not providing documents requested will make you ineligible. Please contact your regional planner or engineer if you have questions.' At the bottom right, there are three buttons: 'Save Draft', 'Withdraw', and 'Submit'.

The Main Contact needs to click **Submit**. Within a few minutes, you will receive a confirmation email. If you discover you forgot to add any documents or information after submission, please contact DWSRF@DOH.WA.GOV ASAP.