# Urgent drinking water needs funding application

**Instructions**: Complete the application below and submit, along with requested attachments, via email to [DFA-CAA@waterboards.ca.gov](mailto:DFA-CAA@waterboards.ca.gov).

If you need assistance completing this application, please contact your Division of Drinking Water (DDW) District Office, call (916) 319-9066, or send an email to [DFA-CAA@waterboards.ca.gov](mailto:DFA-CAA@waterboards.ca.gov).

## Applicant information

1. Name:
2. Title:
3. Email Address:
4. Phone Number:
5. Agency/Organization Legal Name:
6. Mailing Address:
7. Federal Tax Identification Number:
8. Indicate type of applicant (check all that apply):

Public Water System

Not-for-Profit Organization

Tribal Government

Public Agency

Note: All applicants except public schools must serve a disadvantaged community (DAC) to be eligible for funding.

## Community in need of emergency assistance information

1. Name of Community:
2. Number of Households or Connections Affected:
3. Approximate Number of People Affected:
4. Community Address:
5. GPS Coordinates (Latitude, Longitude):
6. Indicate the type of water service provider for the community:

Public Water System (Complete Section C)

State Small Water System (14 or less connections)

Private Wells

1. Is this an economically disadvantaged community?

Yes  No

Note: “Disadvantaged community” means a community with an annual median household income (MHI) that is less than 80 percent of the statewide annual MHI. MHI data is available through the U.S. Census Website at:  
<https://data.census.gov/cedsci/>.

1. Annual MHI of community:
2. Describe how the MHI was determined and attach supporting documentation.

## Public water system information

Not applicable (skip to next section)

1. Water System Name:
2. Water System Classification:

Community

Non-transient Non-community

Transient Non-community

1. Water System Number:
2. Number of Service Connections:
3. Population Served:
4. Describe the existing water system infrastructure.
5. Indicate if the water system is regulated by Division of Drinking Water or Local Primacy Agency:

Division of Drinking Water (DDW)  Local Primacy Agency (LPA)

* 1. Identify the DDW District Office or LPA below and provide the contact person and contact information for that agency.

## Water supply related emergency

Not applicable (skip to next section)

1. Indicate the type of water supply emergency:

Emergency (out of water)  Threatened (will be out of water soon)

1. Describe the water supply problem impacting the water system.
2. Indicate if the community is out of water or estimated timeframe for expected water outage. Please attach any supporting documentation or calculations.
3. What conservation measures (indicate if mandatory or voluntary) has the water system instituted? Please indicate other possible conservation measures that the water system plans to implement or has implemented.

## Water quality related Emergency

Not applicable (skip to next section)

1. Describe the water quality problem impacting the water system, including contaminants and Maximum Contaminant Level (MCL) or Action Level exceedances.
2. Is the water system under any compliance order or citation? Please describe and attach the relevant compliance order or citation.
3. Indicate the source(s) of contamination:

Anthropogenic (i.e. man-made)

Naturally occurring

Unsure

* 1. Describe the source of the contamination and indicate if a Responsible Party for the contamination has been identified.

## Emergency project description

1. Indicate Project Type:

Bottled Water  Vending Machines  Point of Use Devices

Hauled Water  Treatment Systems  Emergency Intertie

Well Repair/Rehabilitation  Well Replacement

Other (Explain:      )

1. Is the project addressing an emergency caused by the drought?

Yes  No

1. Describe the proposed project to address the urgent drinking water needs emergency.
2. How will the project achieve the most immediate and reliable supply of domestic water for the duration of the urgent drinking water needs emergency?
3. When must the project commence? Or, if construction has already begun, when did the project commence?
4. How long (days/months) will it take to complete the project? Include time to complete major project milestones.
5. Identify and briefly describe any alternative solutions that were evaluated to address the emergency.
6. Is the proposed project the least costly option to address the emergency?

Yes  No

* 1. Explain

1. Approximate number of people that will be served by the project:
2. If the proposed project is a regional program, indicate the number of households that will be served by the project:
3. Approximate amount of drinking water that will be provided by the project:
4. For projects located on school property, Division of State Architect (DSA) review and approval may be required prior to commencing work on the site. Has the school contacted DSA to determine if their review is required?

Yes  No

## Estimated total project costs

Note: Costs incurred prior to funding approval are not eligible.

1. Estimated total project costs:
2. Amount of funding requested:
3. Amount of project funds secured from other sources:

Please attach a cost breakdown/budget for the proposed project.

## Other funding sources

1. Has the applicant applied for emergency/interim funding from any other sources? If yes, please list the sources and funding amounts below.
2. Indicate the applicant’s balance of available reserves:
   1. Please describe where the balance is shown on the submitted financial statements.
   2. If the applicant does not have available reserves, please explain why.
3. Water system’s monthly operating budget:
4. Provide the average monthly water rate in the project area as well as the water system service area.
   1. Project area monthly water rate:
   2. Water system service area monthly water rate:
   3. Provide the date of the last water rate increase:
   4. If the system has a tiered rate, please describe below.

## Long-term solution

1. Are there any plans for a permanent solution?

Yes  No

* 1. If yes, please describe the solution and provide timeline and approximate cost for implementing.
  2. If no, please explain why.

1. Was consolidation with another water system considered as a permanent solution? Describe if it was deemed feasible/infeasible and why.
2. Has the community submitted an application to the State Water Resource Control Board for a permanent solution?

Yes  No

* 1. If yes, please indicate which phase of the process:

Applied for Technical Assistance (TA) Date:

Assigned Technical Assistance (TA) Date:

AR Number:

Working on Planning Funding App Submittal Date:

Submitted Planning Funding App Date:

Working on Construction Funding App Submittal Date:

Submitted Construction Funding App Date:

Working on Construction Start Date:

End Date:

## Public outreach

1. Describe any public outreach conducted (or that will need to be conducted) regarding the project and how the water customers will be notified of the availability of alternate water supplies and the method for customers to access those supplies, if applicable.

## Application Certification

I hereby certify that I am duly authorized by the application’s governing body to apply for funding from the State Water Resources Control Board for the project described in this application. I further attest that the information provided in this application is accurate to the best of my knowledge.

I understand that the information provided in this application may be referred to other State and/or Federal Agencies for funding.

## Application instructions by project type

All applicants must complete sections A, B, C, F, G, and H. All applicants must also submit:

* Cost estimate for the proposed project
* Financial information, ideally three years’ worth of Profit and Loss statements and balance sheets. Additional information such as tax returns may also be required. DFA will contact the applicant to request additional information as needed.
* Compliance order for water quality projects
* MHI determination documents and the basis used to determine the community’s MHI, if applicable. The annual MHI must be for the service area served by the water system. Attach all supporting documents (e.g., information provided in an existing DWSRF application, census data, income survey, the most recent tax form, or other verifiable document) to this application. MHI determination instructions can be found in [Appendix A of the Policy for Developing the Fund Expenditure Plan for the Safe and Affordable Drinking Water Fund.](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/sustainable_water_solutions/docs/2020/final_policy_for_dev_fep_sadwf_12_17_2020_clean.pdf)

**Bottled or Hauled Water**

If the proposed project is a bottled or hauled water project, applicants must also complete section D or E, I, and J.

For bottled water the maximum allocation is as follows:

* 60 gallons per household per month
* For schools, ¼ gallon per student and staff per school day

For hauled water, the maximum allocation is as follows:

* 50 gallons per person per day

The cost estimate may also include delivery costs and a one-time hand pump for the 5-gallon containers. It may not include dispensers for households.

**Emergency Repairs**

If the proposed project is an emergency repair, applicants must also complete section D or E and I. Applicants must also submit:

* Cost breakdown of any alternatives described in Section F, question 7, if the proposed project is not urgent.

**POU / POE Treatment Solutions**

If the proposed project is a POU or POE project, applicants must also complete sections E and I. Applicants must also submit:

* A detailed budget in the CAA budget template format, which will be provided by DFA and is also available on our webpage.
* Cost breakdown of any alternatives described in Section F, question 7.

**Regional Programs**

If the proposed project is a regional program, applicants must also complete sections D or E if applicable. Applicants must also submit:

* A detailed budget in the SAFER budget template format, which will be provided by DFA and is also available on our webpage.
* Detailed scope of work write-up describing the proposed program.
* Program schedule

If awarded funding, Applicants must enter into a funding agreement with the State Water Resources Control Board in order to receive reimbursement. The information outlined below will be required to negotiate and execute a funding agreement:

* Authorizing Resolution (if applicable)
* Project schedule
* Detailed budget template
* Project Director Certification form (after execution)
* STD 204 Taxpayer and Identification Form (after execution)