

HYDRATION STATION INITIATIVE PROGRAM GUIDELINES



The Los Angeles Department of Water and Power (LADWP) wants to support your efforts in making your business and/or community a more livable and sustainable place. Drinking fountains are symbols of public health and civic pride; LADWP is proud to invite you to participate in the Hydration Station Initiative Program (HSIP). HSIP offers reimbursement for the refurbishment or new installation of hydration stations to help improve public accessibility to high-quality tap water and reduce single-use plastic waste.

To qualify, hydration stations must dispense drinking water and include a bottle filling mechanism. Indoor and outdoor hydration stations are eligible for reimbursements of up to \$5,000 per unit and up to \$10,000 per unit, respectively.

Please read through the HSIP guidelines and Terms and Conditions to confirm eligibility. Additional information about the Program is available at www.ladwp.com/HSIP.

Funding for HSIP is limited and reimbursements are not guaranteed. The program may be modified or terminated without prior notice.

Application acceptance and project pre-approval are required before starting any installation.

Program Goals

- Increase access to LADWP's high quality tap water
- Inform the public of the health and economic benefits of tap water
- Reduce plastic waste through the use of reusable refillable water bottles

Program Eligibility

- Applicant must be an LADWP water service non-residential customer
- LADWP must approve of proposed hydration station placement
- Hydration stations must be located in areas that are publicly accessible

Criteria for Participation

- Proposed location of the hydration station must be in an area that receives high pedestrian traffic
- Applicant agrees to maintain the hydration station in an operable, clean, and sanitary manner
- Applicant agrees to install signage provided by LADWP at the site of the hydration station
- Applicant agrees to promote the hydration station after its installation (this can include photography of the unit to be featured in websites, social media, and publications associated with HSIP)
- Applicant agrees to complete the refurbishment or installation of the hydration station within 120 days of the Notice To Proceed date

Application Requirements

- Completed Application Form prior to installation or refurbishment
- Specifications for the selected hydration station (include specification sheet/ brochure and the unit make and model)
- Signed and dated W-9 form for the LADWP Customer of Record
- Copies of all required city, state, or other permits

Application Deadline

- Applications will be continuously accepted
- Applications will continue to be processed and projects will be approved until funding has been exhausted
- Complete applications shall be submitted via:
Mail:

Hydration Station Initiative Program
LADWP Water Quality Division
111 N. Hope St., Room 1200
Los Angeles, CA 90012

OR Email: waterquality@ladwp.com

Selection Process

- Applications will be reviewed thoroughly for HSIP program eligibility
- Incomplete applications will be rejected
- Applicants will be notified of their status
- Once notified of approval, applicant may begin installation or refurbishment

Reimbursement Process

- Upon completion of work, applicant will provide receipts, photos, and additional documents as requested by LADWP
- Applicant and LADWP will schedule and conduct a post-installation/refurbishment inspection
- Post-inspection completed
- Reimbursement check issued

Other Requirements

- Projects must not have started prior to issuance of Notice To Proceed
- Reimbursement payment will be made upon completion of inspection and submittal of purchase receipt for the hydration station
- LADWP will provide the applicant with program standardized signage to be placed at the location of the hydration station, including LADWP logo and messaging
- Applicant must install the signage within 30 days of the delivery of the signage and prior to the scheduled hydration station promotion photography
- LADWP requires a commitment to a joint promotional opportunity, including, but not limited to social media coverage, photography and other formats
- If an application is approved, funds will be distributed ONLY to the organization that applied
- Failure to comply with the Terms and Conditions may result in a stop or return of funding

Contact Information

For questions or concerns about the Program, please contact us via: Email: waterquality@ladwp.com OR Phone: 213-367-3182

Disclaimer:

LADWP has the right to reject the proposed unit based on failure to meet the required criteria. LADWP is not liable for any defects as a result of the installation.