

# Safe Water Capital Improvement Project Application

## Application Instructions for Planning Projects

### Eligibility Criteria for All Applications

1. To be eligible for funding under the Village Safe Water Program, the applicant must be an unincorporated community that has between 25 and 600 people, a second class city, or a first class city with not more than 600 residents.
2. Applications must be complete, with all questions answered, including those without points associated with them.

### Eligibility Criteria for Planning Projects Applications

1. In order to be considered eligible for a planning grant application, all previously funded planning projects in your community must be completed. No planning application will be considered for any community with a previously funded planning grant which has not been completed.
2. The following attachment must be included with every planning application:
  - Council Resolution from the applicant stating that the requested project is the highest sanitation priority of the community. (See attached example.)

### Information about Submitting the VSW Application

- The original application must be received by VSW by no later than 5:00 p.m. on Friday, May 28, 2010.
- There are THREE WAYS applications can be submitted:
  - ✓ Electronically, via the Online Application System accessible through the VSW website. (Electronic applications are encouraged.)
  - ✓ In person – Drop off the application package, including all attachments, at the address provided below.
  - ✓ Mail the application package, including all attachments, to the address provided below.
- Faxes will not be accepted.
- *Submit paper applications in person or by mail to: Village Safe Water Program  
Attention: CIP Application  
555 Cordova Street, 4<sup>th</sup> Floor  
Anchorage, AK 99501-2617*
- *Additional copies of this application, the Instruction Package, and more information can be obtained at the VSW website or by calling: (907) 269-7502*

## Application Scoring

- All applications received before the deadline will be considered for scoring by applying the eligibility criteria. All eligible applications will be scored. Any application considered ineligible according to the Eligibility Requirements will be returned to the applicant.
- A scoring committee will score the applications according to the established scoring criteria. The scoring committee is made up of representatives from the Alaska Department of Environmental Conservation, the Alaska Department of Commerce Community and Economic Development, the US-EPA, the USDA-RD, the IHS, and the Alaska Native Tribal Health Consortium.
- Preliminary scores will be provided by mail to the applicant contact and by email to the current agency engineer (VSW or ANTHC) assigned to the community. Scores will not be provided to consultants. Preliminary scores will be provided in July.
- If the applicant believes that a scoring error has occurred, they will have two weeks to inform VSW about the potential error. Only information submitted with the original application will be considered for finalizing the application score.
- Information about potential errors will be considered by the scoring committee, and a final score will be provided to the applicant in October.

## Instructions for Completing the Planning Project Application

### Instructions for Page 1: General Information

**Community Name:** The name of community where the facilities will be constructed

**Applicant:** The name of the city, tribe, or organization applying for project funding. This will normally be the owner and operator of the facilities being requested. Please review the eligibility criteria provided with these instructions.

**Community Contact & Title:** The name and title of the person responsible for this grant application. This must be a representative (employee or elected official) of the applicant.

**Address:** The applicant's mailing address

**Phone:** Contact phone number for the person filling out the application

**Fax:** Contact fax number for person filling out the application

**Email:** Provide e-mail address for Applicant Contact, if one is available.

If there is no e-mail address available for the Applicant Contact, simply write "none available". Do not provide an e-mail address for a consultant here – see page 3 of the planning application instead.

**NOTE: Along with completing this page, you must submit a Council Resolution indicating that this planning project is a priority for your community. See attached example.**

**Project Title:** Provide a descriptive title for the specific planning project for which funding is requested.

**Description of Planning Project Need(s):**

- Briefly explain why this planning project is needed. Include specific system deficiencies, pollution hazards, and/or public health risks that will be addressed. Your explanation must be limited to 100 words or less.
- Planning project needs will be evaluated and awarded points based on which of the following categories best apply:
  - ✓ Original Sanitation Facilities Comprehensive Plan
  - ✓ Original Water, Sewer, or Solid Waste Component Study for “Essential” Improvement(s). “Essential” is defined as “required to ensure safe, sustainable delivery of water or wastewater services.”
  - ✓ Engineering evaluation and rehabilitation plan for aging system components (more than 20 years old)
  - ✓ Update of obsolete plan (more than 10 years old)
  - ✓ None of the above

**Description of Planning Project:**

- Briefly describe the scope of planning activities and outcomes that will be accomplished by this project. Your description must be limited to 100 words or less.

**Planning Project Costs**

- Identify the components of the planning project and the associated costs.
- Note the cost limitations listed for the different kinds of planning projects. Requested amount may exceed these limits if the project includes work outside normal scope of a plan. These extra costs must be detailed and justified. Examples of additional work which may be allowed include drilling test wells, or extensive aerial mapping, surveying, geotechnical investigations or water quality testing.

## Instructions for Page 3: Other Planning Project Information

### **Past Planning Projects**

- Provide information about any planning projects for your community previously funded by the Village Safe Water Program.
- Information must include the name of the planning document, the month and year it was published (finalized), the name of the company (engineering or planning) or individual that completed the plan, and a brief description of what was included in the plan.

### **Existing Level of Service**

- Provide information about the level of water and services currently provided to existing, year-round occupied homes in your community.
- The information provided here should be supported by current census data for your community, or a housing inventory, such as the *Rural Alaska Housing Sanitation Inventory (RAHSI)*.

### **Project cost estimate preparation**

- There are no points associated with this item, but it must be completed in order for your application to be considered eligible.
- Provide information about the person who prepared the cost estimate information. In most cases, this will be the agency engineer assigned to the community, or a consulting engineer working with the community and the lead agency for the community.
- Information must include the individual's name, title, organization, telephone number, and e-mail.

### **Projected Schedule**

- There are no points associated with this item, but it must be completed in order for your application to be considered eligible.
- Information provided here should be associated with the planning project funding being requested on Page 2.
- For the planning project identified on Page 2, provide the following:
  - The projected month and year of when the planning project would be started and completed, if funded.

## Planning Project Scoring Criteria

| Category   | Criteria  | Points |
|--|---|--------|
| Planning Project Need (limited to one)             | Original Sanitation Facilities Comprehensive Plan   | 100    |
|  | Original Water, Sewer, or Solid Waste Component Study for “Essential” Improvement(s)  | 75     |
|  | Engineering evaluation and rehabilitation plan for aging system components (more than 20 years old)   | 75     |
|  | Update of obsolete plan (more than 10 years old)  | 50     |
|  | None of the above   | 0      |
| Primary Type of Facility Planning (limited to one) | Planning for water and sewer facility development   | 100    |
|  | Planning for other solid waste facility development   | 0      |
| Previous Planning Projects                         | The community <u>has not</u> received funding for a planning project from the VSW Program within the past 5 years.  | 100    |
| Existing Level of Service (limited to one)         | Less than 25% of existing, year-round occupied homes are served by either pipes or covered haul   | 100    |
|  | Between 25% and 75% of existing, year-round occupied homes are served by either pipes or covered haul   | 75     |
|  | More than 75% of existing, year-round occupied homes are served by either pipes or covered haul   | 50     |
| Application Quality                                | Information is complete and consistent throughout the application, and supports the goal of providing safe, sustainable water supply and sewage disposal to community residents | 100    |
| Total Possible Points                              |   | 500    |