

WATER POINTS LIST

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

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

Summarized Checklist

Use the outline below to fill in the Water Points List at each phase. The letters A-AA refer to the columns in the Excel template for each phase, which can be found in the 2017 – 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 | ✓ | ✓ | ✓ |
| O | Water Inventory Type – Detail | ✓ | ✓ | ✓ |
| P | Sanitation Hardware – Type | If applicable | If applicable | ✓ |
| Q | Sanitation Hardware – Count | If applicable | If applicable | ✓ |
| R | Sanitation Software – Type | | | ✓ |
| S | Number of Daily Water Users | ✓ | | ✓ |
| T | Number of Distribution Points | If applicable | If applicable | ✓ |
| U | Number of Households | | | ✓ |
| V | Latitude | | | ✓ |
| W | Longitude | | | ✓ |
| X | Location Previously Funded by charity: water? | ✓ | ✓ | ✓ |
| Y | Randomly Selected for Household Survey? (Y/N) | | ✓ | ✓ |
| Z | Completion Date | | | ✓ |

UPDATED

| | | | | |
|----|---------------------|--|---------------|---|
| AA | Further Explanation | | If applicable | ✓ |
|----|---------------------|--|---------------|---|

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).

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-------------|----------------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------|----------------|---------------|---|
| 5 | Proposal: | ✓ | | | ✓ | | | | | | | ✓ |
| 6 | Midterm: | ✓ | | | ✓ | | | | | | | ✓ |
| 7 | Completion: | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 8 | # | CHARITY - WATER - WATER POINT ID | PARTNER - WATER POINT ID | (ADMINISTRATIVE UNIT 1) | (ADMINISTRATIVE UNIT 2) | (ADMINISTRATIVE UNIT 3) | (ADMINISTRATIVE UNIT 4) | (ADMINISTRATIVE UNIT 5) | WATER SYSTEM NAME | COMMUNITY NAME | LOCATION TYPE | |

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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.

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 assigned Water Point IDs alongside the correct water points.

COLUMN C - Partner - Water Point ID

- If applicable, provide your internal water point ID code the Government ID code (if applicable) 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.

COLUMN J - Community Name

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

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 clinic water point. Whereas a water point near a clinic that is managed by the community is a community water point.
- Note: this column includes a drop-down with the following options:
 - Community
 - School
 - 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. If applicable, provide this name.
- 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:
 - New
 - Rehabilitation
 - Rehabilitations do not include projects that need minor maintenance or charity: water's own projects. The proposal narrative should summarize why rehabilitations are being proposed and by which organization they were originally implemented.

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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:
 - Hand-Dug Well
 - Manually Drilled Well
 - Drilled Well
 - Piped System – Tap Stand(s)
 - Piped System – Household Connection(s)
 - Rainwater Harvesting
 - Spring Protection
 - Water Filter(s)
 - Water Point and Sanitation

- Please do not modify this list or include inventory aside from one of the 9 options listed above.

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COLUMN O - Water Inventory Type – Detail (if applicable)

- Provide the detailed type of inventory to be implemented for each water point.
 - See RFP for guidance.

COLUMN P - Sanitation Hardware – Type (if applicable)

- Indicate what type of sanitation hardware is planned alongside the proposed water point; e.g. pour flush latrines, VIP latrines, etc.

COLUMN Q - Sanitation Hardware – Count (if applicable)

- Indicate how many blocks and how many stalls/pits of the sanitation hardware are planned; e.g. 1 block with 4 stalls/pits, 3 blocks with 2 stalls/pits each, etc.

COLUMN R - Sanitation Software – Type

- Indicate the type of sanitation and hygiene training that is planned to occur alongside the implementation of the water point; e.g. CLTS, CATS, SCLTS, PHAST, rPHAST, PRA, SARAR, TSSM

COLUMN S - Number of Daily Water Users

- Report the number of daily water users the water point will serve. Ensure that the total number of daily water users matches what is reported in accompanying narrative and budget reports. Refer to charity: water's guidance on how to calculate [the number of daily water users](#).

COLUMN T - Number of Distribution Points*At Proposal*

A distribution point at charity: water is defined as a unique location where water is collected by the intended daily water users.

- This column will likely have the value of “1” for most inventory types, such as hand-dug wells, manually drilled wells, drilled wells, spring protections, and rainwater harvestings.
- If the inventory type is a Piped System – Tap Stand, specify the number of faucets implemented at that location.
- If the inventory type is a Piped System – Household Connection(s), specify the number of faucets implemented at that location.
- If the inventory type is a Water Filter(s), specify how many units or faucets each location will receive.

At Completion

A distribution point at charity: water is defined as a unique location where water is collected by the intended daily water users.

- Therefore, this column will likely have the value of “1” for most inventory types, such as hand-dug wells, manually drilled wells, drilled wells, spring protections, and rainwater harvestings.
- If the inventory type is a Piped System – Tap Stand, specify the number of faucets implemented at that location.
- If the inventory type is a Piped System – Household Connection(s), specify the number of faucets implemented at that location.
- If the inventory type is a Water Filter(s), specify how many units or faucets each location received.

COLUMN U - 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 V – 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 W - 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 X - Location Previously Funded by charity: water? (PROPOSAL ONLY)*At Proposal*

Only applicable to partners that have received charity: water funding prior to 2017.

- Specify whether charity: water has funded a water point at that community or site in the past.
- If yes, please type in “Y” and provide more detail in **COLUMN AA – Further Explanation**.
- If no, type in “N”.

This will flag the proposed site for the charity: water team to open conversations regarding how to track daily water users served at proposal, midterm, and completion reporting.

At Completion

Only applicable to partners that have received charity: water funding prior to 2015.

- If the site stayed the same from proposal, do not clear proposal information.
- If the site changed from proposal, clear proposal information and indicate so in **Column AA – Further Explanation**.

COLUMN Y - Randomly Selected for Household Survey? (Y/N)

Only applicable to partners who have confirmed household 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 household surveys, per charity: water’s [Household Survey Requirements and Guidance](#).

COLUMN Z - Completion Date

- Provide the date when all activities associated with the water point were completed.

COLUMN AA – Further Explanation*At Proposal*

If the location was previously funded by charity: water, (a “Y” in **COLUMN X**), use this field to provide the grant ID and the Water Point ID (formerly the deployment code).

- Provide any additional notes regarding the water point. This could include specific pump or hardware types.
- If there are no additional notes and “N” was entered in **COLUMN X**, leave blank.

At Midterm

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

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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. 49.38924 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”.

*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.