

ATTACHMENT INSTRUCTIONS

Introduction

The attachments that are required with the Drinking Water For Schools Grant Program application are necessary so that the State Water Board can determine that applicants are eligible to receive grant funding, that a demonstrated need exists and is documented, and that the proposed project is a feasible, eligible type. The instructions below describe how to provide the attachments in an acceptable way. Please refer to the [Guidelines](#) for all the procedures and requirements of the grant program.

Technical Assistance may be available

Assistance with submitting applications and devising technical solutions may be available for applicants with projects that serve students from small disadvantaged communities (see [Guidelines](#)). Applicants requesting technical assistance should download and complete this [form](#). Completed forms should be returned to DFA-TArequest@waterboards.ca.gov.

ATTACHMENT 3C - MEDIAN HOUSEHOLD INCOME

Median Household Income (MHI) is used as a basis to determine whether a community is disadvantaged. Attachment 3C is the documentation that an acceptable method was used to obtain the estimated MHI provided in the application. Please see separate guidance [here](#) for methods to estimate MHI for a community, and instructions for submitting Attachment 3C.

ATTACHMENT 3D - POPULATION OF COMMUNITY

Population is used as a basis to determine whether a community is considered small. Attachment 3D is the documentation that an acceptable method was used to obtain the estimated population provided in the application. This should be the population of the community served by the school, not the number of students enrolled. Please see separate guidance [here](#) for methods to estimate population for a community, and instructions for submitting Attachment 3D.

ATTACHMENT 4A - DRINKING WATER QUALITY

The purpose of the Drinking Water for Schools Program is improving access to, or the quality of drinking water in public schools consistent with the intent that school facilities be maintained in good repair. Therefore, applicants will be required to demonstrate that grant projects address either a drinking water quality impairment (see below), or a lack of access to drinking water (see Application Section 6).

Any or all of the following approaches can be used to document water quality impairment:

Documenting Maximum Contaminant Level Exceedances

Drinking water is treated, and tested regularly by public water systems to ensure that it will not have adverse human health impacts. The standards that govern this are called Maximum Contaminant Levels (MCLs). When these levels are exceeded, water quality is impaired and there may be health risks.

The Division of Drinking Water (DDW) compiles test results every year in their [Annual Compliance Report Dataset](#). To look at specific water systems, it is best to search based on the PWS identification number. Any violations, contaminant name, and other useful information can be found by looking at the dataset [here](#) under the heading “COMPLIANCE.” To use this method, copy all the rows that pertain to your PWS and submit an excel file as Attachment 4A.

Public Water Systems alert their customers in different ways depending on the type of contaminant, and test result. [Consumer Confidence Report](#) are prepared by water systems every year, and must be provided to costumers. All applicants that are customers of a public water system should have received one, but they are generally available online. General information about Consumer Confidence Reports is available [here](#). If a Consumer Confidence Report indicates an MCL violation, that has not been remedied, submit a pdf version as Attachment 4A.

Drinking Water regulations require notification to consumers and customers under certain circumstances. These notices do not always require or suggest consumers to switch to an alternate drinking water source, even if an MCL has been violated. If a [Notification](#) from the water system indicates an MCL violation, that has not been remedied, submit a pdf version as Attachment 4A. General information about Public Notifications is available [here](#).

Documenting Lead Action Level Exceedances

Lead rarely occurs naturally in California's drinking water sources, but may become present when water passes through older plumbing fixtures or solder containing lead. As a result of a permit action by the Division of Drinking Water, school administrators may request in writing that their public water system collect and analyze up to five water samples at each K-12 school served by the water system and provide technical assistance if an elevated lead sample site is found. If levels of lead are found that exceed the action level, the water system will send the sample result directly to the school administrator which should be included as Attachment 4A. General information about the program is available [here](#).

ATTACHMENT 4C - SCHOOLS INFORMATION FOR IMPAIRED WATER QUALITY

The template for completing Attachment 4C is available [here](#).

ATTACHMENT 4D - DESCRIPTION OF WATER SYSTEM (for water quality projects)

For projects that are addressing water quality, it is important for the State Water Board to have information about the water system serving the school. The template for completing Attachment 4D is available [here](#).

ATTACHMENT 5A - ACCESS TO SAFE DRINKING WATER

The purpose of the Drinking Water for Schools Program is improving access to, or the quality of drinking water in public schools consistent with the intent that school facilities be maintained in good repair. Therefore, applicants will be required to demonstrate that grant projects address either a drinking water quality impairment (see Section 5), or a lack of access to drinking water (see below).

Any or all of the following approaches can be used to document access issues:

Good Repair

Good Repair means that a facility is maintained in a manner that assures that it is clean, safe, and functional pursuant to an evaluation using the Facility Inspection Tool, which is used by schools to complete the School Accountability Report Card (SARC). Applicants with schools that submit a SARC that indicates a school facilities' Good Repair status of drinking fountains as "poor" or "fair" in a previous year will be deemed to have demonstrated impaired access to drinking water. Applicants submitting a SARC to demonstrate need should attach a pdf as Attachment 4. More information about School Accountability Report Cards is available [here](#). SARC for individual schools may be searched for using the "Find a SARC" webpage [here](#).

Free, Fresh Drinking Water during Meal Times

The federal Healthy, Hunger-Free Kids Act and California Education code section 38086 each set requirements that that school districts provide access to free, fresh drinking water during meal times in the food service areas of the schools under the school districts' jurisdiction. The governing board of a school district may adopt a resolution stating that it is unable to comply with the requirements of this section and demonstrating the reasons why it is unable to comply due to fiscal constraints or health and safety concerns. Applicants may attach a pdf copy of the signed resolution as Attachment 4. General information about these requirements is available [here](#).

Number of Drinking Fountains

The California Plumbing Code requirement for the number of drinking fountains in schools is one (1) fixture per 150 persons. Failure to meet this requirement represents impaired access to drinking water. The governing board of a school district may adopt a resolution stating that it is unable to comply with these requirements and demonstrating the reasons why it is unable to comply. Applicants may attach a pdf copy of the signed resolution as Attachment 4.

Other Cases

The State Water Board recognizes the difficulty of increasing students' consumption of water, and the many varying impediments to meeting this goal. The State Water Board also recognizes that there may be circumstances where meeting the minimum requirement above, may not provide adequate access. Therefore, the State Water Board will evaluate concerns of impaired access on a case by case basis if applicants make this determination and submit the following as Attachment 4:

1. A brief description, photos, and supporting documentation of impaired access to drinking water
2. A resolution adopted by the school district's governing board stating the inability to provide adequate access to drinking water and the reasons why it is unable to do so

ATTACHMENT 5C - SCHOOLS INFORMATION FOR IMPAIRED ACCESS

The template for completing Attachment 5C is available [here](#).

ATTACHMENT 6A - DIVISION OF THE STATE ARCHITECT

Guidance for making a determination whether a project is exempt from DSA review and approval can be found [here](#), and [here](#). If the project is not exempt from DSA review, please provide any information or documentation regarding the status of DSA review (if initiated) as Attachment 6A.

ATTACHMENT 8A - ESTIMATED BUDGET

The Budget should include a breakdown of the costs that are estimated to complete the project. The Budget categories should match the major tasks identified in Section 7. The template for completing Attachment 8A is available [here](#).

ATTACHMENT 9A - ESTIMATED SCHEDULE

The schedule should include estimated completion dates for all major milestones and tasks identified in Section 7. The template for completing Attachment 9A is available [here](#).

ATTACHMENT 10A - GOVERNING BOARD RESOLUTION

In order to enter into a grant agreement with the State Water Board, the governing body of the eligible entity must provide authorization to enter into such an agreement, and designate an individual to execute it by adopting a resolution. The template is available [here](#). An adopted resolution should be submitted as Attachment 10A. If only a draft can be provided at the time of application submittal, the final adopted version can be provided prior to agreement execution.

OTHER LINKS & RESOURCES

[Drinking Water for Schools Program Webpage](#)

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/schools/

[Lead Sampling of Drinking Water in California Schools Webpage](#)

http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/leadsamplinginschools.shtml