



## Alaska Village Safe Water Program Information and Instructions for Planning 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 Planning Projects Applications

- **Previously funded planning projects**

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 a community with a previously funded planning grant which has not been completed.

- **Communities without water and sewer service to homes**

*The State of Alaska is currently engaged in planning, research and development to identify the most feasible way of providing running water and sewer to homes in villages where these services are still not provided. Unsolicited planning project requests related to providing first time water and sewer service in unserved communities are not being considered at this time.*

### Definition of a Planning Project

A planning project shall include two reports, as follows:

- A *Preliminary Engineering Report (PER)*, analyzing a sanitation improvement need, alternatives for addressing the need, capital cost estimates for all options, and recommending a preferred alternative. The PER also includes business planning components, including the cost of routine operation and maintenance, repair and replacement of short-lived assets, annual revenues (including user fees and local subsidies), life cycle cost analysis, and a description of the managerial structure of the utility. The PER also includes an analysis of site control requirements.
- An *Environmental Report* for the recommended option, including environmental impacts associated with the preferred alternative and recommended remediation actions.

### Important

A completed PER must be reviewed and approved by VSW and the relevant federal funding agency before the community may apply to VSW for design and construction funds. Design funding (if awarded) will include preparation of an updated, more accurate construction cost estimate and a detailed business plan.

# Instructions for Completing a Planning Project Application

## I. General Information

**Community Name:** The name of the community where the planning is focused.

**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 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. Planning Project Need and Type of Planning Project (Up to 40 points)

Provide a descriptive name for the planning project being requested. Provide a description of the planning need and the scope of the planning project. Descriptions should be sufficient to allow the scoring committee to determine the type of planning need associated with the project. The following definitions of need will be used to score the application:

Item	Criteria	CIP Points
First service or Regulatory violations	Project provides piped, covered haul, onsite water, or wastewater service for previously unserved homes. Projects associated with verified facility-related regulatory compliance.	40
Essential upgrades	Upgrade or replacement of existing system component(s) that have exceeded capacity or structural integrity and currently compromise the health benefits of the system.	30
Beneficial upgrades	Upgrades to increase operational efficiencies, system component upgrades that intermittently compromise, or may affect the health benefits of the system. All solid waste facilities.	10

In addition to these points, all water and sewer planning projects will receive an additional 5 points.

### III. Deficiency Level (Up to 15 points)

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, identify how many of these same homes have been previously provided with indoor running water and sewer service, and how many homes have not previously been provided with service.

### IV. Previous PERs (5 points)

List past planning projects funded by VSW. Use additional attachment if needed.

### V. Loss of Service due to Infrastructure Failure (up to 10 points)

Describe any system failures occurring during the past 12 months. Include any details such as duration, frequency, and cause of the failure(s).

Identify the year in which the infrastructure (water treatment plant, water storage tank, sewage lift station, etc.) was originally constructed.

### VI. Other Information

#### A. Planning Project Costs

Complete the cost estimate table in this section, using the categories provided, and labeling any “other” cost categories. Note the cost limitations under the table. If the requested funds exceed the above limitations, attach a justification explaining why additional funds are necessary.

#### B. Project cost estimate preparation

Provide the name and contact information for the person who estimated the cost categories for the planning project.

#### C. Attachments to this Application

All applications require the following attachment:

**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 planning 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 by the planning project. Photographs, maps and trip reports are examples of such attachments.

## 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 Program
- ✦ 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.