



Drinking Water State Revolving Fund

# Washington Loan Tracking External User Guide

331-614 • April 2025



# Table of Contents

<b>1.0 Introduction</b>	3
<b>2.0 Getting Started</b>	4
2.1 Secure Access of Washington	4
2.1.1 New to SAW	5
2.1.2 Log Into SAW	8
2.1.3 Add WALT to My Services in SAW	9
2.1.4 Register for WALT	13
2.2 Supported Browsers	15
2.3 System Navigation	15
2.4 Attach a File	16
<b>3.0 Entering an Application in WALT screen-by-screen and helpful tips</b>	20
3.1 View My Application Status	27
3.2 Print My Application	28
3.3 Shared Email Accounts and Multiple People Editing a File	30
3.4 Fed Tax ID, Unique Entity Identifier (UEI), Statewide Vendor, and UBI Numbers	31
3.5 Emerging Contaminants for Small and Disadvantaged Communities (EC-SDC) Funding	32
3.6 Required Questions for Initial Eligibility	32
3.7 Budget Worksheet	34
3.8 Copying Files for New Applications or Changing Programs	37
3.9 Save Draft, Withdraw, and Submit My Application	37



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov). If in need of translation services, call 1-800-525-0127.

## 1.0 Introduction

Washington Loan Tracking (WALT) is the Washington State Department of Health Office of Drinking Water's (ODW) online loan and grant management tool. You may submit applications for funding opportunities, check the status of your application, and submit applicable documentation through WALT.

It is important to review the loan or grant guidelines before you start the application process.

This WALT user's guide is for all loan and/or grant applicants. It includes step-by-step directions for applying, as well as supporting information to help with the process.

NOTE: Pre-registration is required to access WALT. If you are already in the WALT system, no action is needed.

For WALT Pre-registration and other user help, please contact:

Jason Cammarano

360-867-3991

[jason.cammarano@doh.wa.gov](mailto:jason.cammarano@doh.wa.gov)

## 2.0 Getting Started

This section describes what WALT can do, how to log in, move through WALT, and what you can expect to see while using WALT.

### 2.1 Secure Access of Washington

Secure Access Washington (SAW) allows you to access multiple online government services with a single user ID and password. It acts like an umbrella portal. Your SAW account allows you to interact with many government agencies like L&I, Ecology, DSHS, and more. You must have a SAW account to access WALT. If you already have a SAW account, you may notice the SAW screen is different this year (green instead of blue). **If you need help during this process, please contact SAW Help at 1-888-241-7597.**

**WELCOME**  
to your login for Washington state.

SecureAccess  
Washington

SIGN UP! GET HELP TIPS ON

**LOGIN**

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF

WASHINGTON  
STATE  
AGENCIES

## 2.1.1 New to SAW

Follow these steps to create a SAW account (**Get Help** is on the right side of the screen above the Washington state map).

1. Open your Internet browser.
2. Type or copy and paste the website address [secureaccess.wa.gov](https://secureaccess.wa.gov) into the browser window and press **Enter** or click the "go to" arrow in the browser.
3. The **Sign Up!** button is on right, just above the Washington state map.

**WELCOME**  
to your login for Washington state.

Click here to get started

SecureAccess  
Washington

**SIGN UP!** **GET HELP** **TIPS ON**

**LOGIN**

USERNAME

PASSWORD

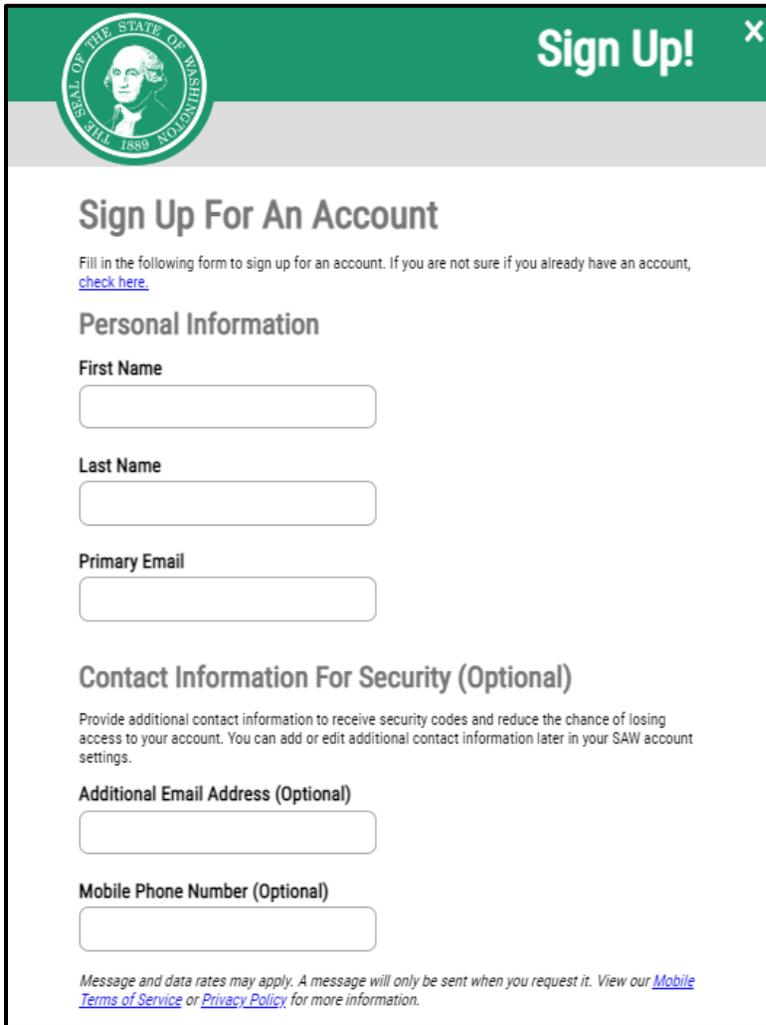
**SUBMIT**

[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**

**WASHINGTON  
STATE  
AGENCIES**

4. Follow these steps to create your SAW account.
  - a. Enter your name, email, and username you create.



 **Sign Up!** ×

## Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

### Personal Information

**First Name**

**Last Name**

**Primary Email**

### Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

**Additional Email Address (Optional)**

**Mobile Phone Number (Optional)**

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.

- b. Choose a password ten characters in length and containing at least one special character, lower case or uppercase letter, or a number. Check the box for **I'm not a robot** and click the **Submit** button.

**PASSWORD REQUIREMENTS**

Add at least 10 more characters  
Add a special character or a lower case letter or an uppercase letter or a number

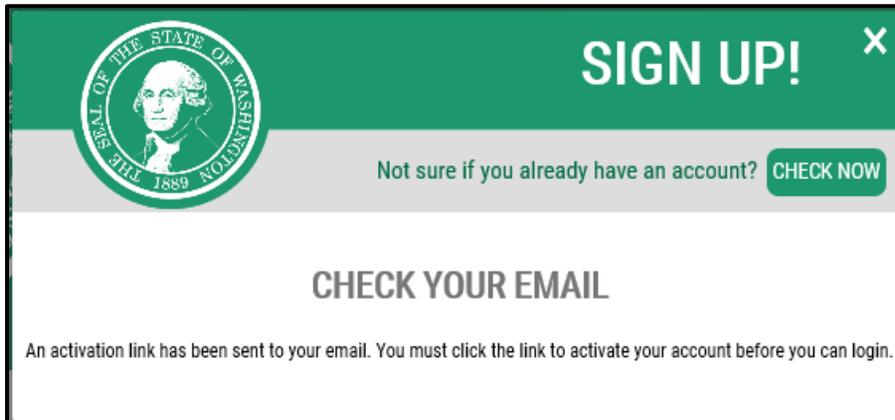
**PASSWORD**

**CONFIRM PASSWORD**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**SUBMIT**

- c. You will receive a SAW email to confirm your account.



- d. Check your email for further instructions.

## 2.1.2 Log Into SAW

Log into SAW by following the steps below.

1. Enter your Username and Password on the SAW Login page.
2. Click the **Submit** button.



The screenshot shows the SAW login page for Washington state. At the top left is the seal of the State of Washington, featuring George Washington and the year 1889. To the right, the text reads "WELCOME to your login for Washington state." Below this is a navigation bar with "SecureAccess Washington" and buttons for "SIGN UP", "GET HELP", and "TIPS ON". The main content area is divided into two sections. The left section is titled "LOGIN" and contains input fields for "USERNAME" and "PASSWORD", a "SUBMIT" button, and links for "Forgot your username?" and "Forgot your password?". The right section is titled "ON BEHALF OF" and features a graphic of the Washington State Capitol building with the text "WASHINGTON STATE AGENCIES".

Annotations on the screenshot include:

- A box labeled "Enter your information" with two arrows pointing to the USERNAME and PASSWORD input fields.
- A box labeled "Select" with an arrow pointing to the SUBMIT button.

## 2.1.3 Add WALT to My Services in SAW

Follow these steps to add WALT to your SAW services.

1. Click on **Add a New Service**.

Select

SecureAccess Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.			

SHOWING YOUR SERVICES FROM  
ALL OF WASHINGTON

WASHINGTON STATE AGENCIES

2. In the right column, click on **I would like to browse a list of services.**

The screenshot shows the top portion of the SecureAccess Washington website. At the top left is the Seal of the State of Washington, featuring a portrait of George Washington and the text 'THE SEAL OF THE STATE OF WASHINGTON' and '1889'. To the right of the seal, a green banner contains the text 'GOOD AFTERNOON!' and 'What can we help you access today?'. Below the banner is a navigation bar with buttons for 'HOME', 'ACCOUNT', 'TIPS ON', 'GET HELP', and 'LOGOUT'. The main content area is titled 'ADD A NEW SERVICE' and contains two service options. The first option is 'I have been given a code.' with a key icon. The second option is 'I would like to browse a list of services.' with a list icon. A callout box with the word 'Select' and an arrow points to the second option.

3. In the column under **Add a New Service**, click on **Department of Health**.

The screenshot shows the top of the Washington State SecureAccess portal. At the top left is the Seal of the State of Washington, featuring George Washington's portrait and the text 'THE SEAL OF THE STATE OF WASHINGTON' and '1889'. To the right, a green banner contains the text 'GOOD AFTERNOON!' and 'What can we help you access today?'. Below the banner is a navigation bar with 'SecureAccess Washington' on the left and buttons for 'HOME', 'ACCOUNT', 'TIPS ON', 'GET HELP', and 'LOGOUT' on the right. The main content area is titled 'ADD A NEW SERVICE' and contains a vertical list of department names: 'Board of Accountancy', 'Consolidated Technology Services', 'Department of Archaeology and Historic Preservation', 'Department of Commerce', 'Department of Ecology', 'Department of Financial Institutions', and 'Department of Health'. A white box with the word 'Select' and a black arrow points to the 'Department of Health' option, which is highlighted with a darker green background.

4. In the column under **Services from Department of Health (DOH)**, scroll down until you see **WALT** and click **Apply**.

The screenshot shows a list of services from the Department of Health (DOH). Each service entry includes a title, a description, and an 'Apply' button. The 'WASHINGTON LOAN TRACKING (WALT)' entry is highlighted with a thick black border. A box labeled 'Select' has an arrow pointing to the 'Apply' button of this entry.

Service Name	Description	Action
<b>NEWBORN SCREENING SECURE REMOTE VIEWER (SRV)</b>	View and download newborn screening results for infants screened in Washington State.	Apply
<b>ONLINE APPLICATION PORTAL</b>	Online applications for healthcare providers. Healthcare Enforcement and Licensing Management System - HELMS.	Apply
<b>PMP</b>	Prescription Monitoring Program	Apply
<b>SHELLFISH EXPORT CERTIFICATION APPLICATION</b>	Shellfish Export Certification Application	Apply
<b>STRONG START UNIVERSAL DEVELOPMENTAL SCREENING</b>	The purpose of the Universal Developmental Screening (UDS) System is to create a centralized, single system, of record for developmental screenings across Washington state.	Apply
<b>WASHINGTON LOAN TRACKING (WALT)</b>	Office of Drinking Water - DWSRF Funding Application	Apply

## 2.1.4 Register for WALT

Pre-registration is required to access WALT. If you are already in the WALT system, no action is needed. Just click **Access Now**, login, and then **Continue**.

For WALT Pre-registration and other user help, please contact:

Jason Cammarano

360-867-3991

[jason.cammarano@doh.wa.gov](mailto:jason.cammarano@doh.wa.gov)

After you are registered, follow the steps below to access WALT.

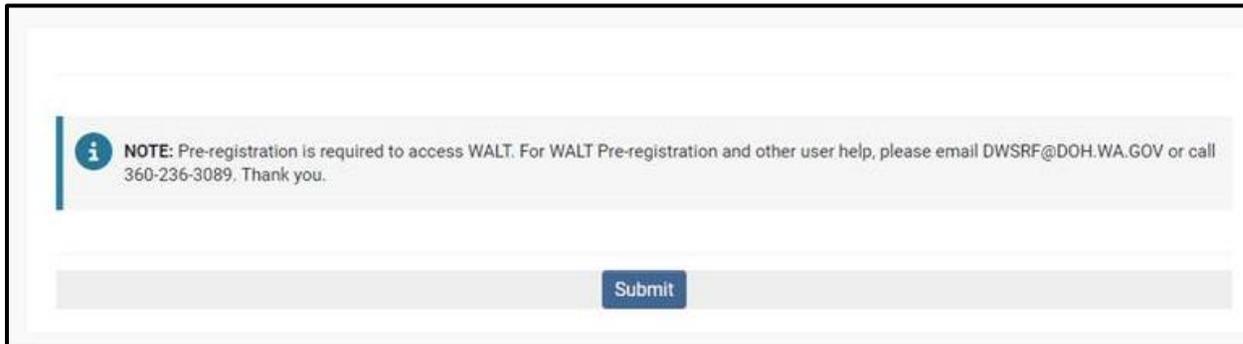
1. On the SAW page, click on **WALT**.

The screenshot shows the Secure Access Washington (SAW) homepage. At the top left is the Seal of the State of Washington. The main heading reads "Good afternoon! What can we help you access today?". Below this is a navigation bar with buttons for "ACCOUNT", "GET HELP", "Español", and "LOGOUT". The main content area features a "Welcome to Secure Access Washington!" message and an "Add A New Service" button. A list of services is displayed, with "Washington Loan Tracking (WALT) provided by Department of Health" highlighted. An "Access Now" button for this service is circled in red and labeled "Select" with an arrow. To the right, there is a "Services From" dropdown menu set to "ALL OF WASHINGTON" and a "WASHINGTON STATE AGENCIES" logo.

2. You will see this page, click **Continue** to get to the WALT registration page.



3. If you receive the error message below, it means your profile has not gone through pre-registration security screening. Please contact: [dwsrf@doh.wa.gov](mailto:dwsrf@doh.wa.gov) and provide your name, organization, email address, phone number, and company website (if available). This information does not migrate over from SAW into WALT. Often, your email signature has this information. The email address you login in with WALT **must match** your primary email address in your SAW profile. Shortly after, you will be granted **User Access**.



## 2.2 Supported Browsers

The table below shows supported browsers that can be used to access the features available in WALT. However, for optimal performance, please use Google Chrome.

Browser	Version
Internet Explorer*	9.0 and above (11.0 is recommended)
Firefox	3.6 and above
Safari	5.1 and above
Chrome	20.0 and above

*\*PLEASE NOTE: Internet Explorer 10.0 is not supported.*

## 2.3 System Navigation

As with many online systems, use your keyboard and mouse to enter data. Most WALT pages support keyboard navigation.

- ◆ Use the **Tab** key to move the cursor to the next data-entry field or link.
- ◆ Use the **Enter** key to open a link.
- ◆ Use **Shift+Tab** to move in reverse order through fields and links.

## 2.4 Attach a File

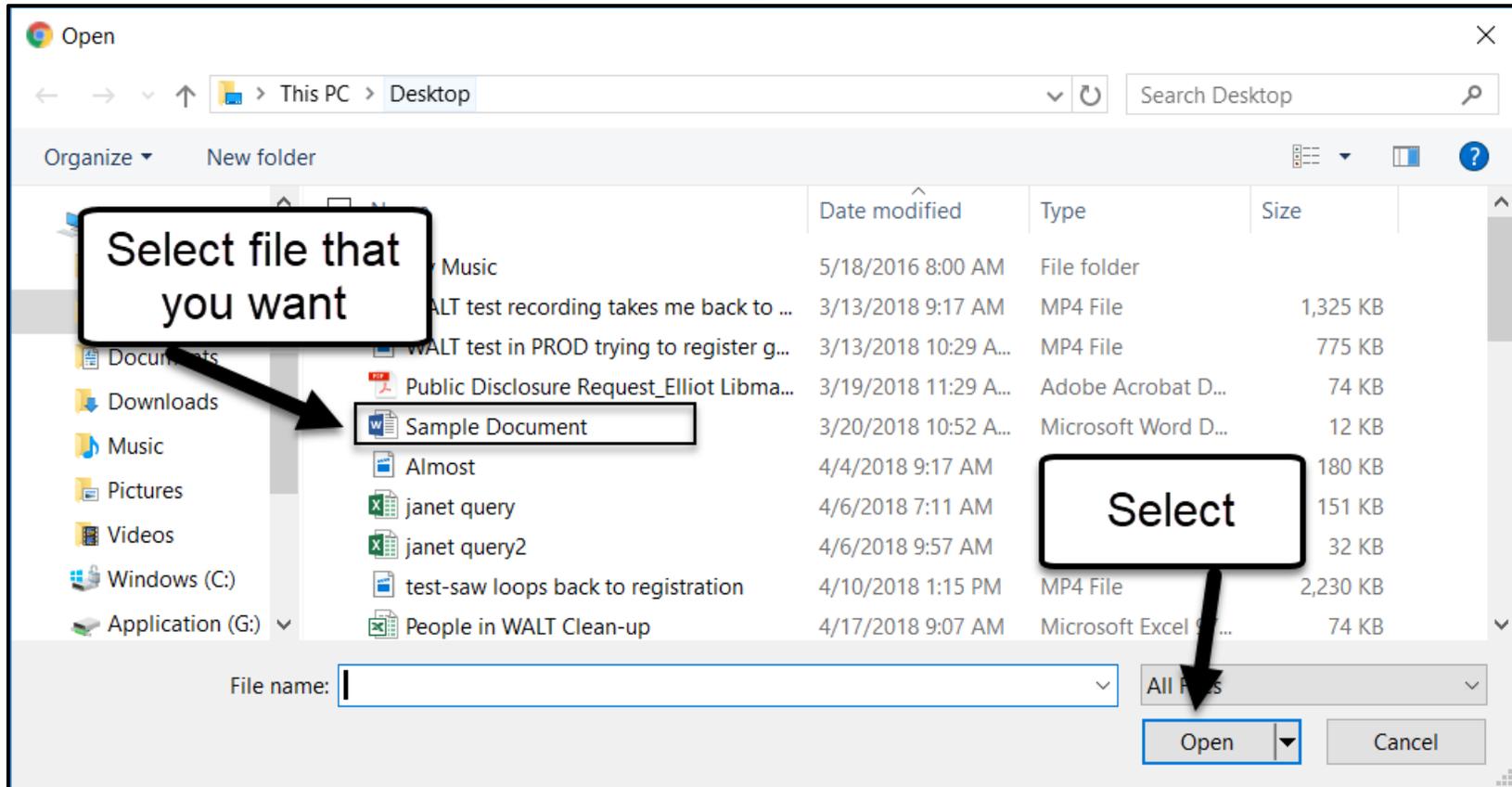
WALT enables you to attach one or more document files from your personal computer or network. With some questions, attaching a file is optional; with other questions attaching a file is a requirement. Files should be named so they are easily identified without opening. Example for the EZ1 form requirement, the file could be named "EZ1\_Good Water Dept." Also, once a file has been uploaded, it is not necessary to upload it again in another spot.

The following steps explain how to attach a document file.

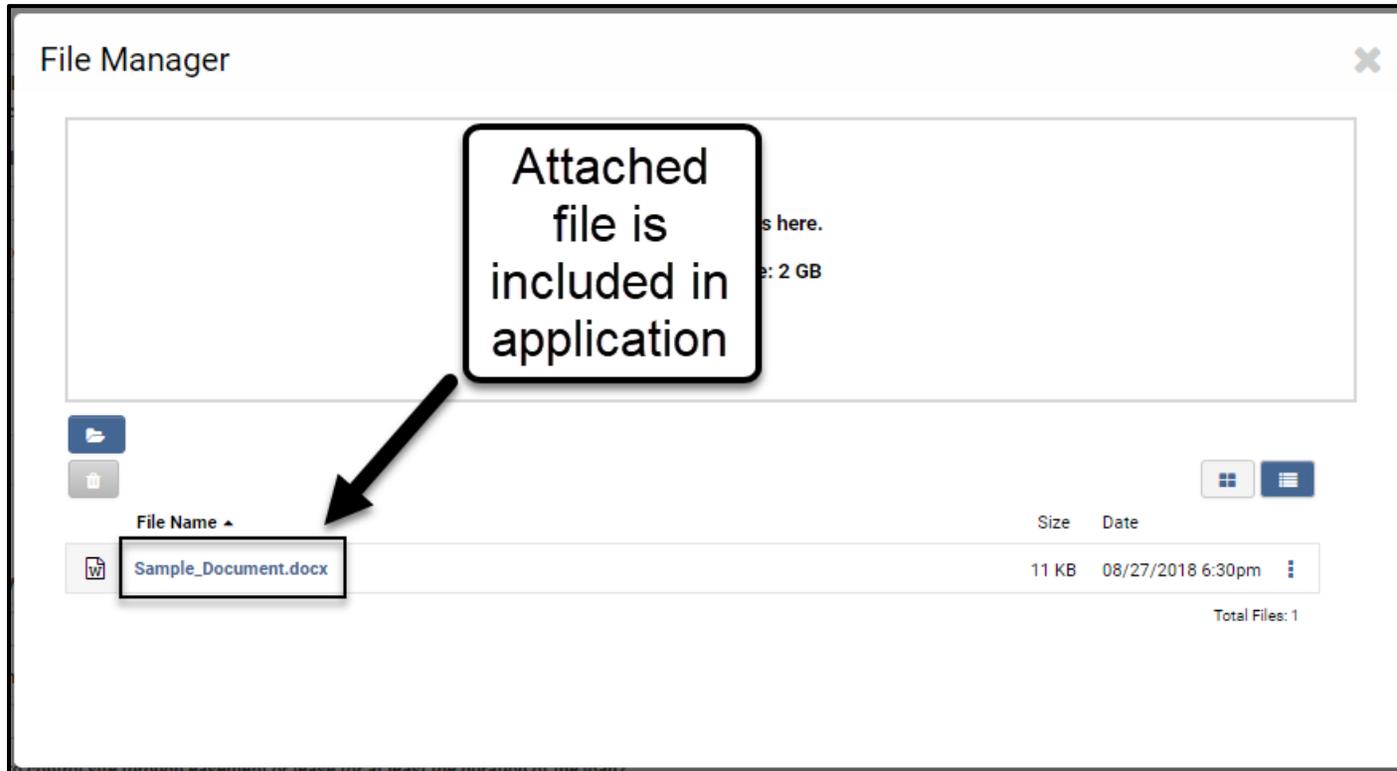
1. Click on **Upload**. 
2. Attach a file by "drag and drop" or click on **Browse**  to navigate to the file.



3. Click on the file you want to upload to highlight it, then click **Open**.



4. File will appear automatically in the application.



5. Once your file(s) appears, you can select and delete your document(s) by selecting the file and/or clicking the delete button.



6. Click on the  the upper right corner to close the screen and take you back to the question.



The screenshot shows a web interface for uploading a document. At the top, there is a question: "\* Have you uploaded a copy of approval letter for applicants WSP or SWSMP?". Below this is a dropdown menu with "Yes" selected. There are three buttons: an upload button, a download button, and a delete button. A table lists the uploaded files. The first file is "Sample\_Document.docx", which is highlighted. A callout box with a black border and white background points to this file with the text "Document has been successfully uploaded and is displayed with question". The table also shows the file size as "11 KB" and the date as "08/27/2018 6:30pm". In the bottom right corner, it says "Total Files: 1".

File Name	Size	Date
 Sample_Document.docx	11 KB	08/27/2018 6:30pm

### 3.0 Entering an Application in WALT screen-by-screen and helpful tips

When you select WALT from within SAW, you will see this landing page.

Washington State Department of Health

Switch Organization Bobby Ann

Home

Welcome to Washington State Department of Health

If you need assistance using this online application, please email [sara.herrera@doh.wa.gov](mailto:sara.herrera@doh.wa.gov) or call (360) 236-3089. Please see our [2018 Construction Loan Guidelines](#) for additional information.

Please use Google Chrome as your browser for optimal performance

**Funding Opportunities**

Opportunity Details

Construction Loan

Deadline: 8/24/2018

**My Applications**

IN PROGRESS UNDER REVIEW ACTION NEEDED ACTIVE INACTIVE

#	Application ID	Applicant Organization	Project Name	Application Type	
1	2018-3477	Bobby Ann's Boathouse		Construction Loan	Open

To return to this screen at anytime; select

There are three sections on the landing page.

- 💧 **Welcome to Washington State Department of Health**

You'll find contact information, current guidelines link, and the best browser to use.

- 💧 **Funding Opportunities**

This section contains different types of funding opportunities and deadlines for each.

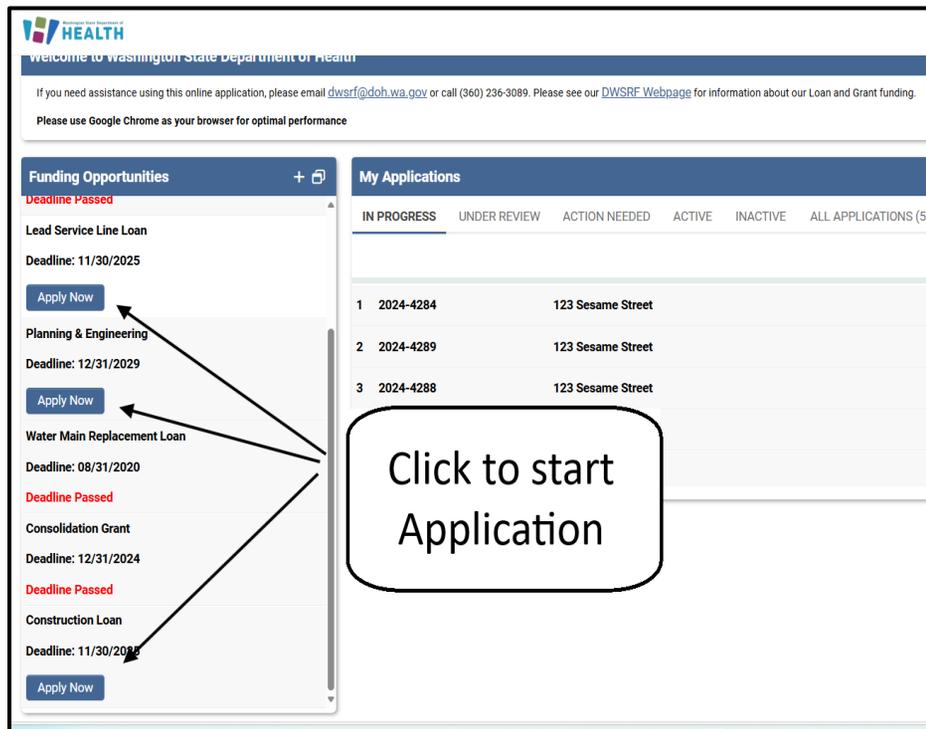
- 💧 **My Applications**

Overall view of applications you have submitted and/or are working on. Using the five tabs you can choose to see: **In Progress**, **Under Review**, **Action Needed**, **Active**, or **Inactive**.

### To start and submit an application in WALT.

Select **Apply Now** in the Funding Opportunities section.

**IMPORTANT:** To enable certain features, you will first need to **Save Draft** upon entering application.



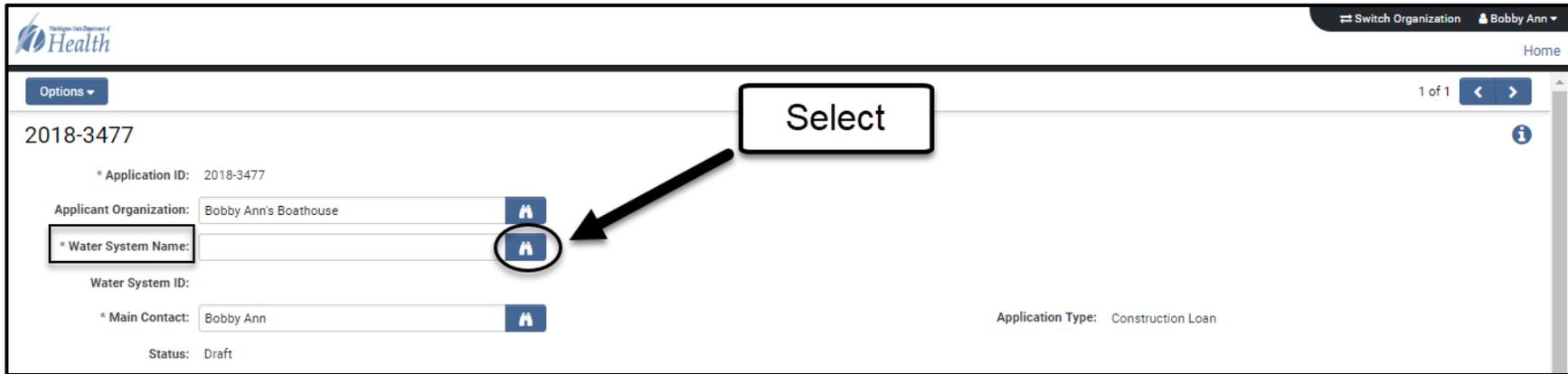
Once saved, an **Application ID** and **Application Type** are assigned, and the **Federal Tax ID** field is populated from your registration page information. If the **Federal Tax ID** is blank or has a number such as 99-99999, please contact [DWSRF@DOH.WA.GOV](mailto:DWSRF@DOH.WA.GOV). Only the WALT Administrator can update this field.

The screenshot shows a web application interface for the Washington State Department of Health. The form is titled "2018-3477" and includes several fields:

- \* Application ID:** 2018-3477 (Callout: Application ID 2018-3477)
- Applicant Organization:** Bobby Ann's Boathouse
- \* Water System Name:** (Empty)
- Water System ID:** (Empty)
- \* Main Contact:** Bobby Ann
- Status:** Draft
- Application Type:** Construction Loan (Callout: Application Type is populated based on the funding opportunity you chose on previous)
- \* Data Universal Numbering System (DUNS) #:** (Empty)
- \* Central Contractor Registration (CCR) Expiration Date:** mm/dd/yyyy
- \* Statewide Vendor #:** (Empty)
- \* UBI #:** (Empty)
- Federal Tax ID:** 98-9800123 (Callout: Federal Tax ID field is populated from Registration page)

Navigation tabs include: APPLICANT ORGANIZATION INFORMATION, PROJECT INFO, and DOCUMENT ATTACHMENTS. The top right corner shows "Switch Organization" and "Bobby Ann".

Select the binoculars  to the right of the Water System Name field.



2018-3477

\* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse 

\* Water System Name: 

Water System ID:

\* Main Contact: Bobby Ann 

Status: Draft

Application Type: Construction Loan

Switch Organization Bobby Ann

Home

Options

1 of 1

Select

A popup window will open. Enter your water system number and select the search icon.



**Enter Water System # first**

14994

1-100 of 6,693

**Then Select**

Water System ID	Name	Address	City
89032	109 RV PARK & CAMPGROUND	PO BOX 89	CO
10001	142ND ST. WATER CO.	PO BOX 506	OL
01319	164TH ST ARTESIAN WELL		Ly
22196	168TH AVE SYSTEM		CAMAS
72970	1ST BAPTIST CHURCH OF RIVERVIEW		PASCO
24621	22ND AVENUE ESTATES WATER SYSTEM		TACOMA
14994	25 MILE FIRE CAMP	PO BOX 811	WENATCHEE
FS975	25 MILE FIRE CAMP		Chelan
65071	59ER DINER	15361 Hwy 2	Leavenworth

This brings up the required Water System Name. Select the Water System Name and ID.

Then Select

By using the WS# it brought up the exact WS Name

Water System ID	Name	Address	City
14994	25 MILE FIRE CAMP	PO BOX 811	WENATCHEE

Now the Water System Name is displayed.

Water System Name displayed

2018-3477

\* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse

\* Water System Name: 25 MILE FIRE CAMP

Water System ID:

\* Main Contact: Bobby Ann

Status: Draft

Application Type: Construction Loan

Select **Save Draft** again; the Water System ID is displayed.

The screenshot shows the WALT application interface for application ID 2018-3477. The form fields are: Application ID (2018-3477), Applicant Organization (Bobby Ann's Boathouse), Water System Name (25 MILE FIRE CAMP), Water System ID (14994), and Main Contact (Bobby Ann). The status is Draft. A callout box with the text "Water System ID displayed" has an arrow pointing to the Water System ID field. The application type is Construction Loan.

Enter the information from your completed application worksheet into the online application.

1. There are four tabs in the application process, **Applicant Organization Information**, **Project Information**, **Financial Information**, and **Document Attachments**. The first tab is automatically selected; click on another tab to navigate to it.

The screenshot shows the WALT application interface with four tabs at the bottom: 1. APPLICANT ORGANIZATION INFORMATION, 2. PROJECT INFORMATION, 3. FINANCIAL INFORMATION, and 4. DOCUMENT ATTACHMENTS. The first tab is selected. The form fields are: Application ID (2018-3477), Applicant Organization (Bobby Ann's Boathouse), Water System Name (25 MILE FIRE CAMP), Water System ID (14994), and Main Contact (Bobby Ann). The status is Draft. The application type is Construction Loan.

There are four tabs for entering information for your application in WALT. With your application worksheet in hand, enter the required information on each of the four tabs. We made the worksheet follow the online screens for easy data entry.

## To start and submit an application in WALT.

Select **Apply Now** in the Funding Opportunities section.

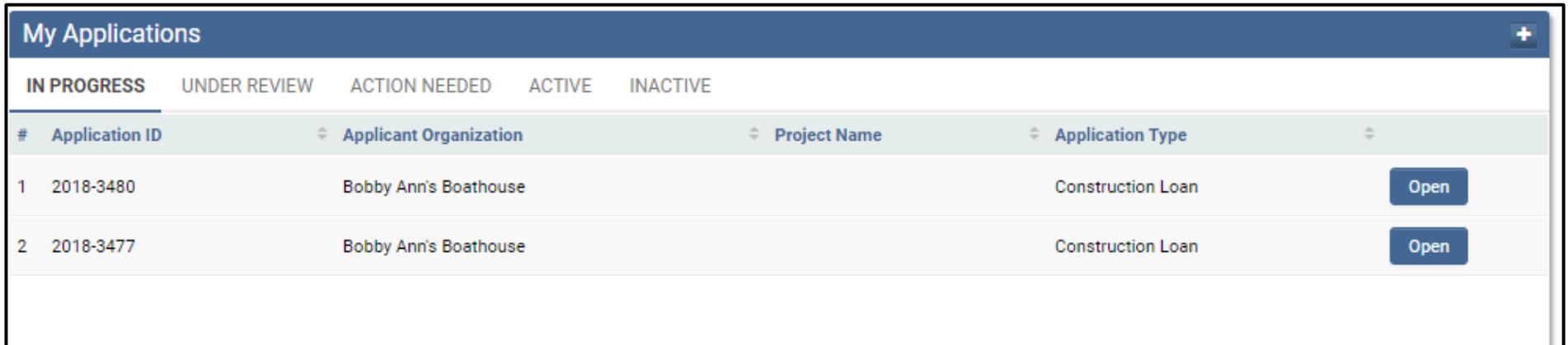
**IMPORTANT:** To enable certain features, you will first need to **Save Draft** upon entering application.

1. Once information is complete, click **Save Draft** at the bottom of the page.
2. For each tab you will need to upload documents as part of the application process. For help with this process please refer to **Section 2.5 Attach a File in WALT**. Once your files are uploaded they automatically appear.
3. Once each tab is completed click on **Submit** at the bottom of the page.

**NOTE:** Once you click Submit at the bottom of the page the Save Draft, Withdrawal, and Submit buttons will disappear.

### 3.1 View My Application Status

Once submitted, your application(s) appears on the WALT home page in the **My Applications** after you log-in or click the **Home** link at the upper right corner. You will find your application(s) under one of the following five tabs: In Progress, Under Review, Action Needed, Active, and Inactive.



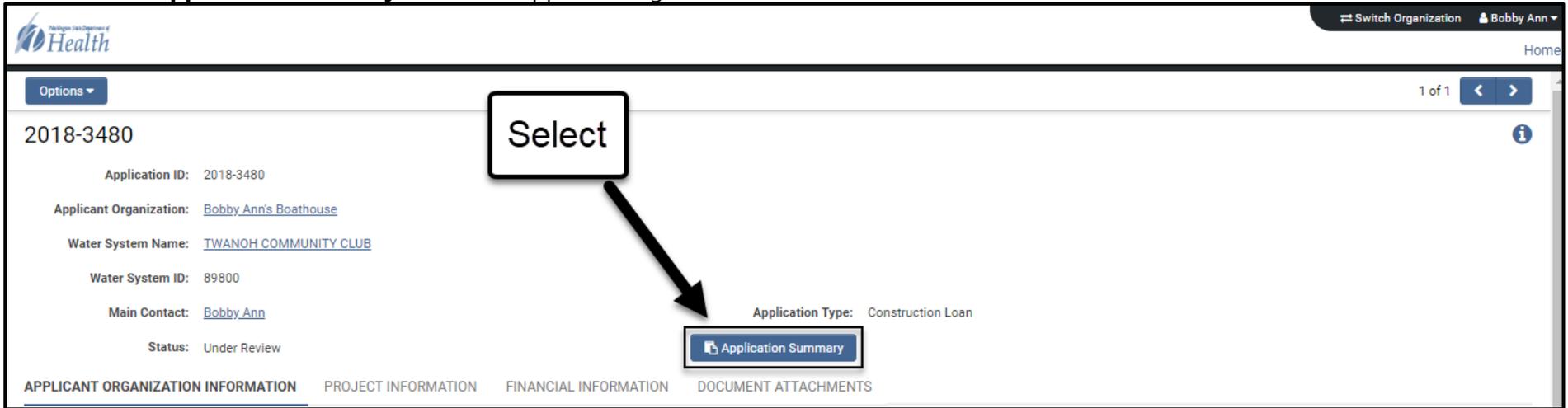
The screenshot shows a web interface titled "My Applications" with a dark blue header and a white body. The header has a plus sign icon in the top right. Below the header are five tabs: "IN PROGRESS" (selected), "UNDER REVIEW", "ACTION NEEDED", "ACTIVE", and "INACTIVE". The main content area is a table with columns: "#", "Application ID", "Applicant Organization", "Project Name", "Application Type", and "Action". There are two rows of data, both for "Bobby Ann's Boathouse" with "Construction Loan" type. Each row has an "Open" button in the "Action" column.

#	Application ID	Applicant Organization	Project Name	Application Type	Action
1	2018-3480	Bobby Ann's Boathouse		Construction Loan	Open
2	2018-3477	Bobby Ann's Boathouse		Construction Loan	Open

## 3.2 Print My Application

Once you save your application, you can print a paper copy at any time. The following steps explain how to print out the Application Summary.

1. Click on **Application Summary** above the Applicant Organization Information tab.



The screenshot shows a web application interface for the Washington State Department of Health. The page displays application details for ID 2018-3480, including applicant organization (Bobby Ann's Boathouse), water system name (Twanoh Community Club), and application type (Construction Loan). A callout box with the word "Select" and an arrow points to the "Application Summary" button, which is highlighted with a blue border. The bottom navigation bar includes tabs for "APPLICANT ORGANIZATION INFORMATION", "PROJECT INFORMATION", "FINANCIAL INFORMATION", and "DOCUMENT ATTACHMENTS".

Options

2018-3480

Application ID: 2018-3480

Applicant Organization: [Bobby Ann's Boathouse](#)

Water System Name: [Twanoh Community Club](#)

Water System ID: 89800

Main Contact: [Bobby Ann](#)

Status: Under Review

Application Type: Construction Loan

**Application Summary**

APPLICANT ORGANIZATION INFORMATION PROJECT INFORMATION FINANCIAL INFORMATION DOCUMENT ATTACHMENTS

2. The Application Summary will load in PDF format, then you can print the document for your files.

The screenshot shows a Google Chrome browser window displaying a PDF document. The browser's address bar shows the URL <https://walt.smartsimple.com/pdfWriter>. The PDF viewer interface includes a title bar 'Application Summary', a page indicator '1 / 11', and navigation icons for refresh, download, print, and bookmark. The document content features the Washington State Department of Health logo and the title '2018-3480 Application Summary'. The application details are as follows:

<b>Water System Name:</b> TWANOH COMMUNITY CLUB	
<b>Water System ID:</b> 89800	
<b>Status:</b> Under Review	<b>Grant Type:</b> Construction Loan
<b>Organization Name:</b> Bobby Ann's Boathouse	<b>Primary Contact:</b> Bobby Ann

**Applicant Organization Information**

**Address:** 123 Gran Via  
**City:** Tumwater  
**State:** WA  
**Zip Code + 4:**  
**County:** Jefferson  
**Phone:**  
**Email:** bobby.ann@mailinator.com

**Data Universal Numbering System (DUNS) #:** 545454545

### 3.3 Shared Email Accounts and Multiple People Editing a File

Shared email addresses that multiple people use daily, such as "OfficeAdmin@company.com" are allowed for making a profile. However, we strongly encourage that only one person uses it when logging into WALT throughout the application process. Communication with our team and with WALT Functions created confusion in the past when multiple email dialogues occur with different people from the same address.

If multiple people need to work on an application, **we strongly recommend** each person create their own profile. **Main Contact** needs to be the person responsible for submitting the application. Additional people can be added to an application and set to Consultant Access giving full editing rights. This can be done for people of different organizations. Contact [DWSRF@DOH.WA.GOV](mailto:DWSRF@DOH.WA.GOV) for assistance.

The screenshot displays the 'Submission Manager' interface for a 'Loan and Grant' application. On the left, application details are listed: Application ID (2025-4413), Project Name (TEST - Version 1.5 Function), Applicant Organization (Eric's Test Water System), Water System Name (Test Water System), Status (Draft Application), and Application Type (Construction Loan). On the right, contact information is shown: Main Contact (Jason Cammarano) and Project Lead (empty field). A box labeled 'Person responsible for clicking Submit' with a downward arrow points to the Main Contact field. A 'Modified By' and 'Created By' field both list Jason Cammarano. An 'Application Summary' button is located at the bottom left.

Submission Manager > Loan and Grant

\* Application ID: 2025-4413

Project Name: TEST - Version 1.5 Function

Applicant Organization: Eric's Test Water System

\* Water System Name: Test Water System

Water System ID:

\* Status: Draft Application

Application Type: Construction Loan

Modified Date: 02/07/2025 10:02 AM

Created Date: 02/05/2025 9:32 AM

Application Summary

Person responsible for clicking Submit

\* Main Contact: Jason Cammarano

\* Project Lead:

Modified By: Jason Cammarano

Created By: Jason Cammarano

### 3.4 Fed Tax ID, Unique Entity Identifier (UEI), Statewide Vendor, and UBI Numbers

These four identification numbers are not required to apply. However, **all four are required for contract generation**. Contract process can be delayed considerably if you do not have one. They can take several weeks to a month to register. Numbers can be obtained from:

- ◆ **Federal Tax ID**—IRS Business & Specialty Tax Line at [800-829-4933](tel:800-829-4933). [Employer identification number | Internal Revenue Service](#). If the Federal Tax ID is blank or has a number such as 99-99999, please contact [DWSRF@DOH.WA.GOV](mailto:DWSRF@DOH.WA.GOV). Only the WALT Administrator can update this field.
- ◆ **UEI**—Is obtained by generating a profile on [www.sam.gov](http://www.sam.gov) and used in most Federal funding. Also, please provide us with the **current expiration date**.
- ◆ **Statewide Vendor number**—Can be found at the WA Office of Financial Management. [Statewide vendor number lookup | Office of Financial Management](#).
- ◆ **UBI**—Can be found at WA State Department of Revenue, Business Lookup link: [Washington State Department of Revenue](#) and for more guidance: [Washington Unified Business Identifier Number—WA UBI](#).

**APPLICANT ORGANIZATION INFORMATION** PROJECT INFORMATION FINANCIAL INFORMATION DOCUMENT ATTACHMENTS

Unique Entity Identifier (UEI):

[Link to Sam.gov Registration](#)

Sam.gov Registration Annual Expiration:

Statewide Vendor #:

UBI #:

Federal Tax ID: 11-5555555

**All 4 and expiration date required for contracts**

### 3.5 Emerging Contaminants for Small and Disadvantaged Communities (EC-SDC) Funding

Funding for PFAS mitigation such as drilling a new well, consolidating with a water system that has an uncontaminated source or has treatment installed, or to design and install treatment on a Group A source is available by invitation. If you have **received an invitation**, please answer "Yes" to the question below.

Sam.gov Registration Annual Expiration:

Statewide Vendor #:

UBI #:

Federal Tax ID: 11-555555

**Invited to Apply to EC-SDC Funding**

Have you been invited to apply for the Emerging Contaminants for Small and Disadvantaged Community (EC-SDC) funding?

Please Select

**Answer 'Yes' only if you have received an invitation**

To Learn about eligibility: [EC-SDC Grant Program 331-769 \(PDF\)](#). For full guidelines: [EC-SDC Grant Guidelines 331-765 \(PDF\)](#).  
For further Technical Assistance and questions: [watersystemhelp@doh.wa.gov](mailto:watersystemhelp@doh.wa.gov).

### 3.6 Required Questions for Initial Eligibility

Construction Loans can take a few weeks to a month and require numerous documents, along with the scope of work in a DOH approved Water System Plan or Management Program. It is recommended that you focus on the questions in the **APPLICANT ORGANIZATION INFORMATION** tab as well as the those marked required with a red asterisk ( \* ) next to it. These questions are necessary to pass the initial eligibility review.

However, all questions need to be answered to receive an award. If we find unanswered questions, we will contact and request any missing. **Hint:** Before answering anything, click **Submit** at the bottom the screen. This displays error messages along with links to the required questions and makes it easier for you to track them.

Submission Manager > Loan and Grant

**Submission Failed:**

- Project Lead cannot be empty.
- Board Meeting Minutes Review cannot be empty.
- Project Name cannot be empty.
- Project Description cannot be empty.
- Paid for by DWSRF cannot be empty.
- Deliverables cannot be empty.
- Is DWSRF funding part of a larger project? cannot be empty.
- Legislative District cannot be empty.
- Congressional District cannot be empty.
- Project County cannot be empty.
- Project Location Map must contain at least 1 file
- Census Tracks Map must contain at least 1 file
- Main focus of the project cannot be empty.
- Public Health Concerns Actions cannot be empty.
- Restructuring/Consolidation/Revolving Project cannot be empty.

Save Draft Withdraw **Submit** Delete

Click

### 3.7 Budget Worksheet

Filling out the budget worksheet is required for submission. Simply click the **Add Project Budget** button found in the **Financial Information** tab.

2025-4413

Modified Date: 02/11/2025 9:04 AM

Created Date: 02/05/2025 9:32 AM

Modified By: Jason Cammarano

Created By: Jason Cammarano

Application Summary

APPLICANT ORGANIZATION INFORMATION   PROJECT INFORMATION   **FINANCIAL INFORMATION**   DOCUMENT ATTACHMENTS   INTERNAL   DATA M

\* Project Budget

Add Project Budget ?

Total Funding Requested:

\* Total Funding Requested

Please click Save Draft if you enter a new value in this field.

< BACK   secured any other funding sources for your project?

Save Draft   Withdraw   Submit   Delete

Fill out the worksheet. If possible, provide an estimate for dates on when costs will occur. **Important:** Click **Save!** Closing will lose any work done.

### Project Budget

**i** Enter date and amount for each activity included in your budget. If not listed, add below. [DWSRF Assistance](#)

	When (estimated)	Funding Request (Costs)
Engineering Report (preliminary engineering)	05/31/2025 <input type="text"/>	\$4,000.00
Environmental Review	11/01/2024 <input type="text"/>	\$3,000.00
Cultural Review	11/01/2024 <input type="text"/>	\$3,000.00
Land/Right-of-way acquisition	mm/dd/yyyy <input type="text"/>	
Permits	mm/dd/yyyy <input type="text"/>	
Public involvement/information	mm/dd/yyyy <input type="text"/>	
Bid documents (design engineering)	03/01/2025 <input type="text"/>	\$7,000.00
Construction	07/01/2025 <input type="text"/>	\$256,500.00
Contingency (No more than 20% of construction costs)	07/01/2025 <input type="text"/>	\$27,500.00
DOH Review/Approval fees	01/02/2025 <input type="text"/>	\$2,500.00
Other Fees: (sales or use tax)	10/01/2025 <input type="text"/>	\$20,500.00
Service Meters (purchase and installation)	09/15/2025 <input type="text"/>	\$5,000.00
Audit Costs	mm/dd/yyyy <input type="text"/>	
Subtotal		\$329,000.00

**i** Include other types of activities here.

What	When (estimated)	Funding Request (Costs)
Construction Inspection	08/01/2025 <input type="text"/>	\$10,000.00 <input type="text"/>
Subtotal:		\$10,000.00

**+**

**Save** **Clear**

If possible, estimate dates for when costs occur

Click to add additional items

Don't back out **SAVE!!!**

For corrections, click **Add Project Budget**. Enter **Total Funding Requested** number in the next field for validation and confirmation.

\* Project Budget

Add Project Budget

Click again for corrections

Total Funding Requested: \$342,390.00

	When (estimated)	Funding Request (Costs)
Engineering Report (preliminary engineering)	05/31/2010	\$4,000.00
Environmental Review	11/01/2009	\$3,000.00
Cultural Review	11/01/2009	\$3,000.00
Land/Right-of-way acquisition		\$0.00
Permits		\$0.00
Public involvement/information		\$0.00
Bid documents (design engineering)	03/01/2010	\$7,000.00
Construction	07/01/2010	\$256,500.00
Contingency (No more than 20% of construction costs)	07/01/2010	\$27,500.00
DOH Review/Approval fees	01/02/2010	\$2,500.00
Other Fees: (sales or use tax)	10/01/2010	\$20,500.00
Service Meters (purchase and installation)	09/15/2010	\$5,000.00
Audit Costs		\$0.00
Subtotal		\$329,000.00

What	When (estimated)	Funding Request (Costs)
Construction Inspection	08/01/2010	\$10,000.00
Subtotal:		\$10,000.00

	Funding Request (Costs)
Funding Request TOTAL	\$339,000.00
Loan Fee (if applicable)	\$3,390.00
Total Funding Request	\$342,390.00

\* Total Funding Requested

Please click Save Draft if you enter a new value in this field.

\$342,390.00

Enter figure here for confirmation

### 3.8 Copying Files for New Applications or Changing Programs

During the application process, it may become apparent that you need to apply for a different program, or your system needs multiple projects, or something similar. A common example is discovering you need more planning and engineering and therefore a Preconstruction grant prior to construction. If needed, we can copy your file to a new application, in order to save you time retyping or copying and pasting every field individually. Contact [DWSRF@DOH.WA.GOV](mailto:DWSRF@DOH.WA.GOV) to request an application file for copying.

### 3.9 Save Draft, Withdraw, and Submit My Application

At the bottom of each tab, you will see three buttons: Save Draft, Submit, and Withdraw. Be sure to **Save Draft every time** after working on your application and it is also to be good to do it periodically. **You can lose your work after backing out, sometimes!**

To withdraw, click on **Withdraw. Important:** Once deleted it **cannot be restored**.



The screenshot shows a web application form with four tabs: 'APPLICANT ORGANIZATION INFORMATION', 'PROJECT INFORMATION', 'FINANCIAL INFORMATION', and 'DOCUMENT ATTACHMENTS'. The 'APPLICANT ORGANIZATION INFORMATION' tab is active. The form contains several fields: '\* Data Universal Numbering System (DUNS) #' with value 123456789, '\* Central Contractor Registration (CCR) Expiration Date:' with value 04/03/2021, '\* Statewide Vendor #' with value 123456789, '\* UBI #' with value 123456789, and 'Federal Tax ID:' with value 12-2256788. A blue box with the text 'Select to Withdraw' is positioned over the 'Withdraw' button at the bottom of the form. A black arrow points from this box to the 'Withdraw' button. Below the form, there is an 'ATTENTION:' section with a warning message and three buttons: 'Save Draft', 'Withdraw', and 'Submit'.

The Main Contact needs to click **Submit**. Within a few minutes, you will receive a confirmation email. If you discover you forgot to add any documents or information after submission, please contact [DWSRF@DOH.WA.GOV](mailto:DWSRF@DOH.WA.GOV) ASAP.