



Small System Equipment Assistance (SSEA) Application

Note: Submit completed Letter of Interest to DW.Equipment@oregon.gov. Contact your Business Oregon Regional Development Officer if you have questions about the form. Contact information can be found at www.orinfrastructure.org. Prior to completing this application form, review the cost documentation guidance and eligibility information that can be found on [Oregon Health Authority's SSEA webpage](#).

Section I A: Applicant

A. Organization Information

Water System Name

Organization Type

Street Address

Mailing Address

Office Phone

Web URL

Section I B: Applicant Details

A. DUNS Number

B. Federal Tax ID Number

C. Date SAM (System for Award Management) Registration Expires:

NOTE: SAM registration is required for SSEA funding award. It is recommended that a SSEA applicant have an active SAM registration or a pending registration at time of application. Register at <https://www.sam.gov/SAM/>.

A D-U-N-S number is needed to register in SAM. If you don't already have one, you can request a DUNS number for free from D & B at <https://fedgov.dnb.com/webform/>.

D. Water System Identification Number (PWSID):

* For more information see <https://yourwater.oregon.gov/index.html>.

Section I C: Contacts

A. Main Contact

Name

Title

Email

Phone

B. Secondary Contact

Name

Title

Email

Phone

Section I D: Project Overview

A. Project Name

B. Describe the drinking water or other concern that the project would address. (Attach Additional Pages if Necessary)

Section I E: Project Details

A. Detailed Equipment Project Description (Attach Additional Pages if Necessary)

Include a description of the Project, including a complete listing of the equipment or instrumentation that will be purchased and installed.

NOTE: Cost/Bid Documentation for all equipment and labor must be attached to this application (Attachment A).

B. Identify the category that best describes the equipment of instrumentation to be installed:

C. Is this a new installation or a replacement of existing equipment or instrumentation?

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

Yes No

E. Is this equipment or instrumentation required by OHA to address a Safe Drinking Water Act requirement? *[If yes, attach copy of OHA letter or order demonstrating non-compliance (Attachment D)].*

Yes No

F. Will all project activities occur at an existing water system facility, on land that has been previously disturbed? *If no, project is ineligible.

Yes No

G. For equipment with a cost of over \$10,000, were three (3) bids sought and does the documentation attached (attachment A) represent the lowest cost alternative?

Yes No Not Applicable

If no, please explain:

Note: Water systems must keep a written record of the sources of the quotes or proposals received. For more information on procurement see the Cost Documentation Guidance document located on OHA's website.

H. Are any of the project costs subject to the American Iron and Steel (AIS) Requirement?

Yes No

Note: If any of the eligible equipment costs must be compliant with AIS, describe the item(s) subject to the requirement. For detail on which equipment is subject to the AIS requirement see the Cost Documentation Guidance document located on [OHA's website](#).

I. If subject to AIS, does cost/bid documentation (*Attachment A*) clearly identify that the equipment proposed is consistent with the AIS requirement?

Yes No Not Applicable

J. Work Plan

Equipment Project Work Plan	Estimated Start Date	Estimated Completion Date
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K. Estimated First Cash Reimbursement Request Amount	Date
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Section I F: Project Location

A. State Representative

State Senate District Senator Name: _____

State House District Representative Name: _____

B. Identify address where equipment will be installed (if different than Section 1A).

Address 1

Address 2

City

State

Zip Code

C. Does the project site map (*Attachment B*) clearly identify the location of the equipment to be installed?

Yes

No

D. Is a map attached (*Attachment C*) that identifies the water system's service area including streets and roads for reference?

Yes

No

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

Yes

No

F. If no, provide documentation of water system easement or right-of-way. (*Attachment E*)

NOTE: To be eligible for funding, equipment must be installed on water system owned land or land on which the water system has a formalized easement or right-of-way.

Section I G: Project Budget (Maximum SSEA Award \$20k)

Budget Line Item	SSEA Funds	Applicant Funds	Total
Equipment			
Installation (Must be less than \$2,000)			
Total Project Costs			

Section II: Water System Information

A. Number of Connections Served:

NOTE: Only those water systems serving 300 or fewer connections are eligible for funding.

B. Does this water system utilize and treat a surface water source?

Yes No

Section III: Application Attachments

A. Required Attachments

Attachment A: Cost/Bid Documentation for all Equipment and Labor (Section I E) Attached?
Attachment B: Project Site Map (Section I F) Attached?
Attachment C: Service Area Map (Section I F) Attached?

B. Required if Applicable & Optional Attachments

Attachment D: OHA Non-Compliance Documentation (Section I E) Attached?
Attachment E: Easement or Right-of-Way Documentation (Section I F) Attached?
Attachment F: Additional Project Overview & Details (if available) (Section I) Attached?
Attachment G: Signature Authority Documentation (Section IV) Attached?

Section IV: General Certification

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.

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.)

Business Oregon will only accept applications with proper signature authority documentation (Attachment G).

Signature

Date

Printed Name

Printed Title