



Sustainable Infrastructure Planning Projects (SIPP) Program Application Form

Submit the following completed form and required attachments via email to SIPP.DW@biz.oregon.gov. Application submission deadlines are February 15th and August 15th each year.

1. **Eligibility Requirements:** Recipients of SIPP funding are private or public community water systems that have 15 or more service connections used by year-round residents, or that regularly serve 25 or more year-round residents. Additionally, non-community public water systems that regularly serve at least 25 people are eligible, only if the system is recognized under Oregon law as a nonprofit corporation.
2. The [Sustainable Infrastructure Planning Projects \(SIPP\) program](#) provides 100% forgivable loan awards to community and nonprofit non-community water systems for planning projects that promote drinking water facility improvements. The SIPP program is funded by the U.S. Environmental Protection Agency through Oregon's [Safe Drinking Water Revolving Loan Fund](#). This program is co-administered by Business Oregon and Oregon Health Authority (OHA).
3. SIPP funding may be used for hiring a third-party contractor to perform the studies detailed below. Maximum funding amounts depend on project type. See the [SIPP overview document](#) for more details on eligible activities.
 - a. **Water System Master Plans (up to \$50,000):** Only eligible for water systems with under 300 connections. Comprehensive evaluation of a water system's existing infrastructure, deficiencies, and recommendations for future improvements.
 - b. **Seismic Risk Assessment and Mitigation Plans (up to \$50,000):** Seismic planning requirements as part of a full water master plan, as outlined in [OAR 333-061-0060\(5\)\(a\)\(J\)](#).
 - c. **Feasibility Studies (up to \$50,000):** To evaluate the feasibility of a drinking water infrastructure project.
 - d. **System Partnership Studies (up to \$50,000):** Studies to evaluate potential for system consolidation or regionalization.
 - e. **Asset Management Plans (up to \$20,000):** Plans for managing the assets of a water system.
 - f. **Water Rate Studies (up to \$20,000):** Studies to evaluate water system rate charges, structure, and adequacy.
 - g. **Leak Detection Studies (up to \$20,000):** To detect water system leakage and identify possible solutions.
 - h. **Security Risk, Vulnerability, and/or Resiliency Studies (up to \$20,000):** Studies or assessments to evaluate the security, vulnerability, and/or resiliency of infrastructure and information technology/cybersecurity.
 - i. **Community Engagement Plans for Water Projects (up to \$20,000):** Plans to meaningfully engage the community and provide suitable access to decision-making processes in planning for water projects.
4. After the submission deadline, projects will be reviewed for eligibility and rated and ranked by OHA. Eligible SIPP projects and funding recommendations will be placed on the [Project Priority List](#) and posted for a 10-day public notice period prior to funding. Following the comment period, Business Oregon will follow up with the applicants who were recommended for funding by OHA to receive a SIPP funding award.
5. Funding for this program is contingent on funding availability. If you have questions on the program, ask your local [Business Oregon Regional Development Officer](#).

Sustainable Infrastructure Planning Projects (SIPP) Program:

Application Form

For Office Use Only

SD Number:

Date Received:

Portfol Number:

Section 1:

A. Water System / Entity Information

Organization Name

Organization Type

Public Water System Name

Water System Identification Number ([PWSID](#))

County in which the Public Water System is located

Street Address of Public Water System (include City/State/ZIP code)

Organization Mailing Address (Include City/State/ZIP code)

Main Phone Number/Office Phone Number

Federal Tax ID Number

*Unique Entity Identifier (UEI)

***UEI Number.** All applicants must obtain a Unique Entity Identification (UEI) number from the System for Award Management (SAM.gov) website. SAM.gov is an official website of the U.S. Government. There is no cost to obtain a UEI number, and the applicant does not need to be registered in SAM.gov to receive a UEI number. Visit SAM.gov's [entity registration page](#) for more information.

B. Contact Information

Main Contact

Name

Title

Organization

Email

Phone

Secondary Contact

Name

Title

Organization

Email

Phone

C. Service Area Map (Required Attachment A).

Applicants must submit a PDF of a map of the boundary of the water system's service area with the application.

Note: Service area maps must include geospatial references such as roads or highways to assist Oregon Health Authority (OHA) reviewing the service area boundary. Small water systems that do not have a service area map can use online mapping tools such as Google Maps® to create a simple hand drawn boundary map that encompasses the customer service area.

GIS Shapefile (Optional Attachment C): If available, GIS shapefiles of the water system service area boundary and/or distribution system can be submitted along with the required service area map. Shapefiles may allow OHA to be able to evaluate the water system service area and disadvantaged status with greater accuracy. Submit with the application as a compressed file or "zip folder", if available.

D. Summary of Connections

User Type	Current # of Connections
Residential	
Commercial	
Industrial	
Other	
Total	

Section 2: Project Details

A. Project Activities:

Minimum requirements apply to each project activity; see the [SIPP Overview Guidance](#) for details. A system may apply for funding to perform up to two project activities under one SIPP project.

A system may only apply for a forgivable loan of up to \$50,000 if the project includes one of the four project activities listed in the "Eligible for up to \$50,000" column below.

If the system is only going to complete project activities in the "Eligible for up to \$20,000" column, the SIPP award may only be, at maximum, \$20,000.

Examples:

- *A system may apply for funding to perform a Water Master Plan for up to \$50,000.*
- *A system may apply for funding to perform a Water Master Plan and a Leak Detection Study for up to \$50,000.*
- *A system may apply for a Leak Detection Study and an Asset Management Plan for up to \$20,000.*

Select up to two (2) applicable project deliverable(s) for this project in the table below:

Eligible for up to \$50,000

Water System Master Plan
Seismic Risk Assessment and Mitigation Plan
Feasibility Study
System Partnership Study

Eligible for up to \$20,000

Asset Management Plan
Water Rate Study
Leak Detection Study
Security Risk, Vulnerability, and/or Resiliency Studies
Community Engagement Plan for Water Projects

B. Project Name: Provide a short but descriptive title for the project.

C. Project Description: Provide a detailed, specific description of the proposed project. (What work will be done, how it will be done, by whom, and within what timeframe.)

D. Project Background: Briefly explain why this project should take place in this community and what (if any) problems the applicant aims to solve. Provide any relevant historical information, if applicable.

E. Project Activity Work Plan:

1. Receiving a funding award and execution of a contract under the SIPP program can take up to 6 months following the application submission deadline. Projects must be completed within 24 months of contract execution. Is the Applicant prepared to begin and complete the project within this timeframe?

Yes No If No, explain below:

2. Please provide the general milestones planned to complete the project, and the anticipated completion dates to complete these milestones.

Example of work plan milestones: SIPP award received, Procure consultant/engineer, Draft study starts, Draft study complete, Study complete.

Project Activity Work Plan	Estimated Completion Date

Note: All applicants must complete sections 3, 4, and 5. If the project is for a “Seismic Risk Assessment and Mitigation Plan”, also complete **Section 6** below. If the project is for a “Community Engagement Plan”, also complete **Section 7** below.

Section 3: Project Budget

A. Cost Estimate: Applicants must submit with this application a recent, detailed cost estimate from a licensed engineer or other applicable third-party professional for the proposed project (**required Attachment B**).

All cost estimates should include, at a minimum:

- Name of the company that provided the estimate
- Name and contact information for lead individual responsible for the estimate
- Date of the estimate
- Project name and/or brief description of the project for which the estimate is provided
- Itemized cost estimate which clearly describes the work to be accomplished

NOTE: For the “Seismic Risk Assessment and Mitigation Plan” (SRAMP) project deliverable, applicant must include an itemized engineer’s cost estimate for the full Water Master Plan which clearly describes the work to be accomplished, and which breaks out the cost of the Seismic portion. See Section 6.

B. Budget Table: Provide details of the breakdown of the project costs in the budget table below. See Section 2A for information on maximum funding amounts under this program.

Note: In-house water system staff costs are not eligible for reimbursement under the SIPP program.

Budget Line Item	SIPP Funds	Other BizOR Funds	Non-BizOR Funds	Total
Total Project Costs				

Provide notes here about the budget table, if applicable:

C. Sources of Financing: If the applicant expects to include match funds, thereby increasing the project cost above the maximum allowable SIPP award, be aware that all funding needed to complete the project must be committed prior to receiving a funding award.

In the table below, provide details of the funding needed to complete the project and the status of those sources. If other funding is necessary to complete the project, submit Letters of Commitment with the application (optional Attachment D).

Source of Funds	Amount	Funding Status	Date Funds Committed or Expected
SIPP funding			
Applicant Funds			
Other Funds:			
Other Funds:			
Other Funds:			
Total			

D. Budget Prepared By:

Name

Title

Organization

Date

Section 4: Water System Operations

A. Will the applicant operate and maintain the water system?

Yes No

If No, explain who will operate and maintain the water system and attach operating agreement (optional Attachment E):

B. How long ago was the last significant capital improvement project completed on the system?

C. How will the results of this plan lead to future drinking water infrastructure improvements or contribute to existing projects on the water system? If none, please put N/A below:

D. Describe the water system's public health concerns or drinking water quality issues, whether historical, current, or anticipated in the future. If none, please put N/A below. How would the project address the problem? Submit additional pages with the application, if needed.

E. Describe how the public and/or customers of the system have been engaged in the development of the project to this point. If none, please put N/A below. (**Note:** Community Engagement Plan projects will answer specific questions in Section 7 regarding the proposed project and future engagement.)

F. Is the applicant currently a party to any formal agreement(s) related to the Project? (e.g., Intergovernmental Agreement, joint resolution, memorandum of understanding (MOU), etc.)

Yes No

If Yes, submit a copy of the agreement with the application (optional Attachment F)

G. Does the applicant expect to enter into or develop any formal agreement(s) with one or more water systems related to the proposed project?

Yes No If Yes, describe:

H. Does the applicant request any information contained in this application be excluded from public disclosure?

Yes No If Yes, describe:

Section 5: Federal Reporting

SIPP funding is sourced from a federal capitalization grant, issued through the U.S. Environmental Protection Agency to Oregon. The questions in this section are required for the state to obtain necessary information to meet federal grant reporting requirements.

A. Select one of the following compliance categories most applicable to the project's goal.

The project will:

*** NOTE:** In Oregon non-federally regulated contaminants would most likely be: PFAS, Manganese, or Cyanotoxins.

B. Does this project have a disaster resilience component?

Yes No

If Yes, select one of the following options:

If other, briefly explain:

Section 6: Seismic Risk Assessment and Mitigation Plans

Important: Only complete Section 6 if a “Seismic Risk Assessment and Mitigation Plan” (SRAMP) is the proposed SIPP project.

The questions in this section are used to determine eligibility for a SIPP award to create an SRAMP. For funding eligibility requirements, see the [Seismic SIPP Details](#) and [OAR 333-061-0060\(5\)\(a\)\(J\)](#).

If any of the following questions in this section are answered as “No”, the project will be ineligible for SIPP funding.

A. Does the water system serve 300 to 3300 connections?

Yes No

B. Will the applicant complete an SRAMP as part of a full Water Master Plan submittal to OHA's Drinking Water Services?

Yes No

C. Is the water system subject to the Seismic Risk Assessment and Mitigation Plan requirements for master plans under [OAR 333-061-0060\(5\)\(a\)\(J\)](#)? (This includes water systems fully or partially located in areas identified as VII to X, inclusive, for moderate to very heavy damage potential using the [Map of Earthquake and Tsunami Damage Potential for a Simulated Magnitude 9 Cascadia Earthquake, Open File Report 0-13-06, Plate 7](#), published by the State of Oregon, Department of Geology and Mineral Industries.)

Yes No

D. Will the SRAMP identify critical facilities capable of supplying key community needs, including fire suppression, health and emergency response and community drinking water supply points?

Yes No

E. Will the SRAMP identify and evaluate the likelihood and consequences of seismic failures for each critical facility?

Yes No

F. Will the SRAMP encompass a 50-year planning horizon and include recommendations to minimize water loss from each critical facility, identify capital improvements or recommendations for further study or analysis?

Yes No

If you answered “Yes” to 6.A through 6.F, complete the table in 6.G below.

- G.** SIPP funding is eligible to reimburse only the costs incurred from the work towards the SRAMP, not the Water Master Plan. Enter below the cost of the Water Master Plan, the portion of the project cost for the SRAMP, and the total project cost.

Cost of the Water Master Plan:	
Cost of the SRAMP Portion:	
Total Cost of Project:	

Section 7: Community Engagement Plans

Important: Only complete Section 7 if a Community Engagement Plan is the proposed SIPP project.

- A.** In accordance with Oregon Revised Statute (ORS) 541.551, SIPP funded Community Engagement Plans must utilize the adopted [*Best Practices for Community Engagement around Water Projects*](#). Please describe how the planning project proposes to utilize these “Best Practices”.

- B.** A key aspect to ORS 541.551 and the “Best Practices for Community Engagement around Water Projects” document (referenced in 7.A above) is the importance of engaging communities in decisions related to the identification, scoping, design and implementation of water projects. Describe how the proposed Community Engagement Plan will incorporate opportunities for community input to influence decisions and outcomes related to the water project. If known, describe the estimated timelines for these opportunities.
- C.** Are there any partners involved in the planning project? If yes, list partners and their proposed roles. If none, put N/A in the box below.

Section 8: Private Water Systems

Important: Only complete Section 8 if the water system is privately owned.

- A.** Oregon Secretary of State Business Registration Number:
- B.** Public Utility Commission (PUC) regulation level:
- C.** Type of Business:
- If “Other”, explain:

- D.** Date Business was filed/formed:

E. Date that present operations commenced:

F. Are there any legal actions pending against the water system or its principals?

Yes No If Yes, provide details:

G. Has the applicant, or principals, formed a business which ceased to exist in less than two years from commencing operations, filed bankruptcy, or experienced foreclosure, repossession, debt judgment, or criminal penalty within the last seven years?

Yes No If Yes, provide details:

H. For each principal in the business, provide the following:

Name	Title	Address	% Owned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:			_____

Continue to Signature Page

Section 9: General Certification and Signature

I certify, to the best of my knowledge, that all information contained in this document and any attached supplements is valid and accurate. I further certify that to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted through the governing body's lawful process, and
2. Signature authority is verified. **Business Oregon will only accept applications with proper signature authority documentation.**

Check One:

Yes, I am the highest elected official. (e.g. Mayor, Chair, President, Owner)

No, I am not the highest elected official. I have attached documentation that verifies my authority to sign on behalf of the applicant. (Documents such as charter, resolution, ordinance, or governing body meeting minutes must be attached.) (Attachment G)

Signature	Printed Title
Printed Name	Date

Section 10: Application Attachments

Required Attachments

Attachment A: Service Area Map - a PDF of a map of the boundary of the water system's service area

Attachment B: Cost Estimate from Engineer or Other Professional

Optional Attachments

Attachment C: GIS Shapefile, zip folder

Attachment D: Funding Letters of Commitment

Attachment E: Operating Agreement

Attachment F: Existing Agreement (e.g. Intergovernmental Agreement, MOU)

Attachment G: Signature Authority Documentation