

Description:

Funding Readiness Bootcamp is a comprehensive training designed to equip water and wastewater system operators, managers, clerks, and board members with the tools and knowledge to successfully prepare for state and federal funding opportunities. In this interactive session, participants will learn about the essential documents and registrations required to demonstrate technical, managerial, and financial readiness. Topics include completing and maintaining SAM.gov registration, preparing critical organizational documents like articles of incorporation and board resolutions, and ensuring compliance with regulatory requirements such as water rights and environmental reviews. We will emphasize the importance of financial readiness with tips on compiling audited financial statements, operating budgets, and user rate studies. By the end of the training, attendees will have a clear checklist of action steps to improve their system's funding eligibility and gain confidence in navigating the funding process.

Agenda:

- Introduction to Funding Readiness and overview of topics
- Organizational Documents
- Registration and Identification
- Financial Documents
- Project Specific Documents
- Operational and Regulatory Documents
- Insurance and Risk Management
- Other Documents that may be required
- Funding sources for Oregon Wastewater and Drinking Water utilities
- Wrap up - highlight due dates and tips for staying organized

Timeline:

9-9:10am

1. Introduction to Funding Readiness and Overview of Topics

- Overview of the training objectives
- Pretest

9:10-9:25am

2. Organizational Documents

- Articles of incorporation, bylaws, and board resolutions
- Best practices for organizing and updating key documents

9:25-9:40

3. Registration and Identification

- Understanding and completing SAM.gov registration

9:40-10:00

4. Financial Documents

- Key documents: Audited financial statements, budgets, and user rate studies

- Tips for accurate recordkeeping and preparing for audits

10:00 - 10:15

5. Project-Specific Documents

- Feasibility studies, engineering reports, and project cost estimates
- Importance of environmental and cultural resource assessments

10:15 - 10:30

6. Operational and Regulatory Documents

- Compliance with water rights, permits, and environmental regulations
- Asset management plans and operations manuals

10:30 - 10:45

7. Insurance and Risk Management

- Types of insurance policies that may be needed
- Strategies for identifying and mitigating risks (brief overview of RRAs and ERPs)

10:45 - 11:00

8. Other Documents That May Be Required

- Examples: Letters of support, intergovernmental agreements, and emergency response plans
- How to anticipate and prepare for specific requests

11:00 - 11:30

9. Funding Sources for Oregon Wastewater and Drinking Water Utilities

- Overview of state and federal funding programs
- Key programs: DEQ, USDA-RD, and EPA SRF
- Tips for identifying and applying for funding opportunities

11:30 - 12:00

Wrap-Up

- Highlight important deadlines and organizational tips
- Summary of key takeaways
- Q&A
- Post test