



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

Applications and all attachments **MUST BE RECEIVED**  
**before 5:00pm on FRIDAY, May 8, 2020.**  
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, 4<sup>th</sup> Floor  
Anchorage, Alaska

2. Mail to:

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

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

[dec.vswfunding@alaska.gov](mailto:dec.vswfunding@alaska.gov).

Copies of this application, instructions, and more information can be obtained at the Village Safe Water (VSW) website: <http://dec.alaska.gov/water/village-safe-water/grant-application/> or by calling: (907) 269-7502.

### Eligibility Requirements for All Applications (Planning and Construction)

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).

Applications must be complete and include all required attachments.

## Eligibility Requirements for Construction Projects

- **Communities with an active construction project on the Multi Year Priority List**  
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 at: <http://dec.alaska.gov/media/19064/multi-year-list-2019.pdf>.
  - **Communities with water and sewer service to homes**  
To be eligible for construction funding, a community where homes have running water and sewer services (a served community) must have a current Operations and 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.
  - **Communities without water and sewer service to homes**  
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) must have a current Operation and Maintenance Best Practices score of at least 35 points to be eligible for design funding. 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. If design funding is awarded to an unserved or underserved community, the community's Best Practices score must be at least 60, including a minimum of two (2) points each in the Worker's Compensation Insurance and Payroll Liability Insurance categories to receive construction funding.
  - **Fully functional facilities**  
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.
  - **Water/Sewer OR Solid Waste**  
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.
  - **Estimated Project Costs above \$500,000**  
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 in construction funding, you are encouraged to apply for planning, not construction, funds.
- **Estimated Project Costs below \$500,000**  
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 a 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 project engineer assigned to the community from either VSW or the Alaska Native Tribal Health Consortium (ANTHC).

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 VSW Program.

If your community is not eligible for VSW funding, you can contact the Technical Assistance and Financing Program at (907) 465-5143 to find out if there are other funding options available.

### 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 PER.

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

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

# Instructions for Completing a Construction Project Application (continued)

## 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:

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) must have a current Operation and Maintenance Best Practices score of at least 35 points to be eligible for design funding. 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. If design funding is awarded to an unserved or underserved community, the community's Best Practices score must be at least 60, including a minimum of two (2) points each in the Worker's Compensation Insurance and Payroll Liability Insurance categories to receive construction funding.

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

*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

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 and septic system, from community covered haul system, and how many homes have never been provided with service.

## IV. Attachments to this Application

All applications require the following two attachments:

### 1. 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.

### 2. The Sanitation Improvement Needs 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 project engineer assigned to your community.

Sanitation Improvement Project Reports for your community can be obtained by calling the project engineer assigned to your community, by contacting VSW at 269-7502, or at the following website: [wstars.ihs.gov](http://wstars.ihs.gov)

Click on “Alaska Area”



### Sanitation Tracking and Reporting System (STARS)

Welcome to STARS, a system of the Indian Health Service (IHS).



**SELECT AN AREA**  
Click an area on the map or the list below.



Alaska Area	Nashville Area
Albuquerque Area	Navajo Area
Bemidji Area	Oklahoma Area
Billings Area	Phoenix Area
California Area	Portland Area
Great Plains Area	Tucson Area
Headquarters	

The mission of the Indian Health Service (IHS) is to raise the health status of the American Indian and Alaska Native people to the highest possible level by providing comprehensive health care and preventive health services. To support the IHS mission, the Division of Sanitation Facilities Construction (DSFC) provides technical assistance and sanitation facilities services to American Indian tribes and Alaska Native villages for cooperative development and continued operation of safe water, wastewater, and solid waste systems and related support facilities. STARS is a web-based database used to track sanitation facilities projects. It also contains information on existing Operation and Maintenance (O&M) organizations serving American Indians and Alaskan Natives (AI/AN).

STARS includes six major data systems:

1. COMMUNITY, also known as CDP (Community Deficiency Profile), contains demographic information on the communities where projects and homes are located;
2. SDS – the Sanitation Deficiency System documents information about sanitation deficiencies related to AI/AN individual homes and communities;
3. PDS – the Project Data System is used to track DSFC sanitation facilities construction projects;
4. HPS – the Housing Priority System is used to document, prioritize, and allocate resource needs for DSFC projects for new and like-new housing;
5. OMDS – the Operation and Maintenance Data System contains information about water, wastewater and solid waste systems serving AI/AN people and the organizations that operate systems; and
6. SR's – Service Requests are used to track applications for sanitation facilities to individuals and specific home sites (scattered sites);
7. HITS – The Home Inventory Tracking System, is a geospatial inventory of tribal homes used to track the status and plan for the provision of sanitation facilities.

Click on the “Public Access” link at the bottom of the page.

**Sanitation Tracking and Reporting System (STARS)**  
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**WARNING!**

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

**ALASKA Area Login**

Login Name      Password

username      [ ]

[Get help logging in](#)           

[Public Access](#)

Click “Proposed Alaska Sanitation Needs - by Community”

This link will take you to a drop down menu with a list of all Alaska villages.

**Sanitation Tracking and Reporting System (STARS)**  
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The following is publicly available information regarding Sanitation Deficiency System projects and State of Alaska Capital Improvement Projects.

If you have questions or need additional information concerning the Sanitation Deficiency System, please contact the Alaska Area Native Health Service, Sanitation Facilities Construction Director:

Leigh Hubbard  
4141 Ambassador Dr.  
Suite 300  
Anchorage, AK 99508  
907-729-3711

If you have questions or need additional information concerning State of Alaska Capital Improvement program, please contact the State of Alaska, Department of Environmental Conservation, Facility Programs Manager:

Carrie Bohan  
410 Willoughby #303  
Juneau, AK 99811  
907-465-5143

[Public SDS One Line Listing](#)  
[Proposed Alaska Sanitation Needs - by Community](#)  
[O & M Capacity \(Best Practice Scores\) by Community](#)

Select your village from the drop down menu to get a list of sanitation project needs in your community.

Select the project you are requesting, and then 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.

# Guide to Sanitation Improvement Needs Report

The Sanitation Improvement Needs 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.)

# 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
- ✦ US Environmental Protection Agency
- ✦ US Department of Agriculture, Rural Development
- ✦ Indian Health Service
- ✦ Alaska Native Tribal Health Consortium.

Preliminary scores will be provided to the applicant and the project engineer from 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.