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| Oregon Health Authority **Drinking Water Services**  **800 N.E. Oregon Street, Suite 640**  **Portland, Oregon 97232-2162** |



FFY-2024 Funding

***Drinking Water Source Protection***

**Letter of Interest (LOI)**

**Request for Project Proposals**

**For consideration by the**

**State of Oregon**

**Drinking Water Protection Fund**

ORS 285A.075 & 285A.213 (4)

Funding is made available under the Federal Safe Drinking Water Act section 1452(k) via a Local Assistance Set-Aside from the Oregon Safe Drinking Water Revolving Loan Fund Program. The Set-Aside provides grant and loan funding for eligible source water protection project activities.

This 2024 Funding Letter of Interest (LOI) packet will be used to gather project proposal requests. Each LOI received by the close date will be reviewed, rated, and ranked. Funding for eligible projects begins in 2024 based upon overall project ranking, disadvantaged community status, and set-aside funding. Awards must be spent two years from the date contracted. Unspent balances may be subject to forfeiture after the contracted deadline.

**This request for**

**Letters of Interest**

**Opens on – Friday February 23rd, 2024**

**CLOSES on – Friday April 19th, 2024**

The Oregon Health Authority (OHA) is requesting Letters of Interest (LOI) from drinking water systems for Drinking Water Source Protection projects for potential funding. Drinking water systems that submit an LOI meeting the project eligibility guidelines may be offered financial assistance to implement various drinking water source protection projects or activities.

*Source water is the water from the rivers, streams, lakes, springs, and underground sources that drinking water systems use to supply communities with safe drinking water. Drinking water source protection involves taking positive steps to manage potential sources of contamination and prevent pollutants from entering, reaching, or contaminating sources of public drinking water.*

**Eligibility and Other Restrictions**

Any Public and Privately-owned Community and Nonprofit Non-Community water systems with a completed *Source Water Assessment* or *Source Water Assessment update* are eligible for funds.

A “community water system” is defined as a public water system that has 15 or more service connections used by year-round residents, or which regularly serves 25 or more year-round residents. This includes water systems that are owned privately, by non-profit or public entities such as a city, district, or port.

A “nonprofit non-community water system” is a public water system that is not a community water system and that regularly serves at least 25 people (more than 6 months per year) and is legally recognized under Oregon law as a nonprofit entity.

* Water systems that have received Drinking Water Source Protection loans and/or grants in each of the last two years are not eligible for loans or grants in the current year.
* Water systems involved with an OHA funded drinking water source protection project that has not yet been completed must demonstrate, in their 2024 LOI, an active pursuit of the current project to be eligible for funding for an additional project.
* Water systems that have two open OHA funded drinking water source protection projects that have not yet been completed are not eligible for loans and grants in the current year.

Federally owned water systems and for-profit non-community water systems are not eligible for Drinking Water Source Protection funds.

**Prior to Submitting an LOI**

Applicants are encouraged to contact OHA or DEQ staff identified below with questions regarding project ideas and/or project eligibility. Applicants are also encouraged to review project management requirements and other requirements included in Appendix C of the [Safe Drinking Water Handbook](https://www.oregon.gov/biz/Publications/SDWhandbook.pdf). Questions regarding project funding, contracting, and/or procurement can be referred to Business Oregon (contact information available in the Safe Drinking Water Handbook).

1) **Tom Pattee**, OHA Drinking Water Services (Springfield),

ph. 541-684-2440 or by e-mail: [tom.pattee@oha.oregon.gov](mailto:tom.pattee@oha.oregon.gov)

2) **Julie Harvey**, DEQ Water Quality Division (Portland)

ph. 503-229-5664 or by e-mail: [julie.harvey@deq.oregon.gov](mailto:julie.harvey@deq.oregon.gov)

2) **Adam DeSemple**, OHA Drinking Water Services (Portland),

ph. 503-956-8287; or by e-mail: [adam.desemple@oha.oregon.gov](mailto:adam.desemple@oha.oregon.gov)

**Next Step - after a Letter of Interest is submitted**

Each Drinking Water Source Protection project proposal that’s submitted on an LOI form is reviewed and evaluated. LOIs received from groundwater systems are reviewed and evaluated by OHA Drinking Water Services staff. LOIs received from surface water systems are reviewed and evaluated by the Drinking Water Protection staff at the Department of Environmental Quality (DEQ), Water Quality Division.

Drinking Water Source Protection project submittals will be evaluated based upon five criteria:

* area and level of sensitivity of the drinking water source,
* presence of high-risk sources of contamination within the drinking water source area,
* contaminant detections at the source,
* prior and current risk reduction activities, and
* proposed project risk reduction potential

Each scored project is then placed on a numerically ranked Drinking Water Source Protection Project Priority List (PPL). Projects directed at land acquisition planning will be placed on a separate PPL and scored for funding through the available Bipartisan Infrastructure Law (BIL) funds. On each PPL, projects scoring 60 or more points will be eligible for funding. For those projects considered eligible for funding, additional consideration will be given to disadvantaged communities as defined by OHA-DWS. The additional consideration will be in the form of 10 points that will be given to those eligible projects that were submitted by water systems from disadvantaged communities. Projects on both PPLs will then be ranked for funding based on total points (project ranking points + disadvantaged community status points). Should there be a tie score between two or more projects, projects from disadvantaged systems will be given preference, after which there will be consideration for dividing total available grant funds as evenly as possible between surface water and groundwater projects. OHA Drinking Water Services will notify the project contacts of their selection. Those projects that are ready to proceed to the financing phase may begin the funding process with the assistance of staff at Business Oregon. Information on funded project requirements including Business Oregon contact information is available in Appendix C of the [Safe Drinking Water Handbook](https://www.oregon.gov/biz/Publications/SDWhandbook.pdf).

**Project Timeliness and Extensions**

Projects recommended to Business Oregon for funding must be contracted with Business Oregon within one year of the recommendation. If a contract is not reached with Business Oregon within one year, the water system forfeits the recommendation and must reapply for funding. Contracted projects must be completed within two years of the day that a funding contract is signed with Business Oregon. If needed, a one-year extension may be granted upon request. A second one-year extension may be granted pending circumstances beyond water system control such as natural disaster, pandemic, and/or project scope refinement due to unanticipated costs. Following two 1-year project extensions, the water system forfeits remaining funds and must reapply for funding.

**LETTER OF INTEREST**

##### ***Drinking Water Source Protection Fund – Funding 2024 (SWP-24-\_\_\_\_\_)***

##### Please submit 1 copy of the *Letter of Interest*. This may be in an electronic or hardcopy format.

##### You may attach additional sheets to your *Letter of Interest* to describe your project in response to Section 2.

##### Information on how to complete the LOI is available via the [General Information Guide to 2024 Drinking Water Source Protection Loans and Grants](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/spf.aspx) document.

* Information on funded project requirements including Business Oregon contact information is available in Appendix C of the [Safe Drinking Water Handbook](https://www.oregon.gov/biz/Publications/SDWhandbook.pdf).

**Section 1: Water System Information**

Organization Name PWS ID Number

Mailing Address (Street/City/State/Zip code)

Contact Name Title

(Person we should contact with project questions)

Phone Number Fax Number Email Address

Federal Tax ID Number UEI Number

Date SAM (System for Award Management) Registration Expires

\* A current UEI number and a System for Award Management (SAM) Registration will be required for all accepted funding recipients as well as entities that enter into contracts with a funding recipient (i.e., contractors/consultants). For more information about UEI and SAM see section 5.6 of the [Safe Drinking Water Handbook](https://www.oregon.gov/biz/Publications/SDWhandbook.pdf). SAM.gov is an official website of the United States government. There is no charge to register or maintain your entity registration in [SAM.gov](https://sam.gov/content/home)

**Representation (Information may be found at** [**https://www.oregonlegislature.gov/**](https://www.oregonlegislature.gov/)**)**

Senate District NumberSenator’s Name

House District Number Representative’s Name

**Background Information**

Public Water System Service Population:

Project Area Population (if project is regional or extends outside Drinking Water Source Area):

County where project is to occur:

Primary Source Water Type that will be protected by project:

**Groundwater** (includes wells and springs)

**Surface water** (rivers, streams, and groundwater under the direct influence of surface water)

Section 2: Project Information

A. Project Title: (e.g., Garnet City Ag Pesticide Round-Up)

B. Project Type:Please refer to the “[General Information Guide to 2024 Drinking Water Source Protection Loans and Grants](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/spf.aspx)” document for more information on eligible project types specific to this loan and grant funding cycle. \*\***New for 2024, funding sources are split into two different categories. In addition to the traditional Drinking Water Source Protection Loans/Grants, Bipartisan Infrastructure Law funds are available for land acquisition planning purposes (up to $70,000 per grant)**\*\*. Land acquisition/purchases must be done using a Drinking Water Source Protection Loan. Mark all that apply below:

**Enhanced delineation** **Enhanced assessment**

**Water quality evaluation** **Source protection planning**

**Implementation** **Security**

Are you requesting funds for an Emergency Project? Yes  No

Are you requesting funds for Land Acquisition Planning? Yes  No

Are you requesting loan funds? Yes  No

**If requesting loan funds, please answer additional questions in Section 3 regarding financing.**

C. Describe the Opportunity/Problem: Clearly describe what risk or contaminant is being addressed and what is known about the extent of the opportunity/problem facing the water system. Opportunities could include: risk reduction benefits; linkage with other projects such as resiliency assessments, emergency/spill response planning, TMDL-related outcomes, etc. Problems might include a history of well/surface water intake shutdowns, increased monitoring requirements due to detected contaminants, high-risk potential contaminant sources within highly sensitive areas, etc. To provide the level of information necessary for an accurate evaluation, please refer to the “[General Information Guide to 2024 Drinking Water Source Protection Loans and Grants](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/spf.aspx)” document for the criteria used in the rating.

D. Project Objectives, Justification and Goals/Outcomes: Provide a brief overview of the project including the nature and extent of the need(s) to be addressed. List objectives and describe what is expected to be accomplished during the period of the project. Objectives must relate to the identified water quality, quantity, or educational deficiencies and reflect progress in resolving those deficiencies e.g., how will the proposed work address the problem(s) identified above in Section C. If this project is part of a larger phased project, describe the overall project, but clearly identify the discrete activities of this phase for which funding is sought. Discuss the effectiveness of each major source water protection strategy to address the identified opportunity/problem.

E. Project Tasks and Deliverables: List specific project tasks, deliverables, and milestones for your source water protection project. Tasks must be related to specific project objectives described in part D above. (Example: If our project is funded, we will; (1) form a protection planning team, (2) complete an updated contaminant source inventory, (3) identify best management practices for high-risk contaminant sources, (4) develop a contingency plan, and (5) submit plan for DEQ approval).

F. Public Awareness: It is recommended that drinking water source protection projects include an element of public awareness if not during, then following closure of the project as part of an ongoing effort to educate the public about their drinking water supply and efforts being made to preserve it. Public awareness efforts could include providing basic information about the water source and the relationship between your project, drinking water quality, and project success stories. Outreach could be made through public meetings or project summaries included in websites, newsletters, newspaper articles, consumer confidence reports, informational kiosks, placards, storyboards, etc… Discuss how you have/would incorporate public awareness into this project.

G. Partnerships:

Is the project described above part of a larger project? Yes  No

If yes, will you be seeking additional funding for other project phases? Yes  No

If yes, would you like assistance identifying other funding sources? Yes  No

Use the table that follows to list all other significant organizational project partners and their roles and contributions for the discrete activity of the phase for which funding is sought. If additional rows are needed, include as an attachment. Project partners do not include Oregon Health Authority or Dept of Environmental Quality staff. OHA and DEQ staff provide grant funding and drinking water source protection technical assistance as part of their routine duties.

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| **Partner**  (i.e., name of organization or individual) | **Role**  (i.e., landowner, funder, completing specific activity/task) | **Contribution Description** (i.e., land access, cash, technical assistance, match contribution. If cash, indicate source of cash, i.e., federal, non-federal, etc…) |
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H. Multiple Water Systems: Regional projects involve multiple communities and/or water systems attempting to address a common source water issue or issues. If this is a regional project with additional water systems that will be actively involved, please list them in the table below, include contact information and grant/loan amount that each will be applying for.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Water System** | **Contact Name** | **Phone Number** | **Grant Amount** | **Loan Amount** |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |

I. Project Location and Scope: Describe any other relevant information that will identify the location and scope of the proposed project (i.e., is it within 1000 ft of a surface water source or the 2-year time-of-travel zone/zone 1 for a groundwater source, otherwise identified sensitive areas, high risk sources, acreage, landowner consent, etc. Provide map with project location if needed).

J. Previously Implemented Protection Strategies: Briefly describe any risk-reduction plans or strategies previously developed and/or implemented to protect the drinking water source area(s).

K. Project Budget: In the table below, list costs and source of funds. **To degree possible, align budget with tasks and milestones listed in Part E**. Examples of budget line items include consultant or labor costs, supplies, analytical costs, land surveys, legal publication, permits, equipment, travel, printing, postage, etc. Costs should reflect Bureau of Labor (BOLI) wage rates where appropriate. If projected costs are uncertain, a “contingency” budget line item can be added to the budget.

**Note: Administrative or project management expenses incurred by the loan/grant recipient are ineligible costs for DWSP funds.**

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| **Budget line Item** | **DWSP Funds Requested** | **Applicant Funds** | **Other Funds** | **Total** |
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| **Total Project Costs** | | | |  |

##### Total amount of Drinking Water Source Protection Grant Funds Requested: **$**

Total amount of Drinking Water Source Protection Loan Funds Requested: **$**

Total amount of funds contributed by the Water System: **$**

Total amount of other funds (detail in funding sources table below): **$**

Total Project Cost: **$**

Project cost estimate Date Prepared:       Prepared by:

Are you aware that costs incurred prior to a signed contract with Business Oregon are not eligible for grant funding/reimbursement? Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| Source of Funds | Amount | Status (Budgeted, Not Budgeted, Committed, Application Submitted, or Potential Source) | Date Funds Committed or Expected |
| DWSP Funding |  |  |  |
| Applicant Funding |  |  |  |
| Other Funds: |  |  |  |
| Other Funds: |  |  |  |
| Other Funds: |  |  |  |
| Other Funds: |  |  |  |
| Total: |  |  |  |

**Note that, if a project only receives a portion of funding from the Drinking Water Source Protection Fund and are combined with additional funds, the following will apply:**

* The funded project requirements of the Drinking Water Source Protection Fund will apply to the entire project, and
* If the Drinking Water Source Protection funds are used in conjunction with other federal funds and the total federal funds used to complete the project are $250,000 or greater, the project will be subjected to Build America Buy America (BABA) requirements (see Build America Buy America requirements and waiver details in the [General Information Guide to 2024 Drinking Water Source Protection Loans and Grants](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/spf.aspx) document).

L. Work Plan: In the table below, list project activity milestones with estimated start and completion dates:

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| --- | --- | --- |
| **Activity** | **Estimated Date** | |
|  | **Start** | **Completion** |
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M. Procurement of Services:

Are you aware that if awarded DWSP funds, procuring goods or services is the responsibility of the eligible water systems and must be done in accordance with state procurement laws [[ORS 279A](https://www.oregonlegislature.gov/bills_laws/ors/ors279A.html), [ORS 279B](https://www.oregonlegislature.gov/bills_laws/ors/ors279B.html) and [ORS 279C](https://www.oregonlegislature.gov/bills_laws/ors/ors279C.html)]? Yes  No

Are you aware that bid documents and resulting contracts must include federally required contract clauses and that Business Oregon must review bid documents 10 days before advertising and contracts 10 days before signing? Yes  No

N. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment:

Will your project use DWSP funds to obtain equipment, systems, or services that will be used for telecommunications and/or Video Surveillance? Yes  No

If “No”, skip to Section 3, if “Yes” continue with following questions:

Are you aware that if awarded DWSP funds, that Federal law [[Public Law 115-232](https://www.congress.gov/115/plaws/publ232/PLAW-115publ232.pdf) section 889] prohibits the use of Federal funds to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use “covered telecommunications equipment or services” as a substantial or essential component of any system, or a critical technology as part of any system? Yes  No

Can you confirm that you will not be using DWSP funds to pay for any of the following covered telecommunications equipment or services? Yes  No

* Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
* For the purposes of public safety, security of government facilities, physical security surveillance or critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
* Telecommunications or video surveillance services provided by such entities or using such equipment.
* Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**Section 3: Financing Information (for loan requests only)**

*If the project is requesting loan funds for purposes including but not limited to land acquisition/purchase, complete the following loan information, otherwise skip to Section 4.*

A. Source of funds for *Loan* repayment (check all that will apply):

Water-user fees  Voter-approved General Obligation bond  Connection fees

Reserves  Other funds:

B. Regarding cash flow, please check the frequency of funds available for debt repayment on requested loan:

Monthly

Quarterly

Annual

C. Total debt supported by the water system rates, fees, taxes, or special assessments:

1. Current debt paid by water fees **$**

2. Current debt paid by property taxes **$**

D. Current average monthly residential water bill (based on 7,500 gallons) **$**

E. Current average annual property taxes paid per residence for water system debt  **$**

**Section 4: Letter of Interest Certification**

|  |  |
| --- | --- |
| **Certification:** I certify to the best of my knowledge that all information contained in this Letter of Interest and any attached supplements is valid and accurate and that I am aware of the Drinking Water Source Protection funded project requirements as identified in Appendix C of the [Safe Drinking Water Handbook](https://www.oregon.gov/biz/Publications/SDWhandbook.pdf). I further certify that to the best of my knowledge: | |
| 1. | The Letter of Interest has been approved by the governing body or is otherwise being submitted using the governing body’s lawful process, and |
| 2. | Signature authority is verified. |
|  | **Check one:** |
|  | Yes, I am the highest elected official. (e.g., Mayor, Chair or President) |
|  | No, I am not the highest elected official, so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance, or governing body meeting minutes must be attached.) |

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|  |  |  |
| Signature |  | Date |
|  |  |  |
| Printed Name |  | Printed Title |

##### **Return Completed Letter of Interest to:**

##### Oregon Health Authority-Drinking Water Services

##### Attn: Tom Pattee – 2024 DWSP Letter of Interest

##### 2080 Laura St

##### Springfield, Oregon 97477

Email: [tom.pattee@oha.oregon.gov](mailto:tom.pattee@oha.oregon.gov)

Telephone: (541) 684-2440

Fax: (541) 465-2914