



REQUEST FOR LEAD SERVICE LINE ASSISTANCE

Instructions: If an item is not relevant or unknown, enter "N/A" or "unknown."

Please e-mail the completed form to: DFA-LSLR@Waterboards.ca.gov

Date of Submittal: _____ Name of Requestor: _____

A. Public Water System Name: _____

Public Water System No.: _____ County: _____

Number of Service Connections: _____ Service Area Population: _____

Type of System: Community Water System Nontransient Noncommunity Water System
(Select one: nonprofit for profit)

Estimated Median Household Income (MHI): \$ _____ (Source: _____)

Service Area Map(s) included (required):

Division of Drinking Water District/Local Primacy Agency regulating this system: _____

B. Request: Please select the tasks for which assistance is being requested.

	Utility-side	Customer-side	Paperwork
Historical Records Review	<input type="checkbox"/>	<input type="checkbox"/>	-
Visual Inspections	<input type="checkbox"/>	<input type="checkbox"/>	-
CCTV Inspections of Service Lines	<input type="checkbox"/>	<input type="checkbox"/>	-
Customer Self-identification Surveying	-	<input type="checkbox"/>	-
Inventory Procedure Training Materials	-	-	<input type="checkbox"/>
Preparing Outreach Materials	-	-	<input type="checkbox"/>
Template Access Agreement	-	-	<input type="checkbox"/>
Completing Lead Service Line Inventory Form	-	-	<input type="checkbox"/>
Prepare Lead Service Line Replacement Plan	-	-	<input type="checkbox"/>
Application for LSL Replacement Funding	-	-	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Contact Information: Please provide a contact for correspondence regarding this request.

_____	_____	
Name	Title/Organization	
_____	_____	_____
Mailing Address	City/State	Zip Code
_____	_____	
Phone Number	E-mail Address	

Instructions for Completing “Request for Lead Service Line Assistance”

SECTION A

Public Water System Name: Enter the full name of the organization or community needing lead service line assistance.

Public Water System No.: Provide the Public Water System Number.

County: Enter the county of the organization needing lead service line assistance.

Number of Service Connections: Enter the number of active service connections in the service area.

Service Area Population: Provide the population of the service area.

Type of System: Check the applicable box for your system. The definitions of “Community Water System” and “Nontransient Noncommunity Water System” can be found [here](#). For Nontransient Noncommunity Water Systems, please also check the appropriate box indicating whether the system is nonprofit or for profit.

Estimated Median Household Income (MHI): Enter the estimated MHI for households within the service area, if known. The only MHI sources accepted by the State Water Board are (1) 5-years American Community Survey (ACS) data and (2) income surveys previously validated by the State Water Board. If the organization needing lead service line assistance is owned by a K-12 public school district, enter “N/A.”

Service Area Map(s): Provide a copy of a service area map for the system. Service area map is required. In addition, if the area for the requested assistance is only a subset of the system’s service area, please include additional maps as necessary highlighting which parts of the service area require assistance.

Division of Drinking Water District/Local Primacy Agency regulating this system: Please indicate the Division of Drinking Water district office or local primacy agency that regulates the system requesting lead service line assistance.

SECTION B

Request: Select the tasks for which assistance is requested. A brief description for each task is provided below:

- **Historical Records Review:** Review of previous materials evaluations, construction records and plumbing codes, water system records, distribution system inspections and records, and any additional relevant records to determine the materials used for service lines.
- **Visual Inspections:** Visually inspecting service lines at the meter box to determine the service line material. Assistance for visual inspections would include training water system staff on how to perform and record visual inspections.
- **CCTV Inspections of Service Lines:** Use of CCTV camera fed into service lines from the curb box to determine the service line material.
- **Customer Self-identification Surveying:** Providing guidance to customers in the service area on how to self-identify their service line materials, requesting customers conduct self-identification tests on their service lines, and then conducting a survey of customers afterward to collect their findings.
- **Inventory Procedure Training Materials:** Preparation of written, audio recorded, or audio-visual recorded training materials guiding applicant staff on how to complete some or all the steps necessary to complete a lead service line inventory.
- **Preparing Outreach Materials:** Preparation of customer outreach material regarding customer self-identification campaigns, the water system’s efforts to gain access to customer’s properties for service line identification purposes, or public health advisory materials.
- **Template Access Agreement:** Preparation of a template access agreement for customers to sign granting access to the customers’ properties for service line identification or replacement work.

Instructions for Completing “Request for Lead Service Line Assistance”

- **Completing LSL Inventory Form:** Compiling previously collected LSL inventory findings into a finalized format ready for submission to the State Water Resources Control Board Division of Drinking Water
- **Prepare LSL Replacement Plan:** Preparation of service line replacement plan that at a minimum meets DDW’s requirements.
- **Application for LSL Replacement Funding:** Filling out and submitting a completed funding application package to the State Water Resources Control Board Division of Financial Assistance for a LSL replacement project. Note that DWSRF LSLR replacement funding can only be used to replace entire lead service lines regardless of ownership; partial replacements are not eligible for funding except in the event that a portion has already been replaced or is concurrently being replaced with another funding source.

SECTION C

Contact Information: Provide a contact for follow-up correspondence from the State Water Board.

SUBMISSION:

Please email completed forms to: DFA-LSLR@Waterboards.ca.gov. On the e-mail subject line, include the name of the organization that will be the lead service line assistance recipient. You are encouraged to submit any supporting documentation demonstrating the lead service line assistance needs. All supporting documentation may be submitted as attachments when e-mailing the request form.