Read the Instructions carefully and pay special attention to the Eligibility Requirements.

Applications and all attachments MUST BE RECEIVED before 5:00 P.M on FRIDAY, May 10, 2019. Applications received after this time will not be considered.

There are THREE WAYS applications can be submitted (Faxes will not be accepted):

1. Drop off the application and all attachments in person at the Village Safe Water office in Anchorage. Physical address:
   
   555 Cordova Street, 4th Floor
   Anchorage, Alaska 99517

2. Mail to:

   Village Safe Water Program
   Attention: CIP Application
   555 Cordova Street, 4th Floor
   Anchorage, AK 99501-2617

3. Email a scanned copy of the application and all attachments to the following address:

   dec.vswfunding@alaska.gov

Copies of this application, instructions, and more information can be obtained at the VSW website: http://dec.alaska.gov/water/village-safe-water or by calling: (907) 269-7502.
I. General Information

Community Name: ____________________________________________________________

Applicant Organization (City, Tribe, Association, etc.): ____________________________

Name of Applicant Point of Contact: ____________________________________________

Title of Applicant Point of Contact: ____________________________________________

Mailing Address: _____________________________________________________________

Phone: ___________________________ Fax: ___________________________

Applicant (not a consultant) E-mail Address: ______________________________________

II. Information required to establish eligibility

A. Community Type

According to state statute, to be eligible for funding under the Village Safe Water Program the applicant must fall into one of the following categories. Please check the box that applies to your community:

☐ an unincorporated community between 25 and 1000 people; or
☐ a first class or home rule city not more than 1000 residents; or
☐ any second class city or Metlakatla (no population limit).

B. Sanitation Facilities Planning Information

Is the total amount of funding requested more than $500,000?

[ ] Yes [ ] No

If you answered “No” and a plan has not been written for the project, you are encouraged to apply for both planning and construction funds. For information on planning requirements, see Information about Village Safe Water Planning Requirements.

If you answered “Yes”, the scope of your funding request must be included in a current, completed and approved Preliminary Engineering Report (PER).

Please look up the following information on the list of “Approved PERs” on the VSW website: Provide the name, date and VSW Index Number of the completed and approved Preliminary Engineering Report which includes the project you are requesting funding for.

Title of PER: ______________________________________________________________

Date of PER: ______________________________________________________________

VSW Index Number of approved PER: __________________________________________
C. Operation and Maintenance Best Practices Score (required to establish eligibility)

To be eligible for construction funding, a community where homes have running water and sewer services (a served community) must have a current Operation & Maintenance Best Practices score of at least 60 points. In addition, the community must have a minimum of two (2) points each in the Worker’s Compensation Insurance and Payroll Liability Insurance Best Practices categories.

The Best Practices eligibility requirement for communities where most homes currently do not have running water and service from either pipes or individual wells and septic systems ("unserved or underserved communities") is as follows:

To be eligible for construction funding, unserved and underserved served communities must have a current Operation & Maintenance Best Practices score of at least 35 points. In addition, unserved and underserved communities must have a minimum of 2 points each in the Worker’s Compensation Insurance and Payroll Liability Insurance Best Practices categories.

Before completing this application, please ensure your community meets the eligibility requirements associated with Operation and Maintenance Best Practices scores. If you have any questions, please contact the VSW Program.

III. Other Information

A. Ongoing Sanitation Facility Construction Projects (5 points)

(Note: The information requested in this section is available from the project engineer assigned to work with your community.)

Describe any other ongoing and funded water, sewer, or solid waste construction project(s) scheduled for completion during next calendar year:

Cost estimate for this construction activity: __________________________________________

Source(s) of funding for construction scheduled for the next calendar year: ________________________________
B. Deficiency Level (10 points)  
(Note: A must equal B + C + D)

Total number of year-round occupied homes that will benefit from this project:

____________ (A)

Total number of these homes that have previously been served with indoor running water and sewer service via pipes or individual wells and septic systems:

____________ (B)

Total number of these homes that have previously been served with indoor running water and sewer service via community covered haul system:

____________ (C)

Total number of these homes that have never been served with indoor running water and sewer service:

____________ (D)
IV. Attachments to this Application

All applications require the following two attachments:

1. **The Sanitation Improvement Project Report for the project you are requesting** - This report includes the scope description and total cost estimate for the construction project you are requesting.

   Information in all Sanitation Improvement Project Reports was entered by the agency project engineer assigned to your community.

   Sanitation Improvement Project Reports for your community can be found by starting at the following website:
   
   wstars.ihs.gov

   To find the Sanitation Needs Reports for your community:
   
   - Click on “Alaska Area”
   - Click on the “Public Access” link at the bottom of the page.
   - Then click on the link called “Proposed Alaska Sanitation Needs - by Community” at the bottom of the Public Access page. This link will take you to a drop down menu with a list of all Alaska villages.
   - Select your village from the drop down menu to get a list of sanitation project needs in your community.
   - Click on the project you are requesting, and the click on “View as PDF” at the top of the page. This will open a PDF document that can be printed on a single page and attached to your application.

   Sanitation Improvement Project Reports can also be obtained by calling the agency engineer assigned to your community.

   Sanitation Needs Reports and lead agency project engineer assignments can also be requested by calling (907)269-7502. Reports can be emailed or faxed to communities.

2. **A letter requesting the project and signed by the applicant.** Original, photocopied and electronic (scanned) versions of the signed letter will all be accepted. The letter should include both the name and the estimated cost of the construction project being requested. The letter should explain why the project is needed, and be in the applicant’s own words, not a duplicate letter prepared by an agency or a consultant. An example of a community letter can be found on the VSW application website.
Provide a complete list of ALL attachments included with this application:

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