



Small System Equipment Assistance (SSEA) Program Application Form

Instructions:

1. Submit the following completed application and required attachments via email to SDWRLF@biz.oregon.gov. Please include the subject line "SSEA Program Application" on your email. Application submission deadlines are February 15th and August 15th each year. Incomplete applications will not be accepted.
2. The [Small System Equipment Assistance \(SSEA\) program](#) provides 100% forgivable loan awards up to \$20,000 to community and nonprofit non-community water systems to fund small scale additions or replacement of equipment and instrumentation needed by water systems to ensure continued operation and protection of public health. In most cases, **fixed installation** of equipment is required for an eligible project. Review the [SSEA Project Eligibilities Handout](#) for details on eligible applicants and project activities.
3. Review the [Cost Documentation Guidance](#) for information about federal requirements, how these requirements may impact the project's budget, and documentation required to be included with the application.
4. The SSEA program is funded by the U.S. Environmental Protection Agency (EPA) through Oregon's [Safe Drinking Water Revolving Loan Fund](#) (SDWRLF). This program is co-administered by Business Oregon and Oregon Health Authority (OHA).
5. After the application submission deadline, OHA will review projects for eligibility and rate them using program criteria. Funding under this program is limited, and priority will be given to systems with [Disadvantaged Community status](#), systems with Safe Drinking Water Act (SDWA) compliance needs, and systems treating surface water sources. OHA will place eligible SSEA projects and funding recommendations on a [Project Priority List](#) and post for a 10-day public notice period prior to funding.
6. Following the comment period, Business Oregon will follow up with the applicants whom OHA recommended to receive an SSEA funding award. This process may take up to two months following the application deadline. It may take up to 6 months after the application deadline to receive a funding award and executed contract.
7. If you have questions on the program, contact your local [Business Oregon Regional Development Officer](#).

Small System Equipment Assistance (SSEA): Application Form

For Office Use Only

SD Number:

Date Received:

Portfol

Number:

Section 1: Applicant Information

Eligible recipients of SSEA 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 non-profit corporation. Applicants must have less than 300 connections.

A. Water System / Entity Information

Organization Name

Public Water System Name

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

County where 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 Identification (UEI*)

Oregon Secretary of State Business Registry Number (For Non-Municipal and Non-Tribal entities only)

***UEI Number.** To obtain funding from the SDWRLF, applicants must have obtained 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 fully registered in SAM.gov to receive a UEI number. Visit [SAM.gov's entity registration page](#) for more information or Section 4 of the [SDWRLF Handbook](#).

B. Ownership Information

Organization Type

Public
Private

Check the appropriate classification. This public water system is:

Regulated as a Community Water System.

Regulated as a non-community water system and registered as a non-profit with the State of Oregon.

If neither option is true, contact Business Oregon to confirm eligibility to apply.

C. Contact Information

Main Contact

Name
Title
Organization
Email
Phone

Secondary Contact

Name
Title
Organization
Email
Phone

Section 2: Summary of Connections

Users	Current Connections
Residential	
Commercial	
Industrial	
Other	
Total	

Section 3: Project Details

- A. Project Name:** Provide a short but descriptive title for the project that clearly identifies the project scope. *Example: City of Somewhere – Replace Chemical Dosing Pumps.*

B. Project Description: Provide a detailed scope of work for the project. *(What equipment will be purchased, what work will be done, how it will be done, by whom, and within what timeframe? If the project involves contracted services, describe the type(s) of contractor(s) needed and what work they will be completing. Attach additional pages if needed.)*

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

D. Identify the category that best describes the type of equipment to be installed:

E. This is a new installation
 replacement for existing equipment or instrumentation

F. Will this purchase replace an inoperable piece of equipment or instrumentation?

Yes No

G Is this equipment or instrumentation required by OHA to address an SDWA requirement? *If yes, attach a copy of the OHA letter or order demonstrating non-compliance (Attachment D).*

Yes No

H. Is this equipment or instrumentation needed for surface water treatment process(es) (including treatment of groundwater under the direct influence of surface water)?

Yes No

Section 4: Project Location

A. Will all project activities occur at an existing water system facility or on land that has been previously disturbed?

Yes No If **no**, then this project is not eligible for funding. Contact Business Oregon to discuss.

B. Describe the specific location where the project will occur and the current land use at the location.

C. Optional Attachment: Provide a project site map if available.

Is a project site map included as an attachment (Attachment E)?

Yes No

D. Is the equipment located on water system owned property?

Yes No

If no, then provide documentation confirming that the water system has an easement or right-of-way access to the location where the installation will occur (Attachment F).

E. Required Attachment: Service Area Map

A PDF of a map of the boundary of the water system's service area is required to be submitted with the application to assist with determining disadvantaged community status (required Attachment A).

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.

As part of the project evaluation process, Oregon Health Authority will assess whether the water system's service area meets the state's definition for "[disadvantaged community](#)". A disadvantaged community will be given priority in the program by receiving additional points during the rating process.

Optional Attachment: If available, OHA encourages applicants to submit GIS shapefiles of the water system service area boundary and/or distribution system 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. Please submit with the application as a compressed file or "zip folder" if available (Attachment G).

Section 5: Project Work Plan

- A.** Receiving a funding award and execution of a contract under the SSEA 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, please explain:

- B.** Please provide the general milestones, tasks, and/or phases planned to complete the project, and the anticipated completion dates to complete these milestones in the table below.

Project Activity Work Plan	Estimated Completion Date

Section 6: Project Budget

Total potential funding from the SSEA program is up to \$20,000 in forgivable loan. Please review the program's [Cost Documentation Guidance](#) for information about procurement of goods and services, federal requirements associated with the SSEA funding, and how those requirements may affect the project budget.

If a project costs more than \$20,000, an applicant may contribute their own funds and/or funding from another source. However, because this program is intended to support small-scale projects, the total project budget, including all funding sources, may not exceed \$50,000. Note that all activities related to the project must comply with program requirements, regardless of the specific funds covering the activities.

A. Required Attachment: Pricing Bid Documentation: Applicants must submit detailed pricing bid documentation with this application detailing the estimated cost of the equipment & labor (also known as a cost estimate and/or bid proposal). The documents need to be recent (within the last 6 months). (Required: Attachment B).

If a contractor provides a cost estimate, at a minimum, the estimate should include:

- 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

B. Do you certify that all bid cost documentation submitted was sourced in accordance with applicable state and federal procurement laws and regulations? If the applicant expects to include other funds, increasing the project cost above \$20,000, be aware additional procurement requirements may apply. See the [Oregon Procurement Manual Open Market Methods](#), or refer to legal counsel for more information.

Yes No Please explain:

C. Budget Table: In the budget table below, provide the breakdown of the project costs. The SSEA program can award up to \$20,000 maximum in forgivable loan per project. The total project budget cannot exceed \$50,000.

- In-house water system staff may perform the work in conjunction with this project, but those costs are not eligible for reimbursement under the program.
- If the water system enters into a contract or subcontract related to the project that exceeds \$2,000 (total contract cost) and the contract includes costs for laborers or mechanics performing construction, alteration, or repair work, including installation of equipment, this will trigger federal Davis Bacon and Related Acts (DBRA) labor standards requirements. If Davis Bacon requirements are triggered, the water system is responsible for paying the appropriate state or federal prevailing wage rate. Applicants will need to account for prevailing wages in their application budget.
 - Applicants may allocate a small portion of their project budget to hire a third-party consultant to assist with DBRA oversight and compliance.
- It is recommended that the applicant include contingency funds of 10% into the budget to account for changes in project cost over time.

Budget Prepared By:

Name:

Title:

Organization:

Date of budget creation:

Budget Line Item	SSEA Funds	Other BizOR Funds	Non-BizOR Funds	Total
(Recommended 10% Contingency)				
Total Project Cost				

Space to provide details about the budget (if needed):

- D. Sources of Funding:** All funding needed to complete the project must be committed prior to receiving a funding award. Please detail the sources 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 (Attachment H).

Source of Funds	Amount	Funding Status	Date Funds Committed or Expected
SSEA funding (<i>up to \$20,000</i>)			
Applicant Funds			
Other Funds:			
Other Funds:			
Other Funds:			
Total (<i>may not exceed \$50,000</i>)			

- E. Federal American Iron and Steel (AIS) requirements apply to SSEA projects. Are any of the items to be purchased for the project subject to the AIS requirement?** *For details on items that are subject to the AIS requirement, see the [Cost Documentation Guidance](#) document. During project implementation, items subject to AIS will need to have manufacturer certification letters provided to comply with the AIS requirement.*

Yes No

If Yes, describe the item(s) subject to the requirement:

Section 7: Federal Reporting

Funding for the SSEA program is sourced from a federal capitalization grant, issued through the U.S. Environmental Protection Agency to Oregon. The following questions are required for the state to obtain necessary information to meet federal reporting requirements.

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

- | | |
|--|---|
| ☐ Project will return system to compliance | ☐ Project will address a non-federally regulated contaminant: (Note: in Oregon these would most likely be: PFAS, Manganese, or Cyanotoxins.) |
| ☐ Project will assist system to maintain compliance | ☐ Other/No compliance issues applicable to this project |
| ☐ Project will assist system to comply with upcoming requirements | |

B. Does this project have a disaster resilience component? (EPA's guidance is to answer yes if any element of your project has to do with avoiding, withstanding, or recovering from a disaster of any sort. Disasters may be natural or human-caused; see the table below for examples.)

Yes No

If yes for disaster resilience was selected, please select one of the following options:

- | | | |
|---|---|---|
| ☐ Heat/Extreme Temperature | ☐ Landslide/Mudslide | ☐ Hurricane/Typhoon |
| ☐ Drought | ☐ Earthquake | ☐ Harmful Algae Bloom |
| ☐ Flood | ☐ Winter Storm | ☐ Cybersecurity |
| ☐ Wildfire | ☐ Tornado | ☐ Climate Change – Other |
| ☐ Sea Level Rise | ☐ Volcano | |

Section 8: Private Water Systems

Only complete section 8 if the water system is privately owned.

A. Public Utility Commission (PUC) regulation level:

☐ Service ☐ Rates ☐ N/A

B. Type of Business: Select One

☐ Non-profit Corporation

☐ Sole-Proprietorship

☐ Cooperative

☐ For-Profit Corporation

☐ Partnership

☐ Other

☐ Association

☐ Limited Liability Corp.

If other, provide details:

C. Date Business was filed/formed:

D. Date that present operations commenced:

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

Yes No Provide details:

F. 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 Provide details:

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

Name	Title	Address	% Owned
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Section 9: Public Disclosure

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

Yes No

If yes, describe:

Continue to Signature Page

Section 10: 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 using 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.) (Optional Attachment I)**

Signature:

Printed Title:

Printed Name:

Date:

Section 11: Application Attachments

Required Attachments

- ☐ Attachment A: Water System Service Area Map
- ☐ Attachment B: Cost Bid Documentation

Other Attachments – Provide as Applicable

- ☐ Attachment C: Project Description, continued
- ☐ Attachment D: Compliance Documentation
- ☐ Attachment E: Project Site Map
- ☐ Attachment F: Easement Information
- ☐ Attachment G: GIS Shapefiles (zipped folder)
- ☐ Attachment H: Funding Letters of Commitment
- ☐ Attachment I: Signature Authority Documentation