|  |  |
| --- | --- |
| Drinking Water State Revolving Fund  Department of Health, Safe Drinking Water Branch Uluakupu Building 4 2385 Waimano Home Road, Suite 110 Pearl City, Hawaii 96782 808-586-4258 | Image result for drinking water srf logologo |

If you would like to get your organization pre-qualified for a DWSRF loan, please complete the following Capacity Evaluation Checklist for your water system. **Send an electronic copy of this filled checklist along with 2 years of financial statements to**:

Capacity Evaluation Checklist for DWSRF Loan Applicants

Joanna Seto at [Joanna.Seto@doh.hawaii.gov](mailto:Joanna.Seto@doh.hawaii.gov); and

Joan Corrigan at [Joan.Corrigan@doh.hawaii.gov](mailto:Joan.Corrigan@doh.hawaii.gov)

*Note: Your answers will not disqualify you from being eligible for SRF loans so please be as honest and accurate as possible.*

|  |  |  |
| --- | --- | --- |
| Organization Name: | Contact Person: | Phone: |
| [Organization Name] | [Contact Name] | [Phone Number] |
| Address: | City: | Zip: |
| [Address] | [City] | [Zip] |
| Public Water System Number: | PWS Name: |  |
| [PWS Number] | [PWS Name] |  |

# Technical Capacity

## OPERATOR CERTIFICATION - Does the system have a certified operator?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No, explain: |

## ADEQUATE WATER SOURCES - Are the existing sources of sufficient quantity and quality to meet current and future demand based on County Water System Standards and the Department of Health?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No, explain: |

## POTENTIAL FOR CONTAMINATION OF THE WATER - Does the PWS have uncorrected significant deficiencies?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes, explain: |  | No |

# Managerial Capacity

## ORGANIZATION AND MANAGEMENT CAPABILITY – Is there a clear plan of organization and control among the people responsible for the management and operation of the system?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No, explain: |

## WATER SYSTEM INFRASTRUCTURE INSPECTION AND MAINTENANCE – Do the water system operators have written Standard Operating Procedures (SOPs) for daily and regular duties, and are actions logged?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes, SOPs exist and ARE logged |  | Yes, SOPs exist but are NOT logged |  | No, explain: |

# Financial Capacity

## ADEQUATE FINANCIAL BUDGETS – Is there an adequate annual budget?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No, explain: |

## ADEQUATE REVENUE STREAM - What is the current water rate structure and what is the annual user fee? When were the rates last changed?

[Water rates information]

## AFFORDABILITY CRITERIA – The DWSRF uses the Census information to determine a system’s “disadvantaged” status. However, since the census tract may include a large area, it may not accurately represent an individual system. As such, it is beneficial for a system to provide data specific to its service area.

|  |  |
| --- | --- |
| Median Household Income (MHI) | [MHI] |
| Persons Below Poverty Level (%) | [Poverty Level] |
| Civilian Unemployment in Project Area (%) | [Unemployment] |

# Are you regulated by the Public Utilities Commission (PUC)?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

# Do you have any projects in mind for SRF funding? If so, please provide as much information as you can about the project (e.g. name, type, cost, estimated timeline, current status, etc.).

[Project information]

# Do you have any other funding sources for the project(s) listed in #5? If so, please provide as much information as you can about the source (e.g. type, terms, amount, interest rate, etc.).

[Loan/Other Funding Source information]

# Comments / Additional information you think will be useful:

[Add your comments here.]