

PROOF FOR HOUSEHOLD WATER POINTS

At charity: water, the power of proof is core to our model. We promise to prove to our donors that each water point we fund is fully functioning and providing clean drinking water using project data, GPS coordinates, and completion photos. However, as we fund more household-level solutions, we want to be mindful of privacy at the household level, and at the same time, ease the administrative and financial burden of plaques and photos on our partners. Therefore, we have modified “Proof Requirements” for household-level water points.

Please use this document in conjunction with our standard [Proof Guidance](#) to see examples for Plaques, Completion Photos, and GPS Coordinates.

Note: If your program has a combination of household interventions and community-level interventions (including school and health center water points), all community-level water points should follow our standard [Proof Guidance](#), and all household water points should follow this Household Proof Guidance.

OVERVIEW OF GUIDANCE FOR DIFFERENT TYPES OF HOUSEHOLD INTERVENTIONS:

Piped Systems with Household or Private Connections

- Each household connection is considered a charity: water project on the Water Points List
- Proof Guidance overview for the household connections (see page 2 for detailed requirements):
 - **GPS Coordinates:** system-level coordinates applied to each household connection
 - **Plaques:** choice of installing one plaque per system or one plaque at each household connection
 - **Photos:** submit photos of 10% of the household connections (and 10% of household plaques, if applicable)
 - **Supplemental Internal Proof:** provide identifying information for internal charity: water verification and field visits. This data will not be shared publicly.

Mobile Household Water Filters

- Each community receiving mobile household filters is considered a charity: water project on the Water Points List
- Proof Guidance Overview (please consult your program manager for specific requirements):
 - **GPS Coordinates:** community-level coordinates
 - **Plaques:** 1 plaque for each community
 - **Photos:** 1 photo of the community plaque and photos of 10% of the household filters (min. 3)

Household Rainwater Harvesting

- Each household rainwater harvesting structure is considered a charity: water project on the Water Points List
- Proof Guidance Overview (please consult your program manager for specific requirements):
 - **GPS Coordinates:** community-level coordinates applied to each household project
 - **Plaques:** 1 plaque for each household project
 - **Photos:** photos for each household project, following our standard [Proof Guidance](#).

PIPED SYSTEMS WITH HOUSEHOLD CONNECTIONS - DETAILED

SECTIONS

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DEFINITIONS

- Piped Water System or Piped System
 - A piped water network with interconnected hardware that brings water from source(s) to reservoir or holding tank(s) to one or more distribution points through pipes.
- “Central Point” of a Piped System
 - It is up to the partner to determine the “central point” of each piped system. Typically, this is the main reservoir tank, but can also be a flow regulating chamber, the water source, a different reservoir tank, or another part of the system that is most central and accessible.
 - The “central point” should be used for a system-level plaque and/or system-level GPS coordinates, if applicable
- Household Connections
 - Includes “On-Plot Tap Stands” and “In-Home Connections” by charity: water’s definitions:
 - On-Plot Tap Stand(s)
 - A tap stand providing water on premises (within a household’s plot, yard or compound) or with a zero minute collection time for all its users.
 - This typically means exclusive use for one household, but can also include:
 - A tap stand being used by multiple households but all households can access water with a zero minute collection time
 - A tap stand intended to be a community tap stand that only serves one household exclusively
 - In-Home Connections
 - A connection or tap that is piped directly inside the home and is for the exclusive use of that household.
 - If there are multiple connections to that dwelling, we would consider the household one project.
- Community Water Points
 - Any water points that do not fit the definition of Household Connections above, whether within a piped system with household connections or a separate project.
 - This includes all School and Health Center water points, Community Tap Stands, Kiosks, and any other public water points.

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GPS REQUIREMENTS

- For Community Water Points (including all schools and health centers):
 - Provide coordinates for each water point according to our [Proof Guidance](#).
- For Household Connections:
 - In the Water Points List (Latitude and Longitude columns), you can choose whether to submit GPS coordinates of each household connection or from the central point of each piped system for all household connections in the system.
 - If you submit GPS coordinates for each household connection, we will calculate representative central coordinates for each system for our completed projects [Maps](#) page, to protect household privacy.

PLAQUE REQUIREMENTS

- For Community Water Points (including all schools and health centers):
 - Plaque each water point according to our [Proof Guidance](#).
- For Household Connections, partners have a choice:
 - **Option 1:** Install one plaque at the central point of each piped system to represent all household connections in that system
 - The plaque should adhere to our standard [Proof Guidance](#), with two changes:
 - Include the water system name (instead of or in addition to community name)
 - Include the range of water point IDs (households) on the plaque. For example, “421-5 to 421-73” (where 421 is the Grant number and 5 to 73 is the range of household connections in that piped system)
 - If a system receives additional c:w-funded household connections in future grants, a new plaque should be affixed at the central point next to the previous plaque to capture the new connections.
 - **Option 2:** Install a plaque at every household connection
 - charity: water expects that the partner will ensure that households understand the reason for the plaque, and will make sure the size, format, etc. is as unobtrusive and respectful to the user’s home and personal property as possible.
 - There are two options for plaquing each household connection:
 - Option 2.1 - Install a small plaque with only the project number (“421-5”) on each household connection, and install a full plaque at the central point
 - The full plaque should meet our other requirements, minus the range of project IDs (charity: water logo, partner logo, water system name and grant number).
 - Option 2.2 - Install a full plaque at each connection. In this case, no plaque at the central point is needed. This full plaque should follow our standard plaque guidance, as described in our standard [Proof Guidance](#).

COMPLETION PHOTO REQUIREMENTS

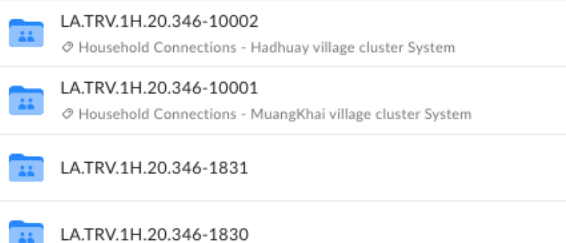
- For Community Water Points (including all schools and health centers):
 - Provide completion photos of each water point according to our [Proof Guidance](#), submitted in the Box folder with the Plaque ID from the Water Points List.
- For Household Connections:
 - Partners submit photos of 10% of the household connections ([see below for submission process](#)).
 - 10% is calculated across the full grant, not for each piped system, meaning the same number of household connection photos will be required for each piped system (minimum 3 project photos per system). Please confirm with charity: water how many photos are required per system before submitting.
 - For example: in a grant with 300 household connections in 3 piped systems, 30 connections should be photographed, with 10 coming from each piped system.
 - The project photos must still meet our standard [Proof Guidance](#) in terms of showing clean, flowing water, safe water storage practices, and daily water users.
 - Plaque photo requirements depend on the plaquing option chosen above. Photos of the plaques should be clear and easy to read.
 - If the partner chooses to install a plaque only at the central point, only one photo of each system’s plaque is required.
 - If the partner chooses to install a plaque on every connection, photos of 10% of the plaques are required, as well as a photo of the central plaque if applicable.

PHOTO SUBMISSION PROCESS

charity: water will set up folders in our file storage system, Box.com, for you to upload and submit completion photos (See [Proof Guidance](#) for how to access and upload photos to Box). If your Box folder structure is not set up in accordance with the guidance below, please reach out to charity: water to reconfigure the folders.

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- For Community Water Points (including all schools and health centers):
 - A folder will exist for each water point labeled with the Plaque ID. Upload the required photos per project to each project’s folder.
- For Household Connections:
 - One folder will be set up during the grant for each piped system that has household connections, based on the most recent progress report. All required photos associated with the household connections in that system (household connection water flowing photos and plaque photos) should be uploaded into the folder. Photos of community tap stands in that system should *not* be uploaded to this folder – see guidance above for Community Water Points.
 - charity: water will assign an ID number to each piped system with household connections when setting up the Box folders. The ID number is for internal charity: water purposes; it will not be on the Water Points List, and should not be on plaques. Each system folder will be named with this charity: water-assigned ID number.
 - charity: water will provide either Box Tags or a spreadsheet to help you identify which ID number belongs with which system.
 - Box Tags example: there will be a tag on the system folders in Box with the name of the system, as shown in the example below. Projects 1831 and 1830 are community or school water points, and 10001 and 10002 are for piped systems with household connections, where all household photos for that system should be uploaded.



- Spreadsheet example:

Water System Name	Box Folder Name
MuangKhai village cluster	LA.TRV.1H.20.346-10001
Hadhuay village cluster	LA.TRV.1H.20.346-10002
Thongkarb	LA.TRV.1H.20.346-10003
Phonsavang	LA.TRV.1H.20.346-10004

- Please note that folders for all the project numbers in the Water Points List may appear in the Box folders, regardless of if the project is a household connection or not. Partners should leave the folders empty for project numbers of household connections. For example, if project 346-1831 is an “On-Plot Tap Stand” on the Water Points List, that folder should remain empty.

SUPPLEMENTAL INTERNAL PROOF

With our reduced external Proof requirements for household connections, charity: water still needs to be able to verify to the best of our ability that all household connections have been completed and that each one can be tied to a specific Water Point ID number. The following requirements will help achieve this while protecting household privacy:

charity: water Field Visits

- charity: water will endeavor to count all household connections in a system (chosen at random) during field visits

Identifying Information for Each Household Connection

- Partners need to provide identifying information for each household for charity: water's internal records, to clearly connect a water point ID to a specific household. Please choose **one** of the following ways to meet this requirement:

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- **Option 1:** Provide GPS coordinates for each individual household connection in the Latitude/Longitude columns of the Water Points List
 - If this option is not chosen, please provide the same system-level coordinates for each household connection in the system in the Water Points List.
- **Option 2:** Install a plaque on each household connection with the charity: water Plaque ID (see Plaque requirements above)
- **Option 3:** Share supplemental information for each household connection
 - Options for supplemental information (choose one):
 - 1) A partner ID number or name associated to each specific household
 - 2) A family name or head of household name
 - 3) A brief description of the location
 - Options for how and where to share this information (choose one):
 - 1) One of our internal columns on the Water Points List:
 - Partner Water Point ID
 - Further Explanation
 - Water Point Name
 - Please remember, this column should be **unique** for all community and household water points in the same community, and **the same** for and school or clinic water points at the same school or clinic
 - Please *do not use* the Community Name column for any identifying information, as this is how we display the projects publicly.
 - 2) Provide photos of a management book or other records alongside the completion report