

WATER OR ENERGY AUDIT APPLICATION INSTRUCTIONS

The purpose of the Water or Energy Audit is to encourage public agencies to take an independent look into their current practices, identify potentially inefficient water or energy use and follow up with a well thought out plan to improve consumption of these valuable resources. The agency is encouraged to study water and energy in the audit, but may focus

on one or the other. All audits must be related to projects, facilities, or activities that are otherwise eligible for Clean Water State Revolving Fund (CWSRF) funding. Agencies may hire consultants to perform the audit, or perform the work with their own staff. Principal forgiveness may be awarded for 100% of the audit costs, up to a maximum of \$35,000.

Submitting Your Application

Submit a complete application with attachments (outlined in Section VII of the application) electronically through the Financial Assistance Application Submittal Tool (FAAST) at: <https://faast.waterboards.ca.gov>. You must complete all the tabs in FAAST and attach the Water or Energy Audit Application. Once the application is submitted in FAAST, a project manager will be assigned to help the applicant complete the application process.

The following FAAST resources are available online:

- [Frequently Asked Questions](#)
- [How-to-Videos](#)
- [User Manual](#)

If you need assistance you can also contact the FAAST Help Desk, which is staffed Monday through Friday 8am through 5pm, at 1-866-434-1083 or FAAST_ADMIN@waterboards.ca.gov.

Attachments

- ✓ **1 – Scope of Work, Budget and Schedule Checklist**
Completing the Scope of Work checklist entails indicating all tasks intended to be completed in the audit. For example, if the agency does not intend to study water use, enter N or N/A in the fields related to water. A complete budget is an estimate of the costs to complete the audit, including a breakdown of costs by task. For example, if the agency estimates that, an investigation of renewable energy opportunities will cost \$6,000 due to research and analysis time; enter \$6,000 in the third column. An estimated schedule, including start and finish dates, and milestones within the estimated schedule should be filled out in the second table.

- ✓ **2 – Certification for Compliance with Water Metering Form**
Water Code sections 525 through 529.7 prohibit water purveyors, both agricultural and urban, from receiving State funds if metering requirements are not met. If you are an urban water supplier (i.e., supply to more than 3,000 customers or supplying more than 3,000

acre-feet annually) you must comply with this requirement. Please consult with your legal counsel and review sections 525 through 529.7 of the Water Code before completing this certification.

✓ **3 – Authorizing Resolution/Ordinance**

This resolution or ordinance designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the Water or Energy Audit application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

Report

The purpose of the report is to explain the details of the audit to State Water Board staff. The report should be detailed enough to clearly explain current water or energy use, areas for improvement, metrics, feasibility, alternative actions, recommended actions, and implementation plans. The tasks identified in the Scope of Work Checklist must be completed. It is acceptable for the agency to perform additional tasks during the course of the audit. The expectations for the sections outlined in the Scope of Work are defined below.

Scope of Work

Section I. EVALUATE CURRENT USE – Monitor, record, and report in detail current water and energy use practices. Report actual water or energy use for a minimum of one year, up to five years. Provide a table of values showing monthly water or energy consumption and cost.

Section II. IDENTIFY SUSTAINABLE ALTERNATIVES – Research alternative water or energy practices, renewable opportunities, and report findings in detail. Identify viable alternatives discovered, describe in detail benefits and the reasons of interest for these specific alternatives. Provide a table illustrating estimated water or energy savings, cost savings, and project costs for each alternative.

Section III. IDENTIFY INEFFICIENT USE AND PRACTICES – Identify inefficient uses and practices from Section I. Outline improvements to the identified practices, using viable alternatives. Provide a detailed cost-benefit analysis to determine feasibility of the desired improvements.

Section IV. RECOMMENDATIONS AND IMPLEMENTATION – Provide detailed recommended actions using data from previous sections. Include estimates and schedules for implementing the recommended actions. Provide tables illustrating estimated annual energy or water savings, annual cost saving related to reduced energy or water consumption, project costs, and payback period for the recommended alternatives.

Disbursement of Funds

Audit funds will be available for disbursement after the final report is submitted. Submit a draft report to the State Water Board for review. Division of Financial Assistance staff will provide comments within 30 days of receiving the draft report. Make any necessary changes to the report and submit the final report.