Alaska Village Safe Water Program
Information and Instructions for Construction Project Applications

The Village Safe Water “Application” for construction funding is only a few pages long and consists mainly of applicant contact information and a list of attachments.

Most required information is found in the “Sanitation Improvement Project Report” for the community, which is available on the Village Safe Water website.

The Sanitation Needs Report is generated automatically from data in the Sanitation Deficiency (SDS) System, and all of the information included in the report has already been entered by agency engineers.

To apply for construction funding:

• Read the Instructions carefully and pay special attention to the Eligibility Requirements (below), and make sure that all the requirements are met.

• Print and review the information included in the Sanitation Needs Report for your community. Your Sanitation Needs Report can be viewed or obtained:
  ✓ Through the VSW CIP website
  ✓ By calling the agency engineer assigned to your community
  ✓ By calling VSW at (907) 269-7502

Sanitation Improvement Project Reports includes information about the sanitation project needs in your community. A copy of the Sanitation Improvement Needs Report for the project you are requesting must be attached to the Capital Improvement Project Application for Construction Projects.

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.
Application Scoring

• All applications received before the deadline will be considered for scoring by applying the eligibility criteria. All eligible applications will be scored.

• A scoring committee will score the applications according to established criteria. The scoring committee is made up of representatives from:
  
  - Alaska Department of Environmental Conservation Village Safe Water (VSW) Program
  - US Environmental Protection Agency
  - US Department of Agriculture Rural Development
  - Indian Health Service
  - Alaska Native Tribal Health Consortium (ANTHC).

• Preliminary scores will be provided to the applicant and the agency engineer (VSW or ANTHC) assigned to the community. Scores will not be provided to consultants.

• If the applicant believes that a scoring error has occurred, they will be provided with an opportunity to inform VSW about the potential error. Only information submitted with the original application will be considered when finalizing the application score.

• The scoring committee will consider information about potential errors and will provide a final score to the applicant.
Eligibility Requirements

Eligibility Criteria for All Applications (Planning and Construction)

1. To be eligible for funding under the Village Safe Water Program (according to state statute), the applicant must be:
   - an *unincorporated community* with between 25 and 1000 people; or
   - a *first class or home rule city* with not more than 1000 residents; or
   - *any second class city* or Metlakatla (no population limit).

2. Applications must be complete and include all required attachments.

Eligibility Criteria for All Construction Projects

1. Communities with an active construction project on the Multi Year Priority List are not eligible to apply for additional construction funding. The current Multi Year Priority List is posted on the VSW web site.

2. 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.

3. The project being requested, when construction is complete, must fund only fully functional facilities that will provide improved water/sewer or solid waste services to existing, year-round occupied homes.

4. The funding request must be limited to water/sewer facilities OR solid waste facilities. Funding requests for a combination of water/sewer and solid waste facilities will not be scored.
5. **Sanitation Facilities Planning Information** *(required to establish eligibility)*

If the total estimated cost of the requested funding is greater than $500,000, the scope of the funding request must be included in a *current, completed, and approved* Preliminary Engineering Report (PER).

- “Current” means the conditions, costs, and decisions included in the plan are still valid. Cost estimates should not be older than five years.
- “Completed” means the plan is final and published.
- “Approved” means the plan is listed on the approved plan list on the VSW website.

If your community has not completed a PER and is requesting $500,000 or more, you are encouraged to apply for planning, not construction, funds.

If your community is requesting less than $500,000 and a PER has not been completed 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*. 
Instructions for Completing the Construction Project Application

I. General Information

Community Name: The name of the 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.

Mailing Address: The applicant’s mailing address.

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

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

Email: E-mail address for the person filling out the application, if one is available. This is where the preliminary score will be sent. Preliminary scores will also be sent to the current agency engineer (VSW or ANTHC) assigned to the community.

If there is no e-mail address available for the Applicant Contact, simply state “none available”. Do not provide an e-mail address for a consultant.

II. Information required to establish eligibility

A. Community Type

Check the box that applies to your community. According to Alaska state statute, your community must be one of the indicated community types in order to be eligible for funding under the Village Safe Water Program.

If your community is not eligible for VSW funding, you can contact the Technical Assistance and Financing Program to find out if there are other funding options available.
Instructions for Construction Project Application (continued)

B. Sanitation Facilities Planning Information

Indicate whether the requested funding for your community exceeds $500,000.

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

Please provide the name and the date of the completed Preliminary Engineering Report which includes the project you are requesting funding for.

If your community has not completed a plan, you are encouraged to apply for planning funds. For information on planning requirements, see Information about Village Safe Water Planning Requirements.

C. Operation and Maintenance Best Practices Score

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.

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 (Zero or 5 points)

Information about ongoing projects in your community is available from the project engineer assigned to work with your community.

- Provide information about any fully-funded construction scheduled for the next calendar year construction season.
- Information must include scope, total cost, and source of funding.

B. Deficiency Level (Zero, 5 or 10 points)

Please provide house count information about the total number of homes that will benefit from this project. To be considered “year-round occupied,” homes are occupied by the owner or renter for more than 6 months over the past year.

In addition, please identify how many of these same homes have been previously provided with indoor running water and sewer service from pipes or well & septic system, from community covered haul system, and how many homes have never been provided with service.
IV. Attachments to this Application (Pages 4 - 5)

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.

   Additional attachments may also be included. These may provide additional
   information and documentation of the deficiency to be addressed. Photographs,
   maps and trip reports are examples of such attachments.
Guide to Sanitation Improvement Project Report

The Sanitation Improvement Project Report is usually one page long, and includes information about the existing deficiencies to be addressed, proposed improvements, total estimated cost, and health impacts associated with the project.

**Project Number:** A unique project number is assigned to each project need in the data system, beginning with “AK”.

**Project/Phase Name:** A descriptive title for the specific project for which funding is requested.

**Existing Deficiencies (Project Needs)**
- Explanation of why this project is needed. This does not describe the scope – the scope description is provided below.
- Includes specific system deficiencies, pollution hazards, and/or public health risks that the project will address.

**Proposed Facilities (Overview of Proposed Project Scope)**
- Provides a broad sketch of the scope of this project. Describes the individual scope items which are included in the cost table.

**Cost Estimate**

This table lists the scope items, health impacts, and the total cost associated with the project.

- **Scope Item:** Uses only the scope items provided in the Sanitation Deficiency System application. General construction costs associated with administration, freight, mobilization, etc. are distributed proportionately among these scope items.

- **Funding Source:** Disregard this column. Usually, only the default funding source (“IHS Regular”) is shown, but the final funding sources for individual projects have not been determined.

- **Quantity:** Lists the number of units (linear feet, gallons, feet, etc.) associated with each scope item.

- **Units:** Lists the type of units associated with each scope item.

- **Total Cost** (of the entire project).

- **Health Impact Tier**
  - Lists only one of the public health improvement impact tiers for each scope item included in the table.
  - If more than one health impact tier applies to a single scope item, lists the one that fits best. (Any code can be used for water and sewer improvements, but only “D” can be used for solid waste facility improvements.)