

WATER OR ENERGY AUDIT APPLICATION INSTRUCTIONS

The purpose of the Water or Energy Audit is to encourage public agencies to take an independent look into their current practices, identify potentially inefficient water or energy use and follow up with a well thought out plan to improve consumption of these valuable resources. The agency is encouraged to study water and energy in the audit, but may focus

on one or the other. All audits must be related to projects, facilities, or activities that are otherwise eligible for Clean Water State Revolving Fund (CWSRF) funding. Agencies may hire consultants to perform the audit, or perform the work with their own staff. Principal forgiveness may be awarded for 100% of the audit costs, up to a maximum of \$35,000.

Submitting Your Application

Submit a complete application with attachments (outlined in Section VII of the application) electronically through the Financial Assistance Application Submittal Tool (FAAST) at: <https://faast.waterboards.ca.gov>. You must complete all the tabs in FAAST and attach the Water or Energy Audit Application. Once the application is submitted in FAAST, a project manager will be assigned to help the applicant complete the application process.

The following FAAST resources are available online:

- [Frequently Asked Questions](#)
- [How-to-Videos](#)
- [User Manual](#)

If you need assistance you can also contact the FAAST Help Desk, which is staffed Monday through Friday 8am through 5pm, at 1-866-434-1083 or FAAST_ADMIN@waterboards.ca.gov.

Attachments

- ✓ **1 – Scope of Work, Budget and Schedule Checklist**
Completing the Scope of Work checklist entails indicating all tasks intended to be completed in the audit. For example, if the agency does not intend to study water use, enter N or N/A in the fields related to water. A complete budget is an estimate of the costs to complete the audit, including a breakdown of costs by task. For example, if the agency estimates that, an investigation of renewable energy opportunities will cost \$6,000 due to research and analysis time; enter \$6,000 in the third column. An estimated schedule, including start and finish dates, and milestones within the estimated schedule should be filled out in the second table.

- ✓ **2 – Certification for Compliance with Water Metering Form**
Water Code sections 525 through 529.7 prohibit water purveyors, both agricultural and urban, from receiving State funds if metering requirements are not met. If you are an urban water supplier (i.e., supply to more than 3,000 customers or supplying more than 3,000

acre-feet annually) you must comply with this requirement. Please consult with your legal counsel and review sections 525 through 529.7 of the Water Code before completing this certification.

✓ **3 – Authorizing Resolution/Ordinance**

This resolution or ordinance designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the Water or Energy Audit application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

Report

The purpose of the report is to explain the details of the audit to State Water Board staff. The report should be detailed enough to clearly explain current water or energy use, areas for improvement, metrics, feasibility, alternative actions, recommended actions, and implementation plans. The tasks identified in the Scope of Work Checklist must be completed. It is acceptable for the agency to perform additional tasks during the course of the audit. The expectations for the sections outlined in the Scope of Work are defined below.

Scope of Work

Section I. EVALUATE CURRENT USE – Monitor, record, and report in detail current water and energy use practices. Report actual water or energy use for a minimum of one year, up to five years. Provide a table of values showing monthly water or energy consumption and cost.

Section II. IDENTIFY SUSTAINABLE ALTERNATIVES – Research alternative water or energy practices, renewable opportunities, and report findings in detail. Identify viable alternatives discovered, describe in detail benefits and the reasons of interest for these specific alternatives. Provide a table illustrating estimated water or energy savings, cost savings, and project costs for each alternative.

Section III. IDENTIFY INEFFICIENT USE AND PRACTICES – Identify inefficient uses and practices from Section I. Outline improvements to the identified practices, using viable alternatives. Provide a detailed cost-benefit analysis to determine feasibility of the desired improvements.

Section IV. RECOMMENDATIONS AND IMPLEMENTATION – Provide detailed recommended actions using data from previous sections. Include estimates and schedules for implementing the recommended actions. Provide tables illustrating estimated annual energy or water savings, annual cost saving related to reduced energy or water consumption, project costs, and payback period for the recommended alternatives.

Disbursement of Funds

Audit funds will be available for disbursement after the final report is submitted. Submit a draft report to the State Water Board for review. Division of Financial Assistance staff will provide comments within 30 days of receiving the draft report. Make any necessary changes to the report and submit the final report.

WATER OR ENERGY AUDIT FINANCIAL ASSISTANCE APPLICATION

I. APPLICANT INFORMATION			
Applicant (Entity) Name:			
Entity Type: <input type="checkbox"/> Municipal <input type="checkbox"/> Intermunicipal <input type="checkbox"/> State <input type="checkbox"/> Interstate <input type="checkbox"/> District			
Charter City/County: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Street Address:	City:	State:	Zip Code:
Mailing Address:	City:	State:	Zip Code:
Congressional District(s):			
State Senate District(s):			
State Assembly District(s):			
County (or Counties):			
Regional Water Board: <input type="checkbox"/> 1 (North Coast) <input type="checkbox"/> 2 (San Francisco Bay) <input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Federal Tax ID No.:	Data Universal Numbering System (DUNS) No.:		
Authorized Representative Name, Title:			
Phone No.: ()		Email Address:	
General Contact Person Name:			
Phone No.: ()		Email Address:	
II. AUDIT TYPE			
<input type="checkbox"/> Water <input type="checkbox"/> Energy <input type="checkbox"/> Both			
III. SERVICE AREA DEMOGRAPHICS			
Current Year Estimated Population Served:			
IV. REGULATORY INFORMATION			
NPDES Permit and/or WDR Order Number:			

State Use Only	
CWSRF Project #	
Project Manager	
Date Received	

V. COMPLIANCE WITH URBAN WATER MANAGEMENT AND WATER RIGHTS REQUIREMENTS

Are you an Urban Water Supplier*? Yes No

- If yes, have you submitted your 2015 Urban Water Management Plan to the Department of Water Resources?
 Yes No

*An Urban Water Supplier provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually. The Urban Water Management Planning Act, Water Code Section 10608.56, requires every urban water supplier to comply with water conservation measures.

Is your entity a water diverter and subject to section 5103 of the Water Code? Yes No

VI. ATTACHMENTS

- 1 - Scope of Work, Budget and Schedule Checklist
- 2 - Certification of Compliance with Water Metering Form
- 3 - Authorizing Resolution/Ordinance

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative:

Title:

Signature of Authorized Representative: _____ Date: _____

SCOPE OF WORK, BUDGET AND SCHEDULE CHECKLIST

SCOPE OF WORK AND BUDGET		
I. EVALUATE CURRENT USE	Y/N or N/A	\$
Current Energy Use Practices		
Current Water Use Practices		
II. IDENTIFY SUSTAINABLE ALTERNATIVES		
Investigate Renewable Energy Opportunities		
Research Alternative Energy Use Practices		
Research Alternative Water Use Practices		
Identify Viable Alternative Energy Use Practices		
Identify Viable Alternative Water Use Practices		
III. IDENTIFY INEFFICIENT USE AND PRACTICES		
Evaluate Cost-Benefits of Alternative Energy Use Practices to Identify Inefficient Energy Use		
Evaluate Cost-Benefits of Alternative Water Use Practices to Identify Inefficient Water Use		
IV. RECOMMENDATIONS AND IMPLEMENTATION REPORT		
Recommended Actions		
Construction or Implementation Cost Estimates		
Schedule for Implementing Recommended Actions		
Financing and Implementation Plan		
V. Other Tasks		

SCHEDULE	DATE
Audit Start	
Submit Draft Report – Division staff will provide comments on draft report within 30 days following receipt of draft.	
Submit Final Report	
Submit Final Disbursement Request – Within 60 days of Final Report	

CERTIFICATION FOR COMPLIANCE WITH WATER METERING REQUIREMENTS FOR FUNDING APPLICATIONS



Funding Entity name: State Water Resources Control Board

Funding Program name: Clean Water State Revolving Fund

Applicant (Entity name): _____

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the Entity is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the applicant Entity has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Entity will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Entity may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative
(Please print)

Title

Signature of Authorized Representative

Date

AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: _____

WHEREAS _____ RESOLVED BY THE _____
(insert appropriate findings) *(insert name of Governing Board of the Entity)*
OF THE _____ (the "Entity"), AS FOLLOWS:
(insert Entity name)

The _____ (the "Authorized Representative") or designee is
(insert title of Authorized Representative)
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance
Application for a financing agreement from the State Water Resources Control Board for a Water/Energy Audit
_____ (the "Audit").
(insert Audit name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications,
and commitments required for the financial assistance application, including executing a financial assistance
agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the
Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of
the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted
at a meeting of the _____ held
(insert name of Governing Board of the Entity)
on _____.
(Date)

(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)