

PIPELINE WATER POINTS LIST

The objective of the Pipeline Water Points List and the Pipeline Additional Activity List is to provide information regarding individual water points, direct beneficiaries, and indirect beneficiaries.

If your program supports direct projects or direct beneficiaries, we require water point data at completion, unless otherwise stated in the Request for Proposal by your partnership manager.

Summarized Checklist

Use the outline below to fill in the Pipeline Water Points List. The letters A-AA refer to the columns in the Excel template, which can be found in the 2019 – Pipeline Budget Template [here](#).

COLUMN	FIELD NAME	PROPOSAL SUBMISSION	REPORT SUBMISSION	COMPLETION SUBMISSION
A	Number	If directed	If directed	✓
B	(Administrative Unit 1)	If directed	If directed	✓
C	(Administrative Unit 2)			✓
D	(Administrative Unit 3)			✓
E	(Administrative Unit 4)			✓
F	(Administrative Unit 5)			✓
G	charity: water Funded Site	If directed	If directed	✓
H	charity: water – Water Point ID (if applicable)	If directed	If directed	If applicable
I	Partner – Water Point ID	If directed	If directed	If applicable
J	Water System Name	If directed	If directed	If applicable
K	Community Name	If directed	If directed	✓
L	Water Point Name			If applicable
M	Water Inventory Type	If directed	If directed	✓
N	Source Detail	If directed	If directed	✓
O	Hardware Detail	If directed	If directed	✓
P	Latitude			✓
Q	Longitude			✓
R	Primary Activity Type	If directed	If directed	✓

S	Secondary Activity Type	If directed	If directed	If applicable
T	Direct Beneficiaries	If directed	If directed	✓
U	Location Previously Funded by charity: water Pipeline	If directed	If directed	✓
V	Completion Date			✓
W	Water Point Status Prior to Grant Activity	If directed	If directed	✓
X	Water Point Status at Visit	If directed	If directed	✓
Y	Notes			If applicable

COLUMN A - Number

- Number the list of unique water points starting from 1.
- Ensure that the total number of water points included in this list matches what is reported in the accompanying narrative report.

COLUMN B - (Administrative Unit 1)

- Rename this column header by the first administrative unit type in the country – e.g. the Region, District, or Province.
- Fill in the associated Administrative Unit 1 for all water points. This information will help charity: water verify proposed water points against the accompany proposal narrative and proposal budget.

COLUMN C - (Administrative Unit 2)

- If applicable, rename this column header by the second administrative unit type in the country – e.g. the District or Department.
- Fill in the associated Administrative Unit 2 for other for all water points. This information will help charity: water verify proposed water points against the accompany proposal narrative and proposal budget.

COLUMN D - (Administrative Unit 3)

- If applicable, rename this column header by the third administrative unit type in the country
- Fill in the associated Administrative Unit 3 for all water points. This information will help us verify proposed water points against the accompany proposal narrative and proposal budget.

COLUMN E - (Administrative Unit 4)

- Rename this column header by the fourth administrative unit type in the country
- Fill in the associated Administrative Unit 4 for all water points. This information will help us verify proposed water points against the accompany proposal narrative and proposal budget.
- If not applicable, leave blank.

COLUMN F - (Administrative Unit 5)

- Rename this column header by the fifth administrative unit type in the country.
- It's possible that the administrative units in the country proposed will not have as many as five levels - if not applicable, leave blank.

COLUMN G - charity: water Funded Activity

- Select Yes or No from the drop down list to indicate if activities are occurring at a site previously funded by charity: water.
- If the activity does not involve a water project, select Not Applicable.

COLUMN H - charity: water – Water Point ID (if applicable)

- Fill in this column only if the water point was funded by charity: water. Use the same Water Point ID from the Water Grant Water Points List.
- If it is not a charity: water funded water point, leave this entry blank.

COLUMN I - Partner - Water Point ID (if applicable)

- If applicable, provide your internal water point ID code or the Government ID code used to track the water point.
- Otherwise, leave blank.

COLUMN J - Water System Name (if applicable)

- Fill in this column only if the water point funded by charity: water was part of a large-scale system, such as a piped system.
- If it is not a large-scale system, leave this entry blank.

COLUMN K - Community Name

- Fill in the community name where the activity took place.

COLUMN L - Water Point Name

- It's common for water points to receive names that are different from the community name and are unique to that specific location. Please provide the water point name if there is one available.
- If more than one water point will be implemented in the same community or location, be sure to number and distinguish among them if they don't have unique names. i.e. The community May Ayni received 3 water points: May Ayni 1, May Ayni 2, May Ayni 3.

COLUMN M - Water Inventory Type

- Provide the type of inventory to be implemented for each water point.
- **IMPORTANT:** This column includes a drop-down with the following options. Please do not modify this list or include inventory types aside from one of the options listed below.
 - Well with Handpump
 - Spring Protection
 - Piped System
 - Rainwater Harvesting
 - Water Filter(s)
 - Water Point and Sanitation

COLUMN N – Water Source Type

- This column should provide more information on the water source for the inventory selected in Column M.
- **IMPORTANT:** This column includes a drop-down with the following options. Please do not modify this list or include inventory source details aside from one of the options listed below for the selected inventory.
 - Spring
 - Well
 - Rainwater
 - Not Applicable

COLUMN O – Hardware Type

- This column should provide more information on the source for the inventory selected in Column M.
- **IMPORTANT:** This column includes a drop-down with the following options. Please do not modify this list or include inventory hardware details aside from one of the options listed below for the selected inventory.
 - Handpump – Afridev
 - Handpump – India Mark II
 - Handpump – U3
 - Handpump – Other
 - Piped System – Tap Stand(s)
 - Piped System – Household Connection(s)
 - Spring Protection (Not Piped)
 - Underground Cistern
 - Above Ground Storage Tank
 - Water Filter or Purification System

COLUMN P – Latitude*At Proposal*

- Leave blank unless able to provide this level of detail.
- If providing at this stage, provide the longitude as decimal values collected in WGS 1984. Instructions can be found in the [Water Grant Water Points List guidance](#).

At Completion

- Provide the final latitude as decimal values collected in WGS 1984. Instructions can be found in the [Water Grant Water Points List guidance](#).

COLUMN Q - Longitude*At Proposal*

- Leave blank unless able to provide this level of detail.
- If providing at this stage, provide the longitude as decimal values collected in WGS 1984. Instructions can be found in the [Water Grant Water Points List guidance](#).

At Completion

- Provide the final longitude as decimal values collected in WGS 1984. Instructions can be found in the [Water Grant Water Points List guidance](#).

COLUMN R – Primary Activity

- Provide the type of primary activity for each water point.
- Note: this column includes a drop-down with the following options:
 - Monitoring Water Point
 - If visiting a water point or calling its caretaker to determine whether maintenance or training is needed.
 - Preventative Maintenance
 - If performing regularly-scheduled maintenance on a functional water point to prevent future break-down.
 - Repair of Water Point
 - If replacing or adjusting one or more parts of the hardware of a water point to restore its functionality.
 - Rehabilitation of Water Point
 - If performing a major repair to an existing water point to restore functionality when it had been previously out of service.

- Capacity Building – Training
 - If training individuals or groups on water point maintenance or management, or other topics.
 - Capacity Building – Introducing a New Tool
 - If facilitating the introduction of a new tool or process related to WASH services, such as: mobile banking, customer feedback platform, etc.
 - Capacity Building – Other
 - None
- Please do not modify this list or include any activity categories aside from one of the 8 options listed above.

COLUMN S – Secondary Activity

- Provide the type of secondary activity for each water point, if applicable.
 - Ex. if the water user committee was also trained in addition to the water point being repaired, the primary activity would be “Repair of Water Point”, and the second activity would be “Capacity Building – Training”.
- Note: this column includes a drop-down with the following options:
 - Monitoring Water Point
 - Preventative Maintenance
 - Repair of Water Point
 - Rehabilitation of Water Point
 - Capacity Building – Training
 - Capacity Building – Introducing a New Tool
 - Capacity Building – Other
 - None
- Please do not modify this list or include any activity categories aside from one of the 8 options listed above.
- If no other activities occurred, please select “None”.

COLUMN T – Direct Beneficiaries

- Provide the number of direct beneficiaries that are associated with this water point.
- If no direct beneficiaries exist, please enter this activity on the Pipeline Add'l Activity List tab of the Pipeline Budget and Expenditures Template.

COLUMN U – Previously Funded Location

- Select Yes or No from the drop down list to indicate if this water point has been affected by a previous charity: water Pipeline grant.
 - Ex. projects are monitored annually as part of a circuit rider program.

COLUMN V - Completion Date

- Provide the date when all activities associated with the water point were completed.
- Dates should be entered in mm/dd/yyyy format.

COLUMN W – Water Point Status Before Activity

- Provide status of the water point prior to the start of the grant activities, as a baseline.
- Note: this column includes a drop-down with the following options:
 - Provides Water and People Drink It
 - Provides Water But People Not Drinking It
 - Provides Water But Needs Repair
 - Water Not Provided: Needs Complete Rehabilitation
 - Water Not Provided: Management Problem

- Water Not Provided: Needs Repair
- Water Not Provided: Dry Site
- Not Yet Visited
- Don't Know
- If not applicable, leave blank.

COLUMN X – Water Point Status At Most Recent Visit

- Provide status of the water point at the time of the most recent visit.
- Note: this column includes a drop-down with the following options:
 - Provides Water and People Drink It
 - Provides Water But People Not Drinking It
 - Provides Water But Needs Repair
 - Water Not Provided: Needs Complete Rehabilitation
 - Water Not Provided: Management Problem
 - Water Not Provided: Needs Repair
 - Water Not Provided: Dry Site
 - Not Yet Visited
- If not applicable, leave blank.

COLUMN Y – Notes

- Provide any additional notes regarding the water point.
- If there are no additional notes, leave blank.

PIPELINE ADDITIONAL ACTIVITY LIST

The objective of the Pipeline Additional Activity List is to provide information on activities not directly associated with a water point.

If your program supports activities that are not directly associated with a water point, we require the following information at completion, unless otherwise stated in the Request for Proposal by your partnership manager.

Summarized Checklist

Use the outline below to fill in the Pipeline Additional Activity List. The letters A-G refer to the columns in the Excel template, which can be found in the 2019 – Pipeline Budget Template [here](#).

COLUMN	FIELD NAME	PROPOSAL SUBMISSION	REPORT SUBMISSION	COMPLETION SUBMISSION
A	Number	If directed	If directed	✓
B	Location	If directed	If directed	✓
C	Primary Activity Type	If directed	If directed	✓
D	Secondary Activity Type	If directed	If directed	If applicable
E	Indirect Beneficiaries	If directed	If directed	✓
F	Completion Date	If directed	If directed	✓
G	Notes	If directed	If directed	If applicable

COLUMN A – Number

- Fill out an individual row for each type of activity not already included on the Pipeline Water Points List that was conducted within the Pipeline grant.
- Ensure that the total number of activities included in this list matches what is reported in the accompanying narrative report.

COLUMN B - Location

- List the location of the activity, using any specific information that is useful to track the activity.
- Columns may be added by the Partner as needed to capture additional information.

COLUMN C – Primary Activity

- Provide the type of primary activity for each water point.
- Note: this column includes a drop-down with the following options:
 - Capacity Building – Training
 - If training individuals or groups on water point maintenance or management, or other topics.
 - Capacity Building – Introducing a New Tool
 - If facilitating the introduction of a new tool or process related to WASH services, such as: mobile banking, customer feedback platform, etc.
 - Capacity Building – Other
 - Other Activity
- Please do not modify this list or include any activity categories aside from one of the 4 options listed above.

COLUMN D – Secondary Activity

- Provide the type of secondary activity for each water point, if applicable.
 - Ex. if the water user committee was also trained in addition to the water point being repaired, the primary activity would be “Repair of Water Point”, and the second activity would be “Capacity Building – Training”.
- Note: this column includes a drop-down with the following options:
 - Capacity Building – Training
 - Capacity Building – Introducing a New Tool
 - Capacity Building – Other
 - Other Activity
 - None
- Please do not modify this list or include any activity categories aside from one of the 5 options listed above.
- If no other activities occurred, please select “None”.

COLUMN E – Indirect Beneficiaries

- Provide the number of indirect beneficiaries that are associated with this activity.

COLUMN F - Completion Date

- Provide the date when all activities associated with the water point were completed.
- Dates should be entered in mm/dd/yyyy format.

COLUMN G – Notes

- Provide any additional notes regarding the water point.
- If there are no additional notes, leave blank.

Partners may add any additional columns of data to this tab that to capture information they feel is relevant to their program. Please note this is not required by charity: water.