WATER POINTS LIST

The objective of the Water Points List is to provide information regarding individual water points throughout the implementation timeline. We <u>require</u> water point data at the following phases of the grant process.

- Proposal
- Midterm Report (6-months)
- Completion Report (13-months)
- GPS Collection

When you open the budget template, a prompt will appear – click "Enable Macros". Then, depending on the phase of the grant you're in, click on "Proposal", "Midterm", or "Completion" as depicted below. Only the fields required at that stage will appear. Please be sure to un-hide any fields that may be applicable to your grant (such as sanitation activities).

IMPORTANT: Please see above table for columns required at Proposal, Midterm, and Completion

At midterm, we ask that you notify us of *any* changes to the proposed implementation plan in regards to water points. Make changes where necessary, highlight those cells in yellow, and provide an explanation in column AA.

At completion, we ask for you to provide any changes that occurred between midterm and completion as well as fill in all of the applicable fields for every water point.

Summarized Checklist

Use the outline below to fill in the Water Points List at each phase. The letters A-AD refer to the columns in the Excel template for each phase, which can be found in the 2018 – Budget Template here.

COLUMN	FIELD NAME	PROPOSAL	MIDTERM	COMPLETION
A	Number	✓	✓	✓
B	charity: water – Water Point ID		✓	✓
C	Partner – Water Point ID			✓
D	(Administrative Unit 1)	✓	✓	✓
E	(Administrative Unit 2)			✓
F	(Administrative Unit 3)			✓
G	(Administrative Unit 4)			✓

	H	(Administrative Unit 5)			✓
	I	Water System Name	If applicable		✓
	J	Community Name			✓
	K	Location Type	✓	✓	✓
	L	Water Point Name			✓
	M	New or Rehabilitation?	✓	✓	✓
	N	Water Inventory Type	✓	✓	✓
UPDATED	O	Project Category for Budget	✓	✓	✓
NEW	P	Source Detail	✓	✓	✓
NEW	Q	Hardware Detail	✓	✓	✓
	R	Sanitation Hardware – Type	If applicable	If applicable	✓
	S	Sanitation Hardware – Count	If applicable	If applicable	✓
	T	Sanitation Software – Type			✓
	U	Total Daily Water Users	✓	✓	✓
NEW	V	Previously Counted Daily Water Users	✓	✓	✓
NEW	W	Unique Daily Water Users	✓	✓	✓
	X	Number of Distribution Points	If applicable	If applicable	✓
	Y	Number of Households			✓
	Z	Latitude			✓
	AA	Longitude			✓
	AB	Randomly Selected for Household Survey? (Y/N)		✓	✓
	AC	Completion Date			✓
	AD	Further Explanation	If applicable	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 and budget reports.

COLUMN B - charity: water – Water Point ID
At Midterm
- Provide the Water Point ID assigned to this water point.

At Completion
- List the final assigned Water Point IDs alongside the correct water points.

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

COLUMN D - (Administrative Unit 1) - Region
- Rename this column header by the first administrative unit type in the country – often this is "Region".
- Fill in the associated "region" for all water points. This information will help charity: water verify proposed water points against the accompany proposal narrative and proposal budget.

COLUMN E - (Administrative Unit 2) – State/County
- If applicable, rename this column header by the second administrative unit type in the country – often this is "State" or "County" or other.
- Fill in the associated "State", "County", or other for all water points. This information will help charity: water verify proposed water points against the accompany proposal narrative and proposal budget.

COLUMN F - (Administrative Unit 3) - District
- If applicable, rename this column header by the third administrative unit type in the country – often this is "district".
- Fill in the associated "district" for all water points. This information will help us verify proposed water points against the accompany proposal narrative and proposal budget.

COLUMN G - (Administrative Unit 4) – Sub-District
- Rename this column header by the fourth administrative unit type in the country – often this is "Sub-District".
- Fill in the associated "Sub-District" 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 H - (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 I - Water System Name (if applicable)
- Applicable only if the water point or several water points are a part of a large-scale system, such as a piped system. If the systems do not receive names at proposal, list by numbering them "System 1, System 2…"
- Keep in mind that each row signifies one community tap stand, not one faucet.

UPDATED **COLUMN J - Community Name**

- Fill in the community name for this project

COLUMN K - Location Type

- This field is meant to reflect the management and users at a water point, not necessarily the water point's proximity to a school or clinic. For example, a water point at a clinic that is managed and maintained by clinic staff is a <u>clinic</u> water point. Whereas a water point near a clinic that is managed by the community is a <u>community</u> water point.
- Note: this column includes a drop-down with the following options:
    - o Community
    - o School
    - o Health Center/Clinic

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 - New or Rehabilitation?

- Identify whether the water point to be implemented is newly constructed or if it is an existing water point that will be rehabilitated.
- Note this column includes a drop-down with the following options:
    - o New
    - o Rehabilitation
        - ▪ Rehabilitations do not include projects that need minor maintenance or charity: water's own projects.

UPDATED **COLUMN N - Water Inventory Type**

- Provide the type of inventory to be implemented for each water point.
- Note: this column includes a drop-down with the following options:
    - o Well with Handpump
    - o Spring Protection
    - o Piped System
    - o Rainwater Harvesting
    - o Water Filter(s)
    - o Water Point and Sanitation
- Please do not modify this list or include inventory aside from one of the 6 options listed above.

UPDATED **COLUMN O – Project Category for Budget**

- This column feeds into the Detail tabs of the Budget and Expenditures file and should reflect how inventory is broken out in the program
- The default is to include the same information provided in Column N (inventory type) but you may receive instructions in the RfP or Proposal feedback to override this formula with more detailed information.

NEW **COLUMN P – Source Detail**

- This column should provide more information on the source for the inventory selected in Column N.

- **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 above for the selected inventory.
    - Well with Handpump
    - Shallow Borehole
    - Hand Dug Well
    - Deep Borehole
    - Spring Protection
    - Spring
    - Piped System
    - Spring to Gravity Flow
    - Spring to Motorized Pump
    - Spring to Solar Pump
    - Deep Borehole to Solar Powered Pump
    - Deep Borehole to Motorized Pump
    - Rainwater Harvesting
    - Rainwater
    - Water Filter(s)
    - N/A
    - Water Point and Sanitation
    - Well with Handpump - Shallow Borehole
    - Well with Handpump - Hand Dug Well
    - Well with Handpump - Deep Borehole
    - Spring Protection- Spring
    - Piped System - Spring to Gravity Flow
    - Piped System - Spring to Motorized Pump
    - Piped System - Spring to Solar Pump
    - Piped System - Deep Borehole to Solar Powered Pump
    - Piped System - Deep Borehole to Motorized Pump
    - Rainwater Harvesting- Rainwater
    - Water Filter(s) - N/A

NEW

COLUMN Q – Hardware Detail
- This column should provide more information on the source for the inventory selected in Column N.
- **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 above for the selected inventory.
    - Well with Handpump
    - Afridev Pump
    - India Mark II Pump
    - India Mark III Pump
    - PHE 6 Pump
    - U3 Pump
    - Vergnet Pump
    - Other- Please add information in notes
    - Spring Protection
    - Spring Box
    - Piped System
    - Community Tap Stand(s)
    - On-Plot Tap Stand(s)
    - In-Home Connections

- o   Rainwater Harvesting
- o   Underground Cistern (e.g. Tanka)
- o   Above Ground Storage Tank
- o   Water Filter(s)
- o   HH Biosand Filter
- o   Institutional Biosand Filter
- o   Purification System
- o   Other- Please add information in notes
- o   Water Point and Sanitation
- o   Well with Handpump - Afridev Pump
- o   Well with Handpump - India Mark II Pump
- o   Well with Handpump - India Mark III Pump
- o   Well with Handpump - PHE 6 Pump
- o   Well with Handpump - U3 Pump
- o   Well with Handpump - Vergnet Pump
- o   Well with Handpump - Other - Please add information in notes
- o   Spring Protection- Spring Box
- o   Piped System- Community Tap Stand(s)
- o   Piped System- On-Plot Tap Stand(s)
- o   Piped System- In-Home Connections
- o   Rainwater Harvesting- Rainwater
- o   Water Filter(s)- N/A

COLUMN R - Sanitation Hardware – Type (if applicable)
- Indicate what type of sanitation hardware will be implemented alongside the proposed water point; e.g. pour flush latrines, VIP latrines, etc.

COLUMN S - Sanitation Hardware – Count (if applicable)
- Indicate how many blocks and how many stalls/pits of the sanitation hardware will be constructed; e.g. 1 block with 4 stalls/pits, 3 blocks with 2 stalls/pits each, etc.

COLUMN T - Sanitation Software – Type
- Indicate the type of sanitation and hygiene training will occur alongside the implementation of the water point; e.g. CLTS, CATS, SCLTS, PHAST, rPHAST, PRA, SARAR, TSSM

UPDATED **COLUMN U - Total Daily Water Users**
- Report the total number of daily water users this water point will serve at the completion of this grant. This number should account for the average number of people using water from this specific water point on a daily basis (including those who draw water as well as anyone for whom they draw water), regardless of whether they are also drawing water from a different charity: water water point as well. This number should reflect the number for Total Daily Water Users in the Outputs section of the Narrative and Budget reports. For more details on the definition of a Daily Water User, please refer to charity: water's guidance on how to calculate the number of daily water users.
  - o   Note: If you know the charity: water project ID or Deployment Code for the previously funded project site, please include in the Further Explanation (Column AD) field in the Site List.

NEW **COLUMN V - Previously Counted Daily Water Users**
- Report the number of daily water users that have either been previously counted as a daily water user in a past charity: water grant, or accounted for by a different project in this current grant. In instances where there is overlap between community(ies) and school(s), you should subtract this overlap from the school population. If you do not know this information at Proposal, please enter 0 and update at Midterm and Completion.

NEW

COLUMN W - Unique Daily Water Users

- This number should be automatically calculated from Column U and Column V. This number should reflect the number for Unique Daily Water Users in the Outputs section of the Narrative and Budget reports. For more details on the definition of a Daily Water User, please refer to charity: water's guidance on how to calculate the number of daily water users.

IMPORTANT: *Please note that the methodology for how you calculate these numbers should be clearly and explicitly explained in the Program Area sections of the Proposal and Completion Narrative Reports.*

COLUMN X - Number of Distribution Points
At Proposal

- Do not fill this in unless requested by the WPO

At Completion

- Do not fill this in unless requested by the WPO

COLUMN Y - Number of Households
At Proposal

- Leave blank unless able to provide this level of detail.

At Completion

- For community-level water points, provide the number of households that collect water at the water point on a daily basis.
- For community Water Filter programs, provide the number of households to receive a filter.
- For school locations, leave blank unless the community also uses the water point. Then, specify the number of households estimated to collect water at this location.

COLUMN Z – 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. See below for GPS Collection & Requirements.

At Completion

- Provide the final latitude as decimal values collected in WGS 1984. See below for GPS Collection & Requirements.

COLUMN AA - 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. See below for GPS Collection & Requirements.

At Completion

- Provide the final longitude as decimal values collected in WGS 1984. See below for GPS Collection & Requirements.

COLUMN AB - Randomly Selected for Household Survey? (Y/N)
Only applicable to partners who have confirmed survey activities with charity: water during proposal planning and approval.

- Select Yes or No from the drop down list to indicate if the water point was randomly selected for baseline and endline surveys with any charity: water baseline or endline data collection protocol
- If there was no baseline required for the grant, leave this blank at the Midterm report, and fill it in at the Completion report

COLUMN AC - 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 AD – Further Explanation
At Proposal
- Provide any additional notes regarding the water point.
- If there are no additional notes, leave blank.

At Midterm
- Provide information on any changes from proposal; specifically site, region and inventory changes.

GPS COLLECTION & REQUIREMENTS

At completion reporting, charity: water requires that partners provide the GPS coordinates of every water point implemented in the grant.

charity: water utilizes this data alongside the Water Points List data to report back to supporters as well as verify the location of all water points should charity: water staff need to visit in the future.

LOCATION
GPS coordinates should be collected at the point where water is flowing.

ACCURACY
The GPS receiver should be accurate within 5-15m before capturing and saving each site's GPS coordinates. Please provide the coordinates at the level of precision that they were collected.
- Ex. 49.389<u>24</u> latitude is more precise than 49.389 latitude

DECIMAL DEGREES FORMAT ONLY
charity: water will only accept coordinates submitted in decimal-degrees. Before collecting coordinates, confirm that your device is collecting locations in this format.

decimal-degrees	dd.dddddd°, dd.dddddd° 38.959390°, -95.265483°	✔

WGS 84 DATUM ONLY
charity: water will only accept coordinates submitted in WGS 84. Before collecting coordinates, confirm that your device is collecting locations in this map datum.

map-datum	WGS 84 WGS 1984	✔

NO CONVERSIONS
All GPS coordinates should be captured and communicated in decimal degrees WGS 84, without conversions. Most phones and GPS devices provide location in decimal degrees WGS 84 by default. Confirm that your device is using these settings before collecting data. On most devices, these will be under "units" in "setup".

IMPORTANT: If you are providing GPS coordinates from government or existing records that are not in one of these formats, please contact charity: water for advice.