

# City Council Action Item Cover Sheet

DATE: February 20, 2019

**Agenda Item:**

Drinking Water Source Protection Grant Opportunity

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**Question Before Council:**

Does the Council wish to pursue this grant opportunity?

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**Person/Group Initiating Request:**

Water Lead & City Manager

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**Item Summary/Background:**

OR Health Authority is currently offering drinking water source protection grants for up to \$30,000.  
Council goals 10 & 15 address protecting natural resources & water security. The Yachats Water Lead  
believes that this grant could fund a water source protection plan for the City of Yachats. This plan  
could assess the City's water needs and thereby assist in determining how best to protect the City's  
natural resources and water security.

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After discussion, the City Manager recommends consideration of the following motion:

I move that the City pursue the Drinking Water Source Protection Grant opportunity to develop a  
water source protection plan for the City of Yachats.

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## What is source water?

Surface water (streams, rivers, and lakes) or ground water (aquifer) **aquifer** A natural underground layer, often of sand or gravel, that contains water. s) can serve as sources of drinking water, referred to as **source water**. Source water provides water for public drinking water supplies and private water wells. Public utilities treat most water used for public drinking water supplies. Protecting source water from contamination can reduce treatment costs. Protecting source water also reduces risks to public health from exposures to contaminated water.

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## Source water assessments

Source water assessments provide water utilities, community governments, and others with information needed to protect drinking water sources. The 1996 amendments to the Safe Drinking Water Act (SDWA) outline six steps for conducting source water assessments for public water systems (PWSs).

### **Step 1 - Delineate the source water protection area (SWPA).**

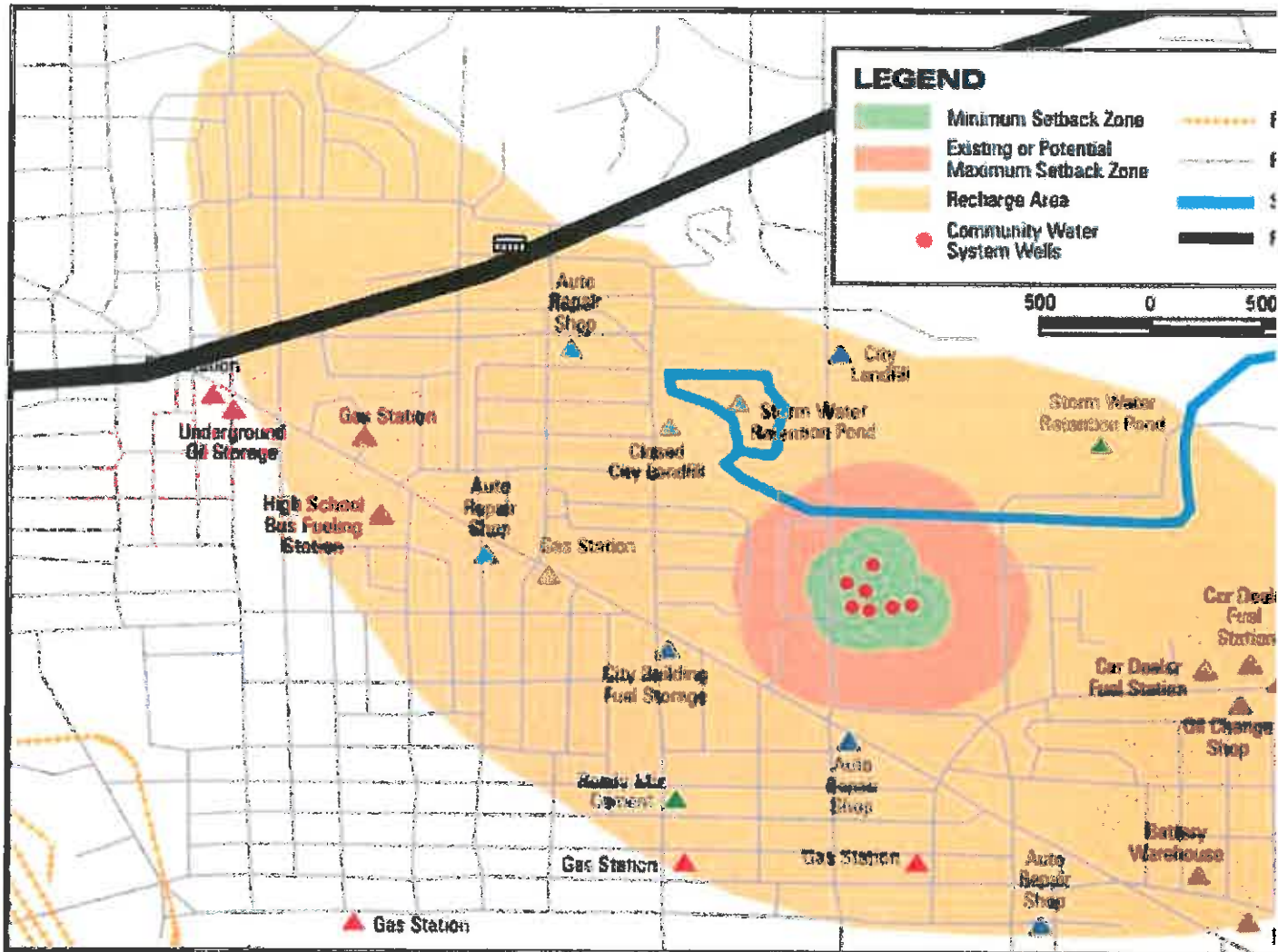
Delineation shows the area to be protected based on the area from which the PWS draws its drinking water supplies.

### **Step 2 – Inventory known and potential sources of contamination.**

The contaminant source inventory lists all documented and potential contaminant sources or activities of concern that may be potential threats to drinking water supplies.

### **Step 3 – Determine the susceptibility of the PWS to contaminant sources or activities within the SWPA.**

Determining susceptibility of the PWS to inventoried threats relates the nature and severity of the threat to the likelihood of source water contamination.



Source water assessments rate the susceptibility of public drinking water supplies to inventoried contamination threats.

**Step 4 – Notify the public about threats identified in the contaminant source inventory and what they mean to the PWS.**

Effective programs ensure that the public has information necessary to act to prevent contamination.

**Step 5 – Implement management measures to prevent, reduce, or eliminate risks to your drinking water supply.**

The assessment information can support formulation and implementation of measures to protect the source water. These measures can be tailored to address each threat or array of risks specific to each PWS.

**Step 6 – Develop contingency planning strategies that address water supply contamination or service interruption emergencies.**

Water supply replacement strategies are an indispensable part of any drinking water protection program in the event of short- or long-term water drinking water supply disruption.

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



**FFY-2019 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 2019 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 2019 based upon overall project ranking, readiness to proceed, 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 – Tuesday January 22<sup>nd</sup>, 2019**  
**CLOSES on – Friday March 15<sup>th</sup>, 2019**

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.*

**For details on eligibility and eligible projects, please see “DWSP - General Information on Funding” at:**

<http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/SRF/Pages/spf.aspx>

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

Each Drinking Water Source Protection project proposal that’s submitted on a Letter of Interest form is reviewed and evaluated. Letters of Interest received from groundwater systems are reviewed and evaluated by OHA Drinking Water Services staff. Letters of Interest 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. 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 [Drinking Water Handbook](#).

#### **MORE INFORMATION**

- 1) **Tom Pattee** in the Springfield office of the OHA, Drinking Water Services, ph. 541-726-2587 ext 24 or by e-mail: [tom.pattee@state.or.us](mailto:tom.pattee@state.or.us)
- 2) **Adam DeSemp** in the Portland office of the OHA, Drinking Water Services, ph. 971-673-0422; or by e-mail: [adam.desemple@state.or.us](mailto:adam.desemple@state.or.us).

# LETTER OF INTEREST

## ***DRINKING WATER SOURCE PROTECTION FUND – FUNDING 2019 (SWP-19-\_\_\_\_\_)***

- 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 “DWSP - *General Information on Funding*” link at <http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/SRF/Pages/spf.aspx>
- Information on funded project requirements including Business Oregon contact information is available in Appendix C of the [Drinking Water Handbook](#).

### **SECTION 1: WATER SYSTEM INFORMATION**

\_\_\_\_\_  
Water System Name

\_\_\_\_\_  
PWS ID Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Name  
(Person we should contact with project questions)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Date SAM (System for Award Management) Registration Expires

\* For more information about DUNS and SAM see of section of the 5.6 of the [Drinking Water Handbook](#).

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

\_\_\_\_\_  
Senate District Number

\_\_\_\_\_  
Senator’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 on Funding and Rating Projects” document for more information on each of the types of projects that are eligible in this loan and/or grant funding. Please mark all that apply:

**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 loan funds for Property Acquisition?    Yes     No

C. Project Cost

Total amount of Drinking Water Source Protection Funds Requested:      \$ \_\_\_\_\_

Total amount of funds contributed by the Water System:                      \$ \_\_\_\_\_

Total amount of other funds:    \$ \_\_\_\_\_

Total Project Cost:    \$ \_\_\_\_\_

Identify source of other funds: \_\_\_\_\_

D. 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 (e.g., opportunity = risk reduction benefits, linkage with other projects; problems = well/surface water intake shutdowns, testing, potential contaminant sources, etc.). To provide the level of data necessary for an accurate evaluation, please refer to the “General Information on Funding and Rating Projects” document for the criteria used in the rating.



**E. Project Description, Justification and Goals/Outcomes:** Describe the specific source water protection activities and methods to be taken in the proposed project. 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. Include details on the project goals and anticipated outcomes; e.g., how will the proposed work address the problem(s) identified above in Section C. Discuss the effectiveness of each major source water protection strategy to address the identified opportunity/problem.

**F. Partnerships:**

Is the project described above part of a larger project? Yes  No   
 If yes, will you be seeking additional funding for other project elements? Yes  No   
 If yes, would you like assistance identifying other funding sources? Yes  No

Use the table below to list all other significant organizational project partners and their roles and contributions for the discrete activity of this phase for which funding is sought. If additional rows are needed include as an attachment.

Partner (e.g., name of organization or individual)	Role (i.e., landowner, funder, completing specific activity/task)	Contribution Description (i.e., land access, cash, technical assistance)

**G. 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
			\$	\$
			\$	\$
			\$	\$

**H. 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).



**I. 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).

**J. Project Budget and Work Plan:** In the table below, list project task/phase milestones with estimated amount of time to complete and estimated cost. Examples include planning, legal publication, permits, supplies, salaries and benefits, analytical costs, land surveys, equipment, travel, printing, postage, etc. Costs should reflect Bureau of Labor (BOLI) wage rates where appropriate. **Administrative expenses incurred by the loan/grant recipient are ineligible costs. If administrative expenses are included in the project Work Plan/Budget below, they must be paid for with match funds or they can be considered an “in-kind contribution”.**

Activity	Estimated Start Date	Estimated Completion Date	Estimated Cost (please provide detailed costs in Budget Table below)		
			DWSP Funds Requested	Water System Funds	Other Funds
<b>Totals</b>					

Estimated Date of First Cash Reimbursement Request: \_\_\_\_\_

Project cost estimate Date Prepared: \_\_\_\_\_ Prepared by: \_\_\_\_\_

**K. 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](#), [ORS 279B](#) and [ORS 279C](#)]? 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

**SECTION 3: FINANCING INFORMATION (FOR LOAN REQUESTS ONLY)**

*If the project is requesting loan funds for purposes including but not limited to property acquisition, 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 [Drinking Water Handbook](#). 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.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

**Return Completed Letter of Interest to:**

Oregon Health Authority-Drinking Water Services  
Attn: Tom Pattee – 2019 DWSP Letter of Interest  
444 A Street  
Springfield, Oregon 97477

Email: [tom.pattee@state.or.us](mailto:tom.pattee@state.or.us)

Telephone: (541) 726-2587 Ext: 24

Fax: (541) 726-2596