



# Drinking Water State Revolving Fund

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DWSRF Application Assistant

**PUBLIC HEALTH**  
ALWAYS WORKING FOR A SAFER AND  
HEALTHIER COMMUNITY

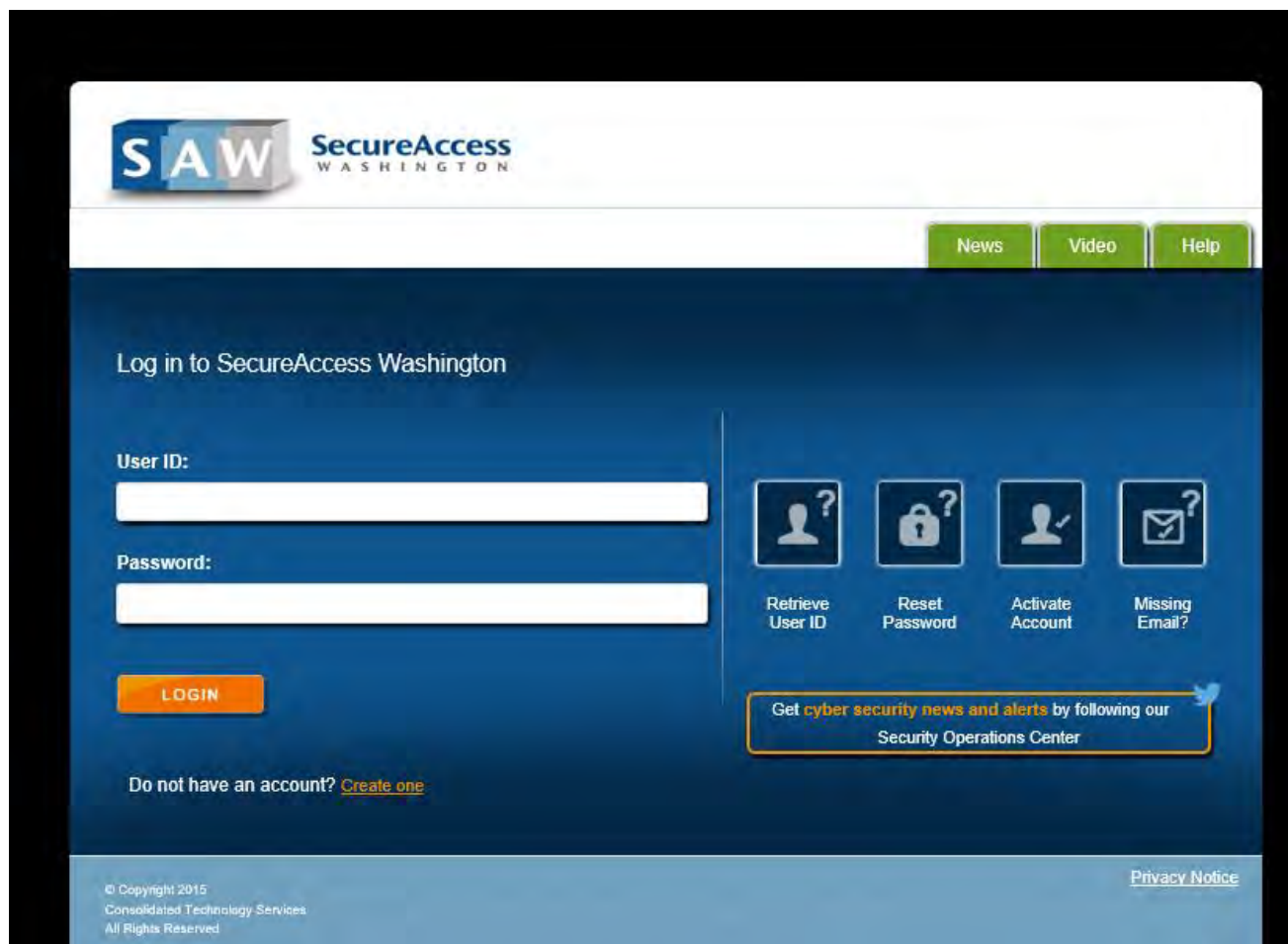


# Hello and Welcome

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- WALT (Washington Loan Tracking) is the Office of Drinking Water's loan and grant management tool.
- The online portal is the place to submit applications for funding opportunities, check the status of your application and/or contract, and submit applicable documentation.
- Completing a DWSRF Construction Loan Worksheet

# Secure Access Washington (SAW)



The screenshot shows the Secure Access Washington (SAW) login interface. At the top left is the SAW logo with the text "SecureAccess WASHINGTON". To the right are three green buttons: "News", "Video", and "Help". The main heading is "Log in to SecureAccess Washington". Below this are two input fields: "User ID:" and "Password:". An orange "LOGIN" button is positioned below the password field. To the right of the login fields are four icons with question marks, each with a corresponding label: "Retrieve User ID", "Reset Password", "Activate Account", and "Missing Email?". Below these icons is a yellow-bordered box with the text "Get cyber security news and alerts by following our Security Operations Center" and a Twitter icon. At the bottom left, it says "Do not have an account? [Create one](#)". At the bottom right is a link for "Privacy Notice". The footer contains copyright information: "© Copyright 2015 Consolidated Technology Services All Rights Reserved".

SAW SecureAccess WASHINGTON

News Video Help

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

Retrieve User ID Reset Password Activate Account Missing Email?

Get cyber security news and alerts by following our Security Operations Center


Do not have an account? [Create one](#)

Privacy Notice

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# WALT Registration

ORGANIZATION

 Health

Organization Information

**Instructions:**

- Fields marked with an \* are required fields.
- Please enter the Applicant Organization information.
- The system will timeout in 20 minutes if the Registration has not been Submitted.

\* Name

\* Address

Address 2

\* City

\* State

--- Select One --- ☐

Link to USPS Zip Code Lookup: <https://tools.usps.com/go?OutputKeyValues=&Action=lookup>

\* Zip Code v 4

\* Country

Please Select ☐

\* Phone Number

\* Email

\* Federal Tax ID #

Web Site

Contact Information

**Instructions:**

- Please enter your Contact information. If the Contact Address is the same as the Organization Address select Copy Address.
- Once complete, please Submit.

\* First Name

\* Last Name

\* Phone Number

\* Email

Address

Address 2

City

State

--- Select One --- ☐

Link to USPS Zip Code Lookup: <https://tools.usps.com/go?OutputKeyValues=&Action=lookup>

Zip Code v 4

CONTACT

# WALT Main Webpage

The screenshot displays the WALT Main Webpage interface. At the top right, there is a navigation bar with a "Switch Organization" button and a dropdown menu for "Apu Nahasapeemapiiton". A "Home" link is also present. The main content area is divided into three sections:

- Funding Opportunities:** This section lists various funding opportunities with their respective deadlines and "Apply Now" buttons.
  - Construction Loan:** Deadline: 10/27/2017
  - Preconstruction Loan:** Deadline: 10/31/2017
  - Consolidation Grant:** Deadline: 9/30/2017
  - Construction Loan:** Deadline: 12/31/2017
  - Preconstruction Grant:** Deadline: 12/31/2017
- My Applications:** This section shows a list of applications with columns for Application ID, Applicant Organization, Project Name, and Application Type. It includes filters for various application statuses.

#	Application ID	Applicant Organization	Project Name	Application Type	
1	2017-1401	Kwik-E-Mart	test 123	Construction Loan	<a href="#">Open</a>
- Progress Reports:** This section shows a list of progress reports with columns for Owner and Status. It includes filters for various report statuses.

#	Owner	Status	
1	Apu Nahasapeemapiiton	Report Under Review	<a href="#">Open</a>
2	Apu Nahasapeemapiiton	Report Under Review	<a href="#">Open</a>

# Funding Opportunities

**Funding Opportunities**

Opportunity Details

**Construction Loan**  
Deadline: 10/27/2017  
[Apply Now](#)

**Preconstruction Loan**  
Deadline: 10/31/2017  
[Apply Now](#)

**Consolidation Grant**  
Deadline: 9/30/2017  
[Apply Now](#)

**Construction Loan**  
Deadline: 12/31/2017  
[Apply Now](#)

**Preconstruction Grant**  
Deadline: 12/31/2017  
[Apply Now](#)

**My Applications**

All Applications (26) | In Progress | Under Review | Corrections Requested | Approved Applications | Pending Client Approval | Pending Countersign | Awarded | Project Complete

Loan Repayment | Closed | Withdrawn | Not Funded

#	Application ID	Applicant Organization	Project Name	Application Type	
1	2017-1401	Kwik-E-Mart	test 123	Construction Loan	<a href="#">Open</a>

**Progress Reports**

Draft | Report Under Review | Report Needs Revisions | Report Approved

#	Owner	Status	
1	Apu Nahasapeemapieton	Report Under Review	<a href="#">Open</a>
2	Apu Nahasapeemapieton	Report Under Review	<a href="#">Open</a>



# My Applications

The screenshot displays the 'My Applications' section of the Washington State Department of Health's online portal. The interface includes a top navigation bar with a 'Switch Organization' button and a user profile dropdown for 'Apu Nahasapeemapieton'. The main content area is divided into two primary sections: 'Funding Opportunities' on the left and 'My Applications' on the right. The 'Funding Opportunities' section lists various programs such as Construction Loan, Preconstruction Loan, Consolidation Grant, and Preconstruction Grant, each with a deadline and an 'Apply Now' button. The 'My Applications' section features a tabbed interface with tabs for 'All Applications (26)', 'In Progress', 'Under Review', 'Corrections Requested', 'Approved Applications', 'Pending Client Approval', 'Pending Countersign', 'Awarded', and 'Project Complete'. Below these tabs is a table listing applications, with columns for '#', 'Application ID', 'Applicant Organization', 'Project Name', and 'Application Type'. A single application is listed with ID 2017-1401, applicant Kwik-E-Mart, project name test 123, and type Construction Loan. An 'Open' button is visible next to the application. Below the applications table is a 'Progress Reports' section with tabs for 'Draft', 'Report Under Review', 'Report Needs Revisions', and 'Report Approved'. It contains a table with columns for '#', 'Owner', and 'Status', listing two reports under review by 'Apu Nahasapeemapieton'. Each report has an 'Open' button.

**Funding Opportunities**

Opportunity Details

**Construction Loan**

Deadline: 10/27/2017

[Apply Now](#)

**Preconstruction Loan**

Deadline: 10/31/2017

[Apply Now](#)

**Consolidation Grant**

Deadline: 9/30/2017

[Apply Now](#)

**Construction Loan**

Deadline: 12/31/2017

[Apply Now](#)

**Preconstruction Grant**

Deadline: 12/31/2017

[Apply Now](#)

**My Applications**

All Applications (26) | In Progress | Under Review | Corrections Requested | Approved Applications | Pending Client Approval | Pending Countersign | Awarded | Project Complete

Loan Repayment | Closed | Withdrawn | Not Funded

#	Application ID	Applicant Organization	Project Name	Application Type
1	2017-1401	Kwik-E-Mart	test 123	Construction Loan

[Open](#)

**Progress Reports**

Draft | Report Under Review | Report Needs Revisions | Report Approved

#	Owner	Status
1	Apu Nahasapeemapieton	Report Under Review
2	Apu Nahasapeemapieton	Report Under Review

[Open](#)

[Open](#)

# Progress Reports

The screenshot shows a web application interface for the Washington State Department of Health. The top navigation bar includes a 'Switch Organization' button and a dropdown menu for 'Apu Nahasapeemapiiton'. The main content area is divided into two sections: 'Funding Opportunities' on the left and 'My Applications' on the right. The 'My Applications' section is further divided into 'My Applications' and 'Progress Reports'.

**Funding Opportunities**

- Construction Loan**  
Deadline: 10/27/2017  
[Apply Now](#)
- Preconstruction Loan**  
Deadline: 10/31/2017  
[Apply Now](#)
- Consolidation Grant**  
Deadline: 9/30/2017  
[Apply Now](#)
- Construction Loan**  
Deadline: 12/31/2017  
[Apply Now](#)
- Preconstruction Grant**  
Deadline: 12/31/2017  
[Apply Now](#)

**My Applications**

Navigation: All Applications (26) | In Progress | Under Review | Corrections Requested | Approved Applications | Pending Client Approval | Pending Countersign | Awarded | Project Complete

Loan Repayment | Closed | Withdrawn | Not Funded

#	Application ID	Applicant Organization	Project Name	Application Type	
1	2017-1401	Kwik-E-Mart	test 123	Construction Loan	<a href="#">Open</a>

**Progress Reports**

Navigation: Draft | Report Under Review | Report Needs Revisions | Report Approved

#	Owner	Status	
1	Apu Nahasapeemapiiton	Report Under Review	<a href="#">Open</a>
2	Apu Nahasapeemapiiton	Report Under Review	<a href="#">Open</a>



# Draft Application Worksheet

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- Use this draft application worksheet to gather all of your necessary information
- Required fields have \*
- Missing information – you could be ineligible!

# General Information

## Submission Manager - Loan and Grant

\* Application ID:

Project Name:

\* Applicant Organization:

Water System Name:

Water System ID:

\* Status: Draft Application

\* Application Type: Construction Loan

Modified Date: 10/12/2017 11:32 am

Created Date:

Applicant Organization Information

Project Information

Financial Information

Document Attachments

\* Data Universal Numbering  
System (DUNS) #:

[Link to Central Contractor Registration](#)

\* Central Contractor  
Registration (CCR)  
Expiration Date:

mm/dd/yyyy

\* Statewide Vendor #:

\* UBI #:

Federal Tax ID: @client Federal Tax ID@

# Eligibility

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\* Water System Plan (WSP) or Small Water System Management Program (SWSMP) approved and current

Please Select

\* Applicant Copy of approval letter for applicants WSP or SWSMP

Please Select

\* Copy of page in the WSP or SWSMP that has the proposed project

Please Select

\* If your project requires Water Rights (such as a new source) have you secured your Water Rights?

Please Select

\* Applicant owns project site or has ability to control site through easement or lease for at least the duration of the loan?

Please Select

- You're not eligible if you answer no to any of these questions.

# Project Information

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Applicant Organization Information

**Project Information**

Financial Information

Document Attachments

Data Migration

**\* Project Name**

**\* Brief Project Description (Max 500 Words)**

500 words left

# Financial Information

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Applicant Organization Information	Project Information	<b>Financial Information</b>	Document Attachments
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**\* Project Budget**

Add Project Budget ?

**Total Funding Requested:**



# Document Attachments

Applicant Organization Information	Project Information	Financial Information	Document Attachments
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## INSTRUCTIONS:

If you have other documents that you wish to submit outside the listed items below, please submit in the "Other" attachment option. Other items could be: Articles of Incorporation, Bylaws, Asset Inventory, Cultural Resource Survey, Federal Nonprofit Certification, Photos, Compliance Order, Inadvertent Discovery Plan, Maps, etc.

\* Denotes Required

- \* Approval letter:
- \* EZ1:
- \* Financial information:
- \* Map:
- \* Meeting minutes:
- \* Readiness to proceed:
- \* Water rate structure:
- Other:

# What to expect...

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- Once worksheets arrive, DWSRF staff will enter the information into WALT.
- WALT will assign an application number.
- An email will be sent with the application number; if you don't hear from us please call
- Staff will review for completeness and an email will be sent requesting missing information

# Resources

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- Guidelines
- Customer Handbook
- DWSRF Program Staff

If you have questions about:	Contact	Phone (360 area code)
Application or attachments	Sara J. Herrera	236-3089
Eligibility	Karen Klocke	236-3116
Cultural/environmental review	Heather Walker	236-3106
Scope of work	Janet Cherry	236-3053
General questions	Tracie Cantrell	236-3107
Underwriting	Mike Copeland	236-3083
Contracting	Eloise Rudolph	236-3124
Contracting	Dennis Hewitt	236-3017

# Worksheet Assistance

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- One on one help with worksheet
- We'll be going over WALT again at other trainings so no worries if you don't catch it all now
- Plus I'm here to help you succeed. And we will get it done together

# Need Help

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- If you have questions, please feel free to ask me!
- If you need assistance filling out the worksheet, please e-mail me at [sara.herrera@doh.wa.gov](mailto:sara.herrera@doh.wa.gov) or call me at 360-236-3089.