

# Safe Water

## Capital Improvement Project Application

### Application Instructions for Construction Projects

- The CIP “Application” for construction funding 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 Needs Report” for the community.
- The Sanitation Needs Report is generated automatically from data in the Sanitation Deficiency (SDS) System, and all of the information included in the Sanitation Needs Report must be entered by agency engineers, consulting engineers or community representatives into the SDS system.

#### **To apply for construction funding:**

- Review the Eligibility Requirements, and make sure that all the requirements are met, or will be met by the application deadline.
- Print and review the information included in the Sanitation Needs Report for your community. Your Sanitation Needs Report can be viewed or obtained by:
  - Through the VSW CIP website
  - Calling the agency engineer assigned to your community
  - Calling VSW at (907) 269-7502

The first section of the Sanitation Needs Report includes information about the sanitation project needs in your community. The last section provides operation and maintenance capability information about the existing water and sewer system in your community.

- To make corrections or additions to the Sanitation Needs Report, contact the agency engineer (at either ANTHC or VSW) assigned to your community. The list of agency engineer assignments can be found on the VSW website or by calling the VSW office.
- Once you are satisfied with Sanitation Needs Report for your community, it must be attached to the Capital Improvement Project Application for Construction Projects. In addition, you must attach an original council resolution supporting the funding request, a site map, and possibly other materials (see instructions below).
- **Applications and all required attachments must be received before 5:00 p.m. on the application deadline.**
- 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 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*

## 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.

# Eligibility Requirements for Construction Applications

## 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* (no population limits); or a *first class city* with not more than 600 residents.
2. Applications must be complete and include all required attachments. All sanitation needs must be identified in the Capital Improvement Project Report for your community,

## Eligibility Criteria for All Construction Projects

1. Communities with a project on the Three Year Priority List are not eligible to apply for additional funding. (Current Three Year Priority List is posted on the VSW web site.)
2. **If the community has had a Management Capacity Assessment completed by the Rural Utility Business Advisor (RUBA) program, all *Essential Indicators* must be met by the application deadline in order for an application to be considered eligible. If the community has never had a Management Capacity Assessment completed by the RUBA program, its application will automatically be considered eligible.**
3. The project being requested, when construction is complete, must fund only fully functional facilities that provide improved water/sewer or solid waste services to existing, year-round occupied homes.
4. 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. The capital cost (cost per home) of the project must be less than the established maximum capital costs for the region.

### **6. Sanitation Facilities Planning Information** (required to establish eligibility)

If the total estimated cost of all sanitation needs (amount of funding being requested, plus all remaining needs) is greater than \$2 million, the scope of the funding request must be included in a *current, completed, and approved* Sanitation Facilities Master Plan, Comprehensive Plan, or Feasibility Study in order for the construction application to be considered eligible.

- ✓ “Current” means that the conditions, costs, and decisions included in the plan are still valid.
- ✓ “Completed” means that the plan is final and published.
- ✓ “Approved” means that a Letter of Approval for the plan or study has been signed by the Facility Programs Manager

If the community has not completed such a plan/study, they are encouraged to apply for planning funds. Instructions and planning application can be found on the VSW website:

<http://www.dec.state.ak.us/water/vsw/index.htm>

In addition, the following attachments must be included with the application:

- **A copy of the Executive Summary** - from a *current, completed* Sanitation Facilities Master Plan, Comprehensive Plan, or Feasibility Study for the community and
- **A Letter of Approval** - for the plan or study, signed by the Facility Programs Manager (*if the plan is not currently listed Approved Master Plan List posted on VSW website*).

# Application Instructions for Construction Projects

## 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. *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.

### Sanitation Facilities Planning Information

Indicate whether the total amount of funding requested plus all remaining needs included in the Capital Improvement Project Report for your community exceeds \$2 million.

If the answer is "Yes", the scope of your funding request must be included in a *current, completed* Sanitation Facilities Master Plan, Comprehensive Plan, or Feasibility Study for the community in order for your application to be considered eligible.

- ✓ "Completed" means that the plan is final and published.
- ✓ "Current" means that the conditions, costs, and decisions included in the plan are still valid.

***If your community has not completed such a plan/study, you are encouraged to apply for planning funds.***

## Application Instructions for Construction Projects (continued)

### Page 2 and 3: Attachments to Application

#### Instructions for List of Attachments

- Provide a complete list of all attachments (and number of pages) included with this application.
- The table identifies each of the three attachments required for all applications – please provide the number of pages for each of these required attachments.
- In addition to the required attachments, all other attachments must be listed, along the associated number of pages.

#### All applications require the following three attachments:

- **The Sanitation Needs Report for your community** - This report includes the scope description and cost estimate for all sanitation facility needs in your community, and indicates which projects are included in this year's funding request.  
  
Information in the Sanitation Needs Report is entered by the agency project engineer assigned to your community or, if requested by the community, by a consulting engineer.  
  
The Sanitation Needs Report for your community can be obtained by calling the agency engineer assigned to your community, or on the internet via the VSW website.  
  
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.
- **Council Resolution** from the applicant stating that the requested project is the highest sanitation priority of the community. (See attached example.)
- **A map showing proposed facilities** – At a minimum, the map must be 8½" x 11", reproducible quality, include a north arrow, and identify existing and proposed facilities.

#### If funding needs exceed \$2 million:

If the funding requested, plus all remaining needs, exceeds \$2 million, the following attachments must be included with the application (see *Eligibility Requirements* for more information):

1. **A copy of the Executive Summary** - from a *current, completed* Sanitation Facilities Master Plan, Comprehensive Plan, or Feasibility Study for the community and
2. **A Letter of Approval** - for the plan or study, signed by the Facility Programs Manager (*if the plan is not currently listed on the Approved Master Plan List posted on VSW's website*).

A review of your completed plan/study can be requested by contacting the VSW Planner at (907) 465 – 5139. Once the review has been completed, the results will be made available on the Master Plan Review List and posted on the VSW website.

## Application Instructions for Construction Projects (continued)

### Page 2 and 3: Attachments (continued)

The following attachments are required for specific points to be awarded:

- **Documentation of Collection Rate** - In order to receive Collection Rate points
- **Documentation of any facility-related, regulatory compliance needs** – In order for Tier B (Regulatory Compliance) Health Impact points to be awarded. Example is a letter or Notice of Violation from ADEC concerning the deficiency. A wastewater permit is required for all wastewater projects requesting Tier B points.
- **Written description of the water and sewer facilities in your community** - If existing facilities in your community consist of no more than a washeteria, honey buckets, and/or individual household wells and septic systems, in order to receive all possible O&M points.

If the project includes service to HUD or NAHASDA-assisted homes built after Jan 1, 2001:

**An approved Housing Agreement** must be included with the application, or the application will not be considered eligible.

### Page 4: Other Information

*The information requested on this page is available from the project engineer assigned to work with your community.*

**Related Projects:** Information about the relation of this project to any non-sanitation infrastructure projects

- Briefly describes any other infrastructure projects (not water, sewer or solid waste projects) with approved funding that are closely related to this project.
- Examples might include a boardwalk project associated with a water/sewer haul system, or a housing project associated with water and sewer service lines.
- Information must include scope, total cost, funding source and construction schedule.

**Ongoing Funding:** Information about any other ongoing sanitation facility construction projects

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

# Guide to Your Community Sanitation Needs Report

## Section 1 of Sanitation Needs Report: Sanitation Project Needs

This section of the Sanitation Needs Report may be comprised of several pages, and includes information about the needs, houses to be served, estimated costs, and related projects for each individual project phase.

**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. Does not describe the scope – the scope description is provided below.
- Includes specific system deficiencies, pollution hazards, and/or public health risks that will be addressed.

### **Proposed Facilities (Overview of Proposed Project Scope)**

- Provides a broad sketch of the scope of this project.
- Remember that specifics about individual scope items are included in the cost table, so words shouldn't be wasted here describing them.

## Section 2 of Sanitation Needs Report: 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. should be distributed proportionately among these scope items.
  - ✓ General "Lump Sum" items and units for more than 10% of total cost should not be used.
  - ✓ Scope Items must be consistent with information provided under "Existing Deficiencies" and "Proposed Facilities"
- **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 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. (Note that any code can be used for water and sewer improvements, but only "D" can be used for solid waste facility improvements.)
  - ✓ Documentation is required for any Tier B (Regulatory Compliance) Health Impact outcomes points to be awarded.

Description of Health Impact	Health Impact Tier
<b>First Service:</b> Majority of project costs are associated with providing fully piped, closed haul, or onsite water and wastewater service to homes not previously served at the proposed service level.	A
<b>Regulatory Compliance:</b> Majority of project costs are associated with addressing “verified” facility-related regulatory compliance. (DEC drinking water or wastewater program verification Required)	B
<b>Essential Upgrades:</b> Majority of project costs are associated with water/sewer system upgrades or replacement of existing system components that have exceeded their capacity or design life, resulting in present and continuous compromises in health benefits of system and representing a clear and substantial health hazard.	C
<b>Beneficial Upgrades:</b> Majority of project costs are associated with upgrades to increase operational efficiencies or system component upgrades that address intermittent compromises affecting the health benefits of the system. Includes all solid waste improvements.	D
<b>Desired Upgrades:</b> Majority of project costs are associated with upgrades that are not considered “Essential Upgrades” or “Beneficial Upgrades” as defined above.	E

## Last Section of Sanitation Needs Report: O&M Capability Criteria

This section of the Sanitation Needs Report contains information about the Operation and Maintenance capability indicators for your community.

- Communities with systems that do not require operators and managers (e.g. individual wells and septic systems) will receive maximum points for O&M Capability criteria, **only if a written description of the water and sewer facilities in your community is attached to the application.** Please name this attachment “**Existing Facilities**” if included.

### **Operator Certification:**

#### Primary Operator Water Treatment Certification

- Name of the Primary Operator for your water/sewer utility - This is the operator with primary responsibility for your water/sewer utility, and must be currently employed.
- Current Certification No. held by your Primary Operator - State of Alaska certification must have been awarded on or before the application deadline.
- Level of Water Treatment Certification – Indicates which level of water treatment certification is currently held by your Primary Operator, if any.
- Certification Type and Level - If you don't know the Required Water Treatment Certification Level for your water/sewer utility, you can contact the Operator Certification & Training Program, at (907) 465-5136.
- All information will be validated with the DEC Operator Certification and Training Program and DEC Remote Maintenance Worker Program.

#### Backup Operator Certification

- Name of Backup Operator for your water/sewer utility - This is the operator with secondary responsibility for your water/sewer utility, and must be currently employed.
- Current Certification No. held by your Backup Operator - State of Alaska certification must have been awarded on or before the application deadline.
- Level of Water Treatment Certification – Indicates which level of water treatment certification is currently held by your Backup Operator, if any.
- Certification Type and Level - If you don't know the Required Water Treatment Certification Level for your water/sewer utility, you can contact the Operator Certification & Training Program, at (907) 465-5136.
- All information will be validated with the DEC Operator Certification and Training Program and DEC Remote Maintenance Worker Program.

## Utility and Financial Management:

### Utility Management Training

- Utility Manager Name for your water/sewer utility - This is the person with responsibility for managing your water/sewer utility, including financial oversight, personnel, and planning.
- Phone Number – For your Utility Manager
- Name of Training – Lists any DCCED-approved management training courses completed by the Utility Manager identified above. In lieu of this, college-level management course(s) may also be listed.
- Start Date of Training - The date(s) that the course listed above began.
- Sponsor – RUBA, Tribal Health Consortium, Training Consultant, etc.
- All information will be validated with the DCCED Rural Utility Business Advisor Program.

### Collection Rate

- Box should be checked if:
  - ✓ Documented collection rate is equal to or greater than 85% (**see details below**)
  - ✓ System uses a pre-paid method for collecting
  - ✓ Utility does not charge users for the service, but relies upon contractually obligated contributions from another entity (for example a MOA with the tribe or City) **AND** you document that the contributions were paid at the 85% level.
  - ✓ Water and sewer facilities in your community consist of no more than a washeteria, watering point, honey buckets, and/or individual household wells and septic systems. You must attach a brief written description of the facilities in your community.
- No points will be awarded for any one or more of the following:
  - ✓ Collection rate is less than 85%
  - ✓ Necessary documentation is not submitted to verify your collection rate
  - ✓ Piped or flush-haul system does not collect user fees or have contractually obligated payments from another entity.

### **Regulatory Compliance**

- Your application will receive points if your existing system is not on the current Significant Non-Compliance List for any operation-related violations.
- All verification information will be obtained from the ADEC Drinking Water Program.
- More information about your system's regulatory compliance, including any violations and listings on the Significant Non-Compliance List is available from the ADEC Drinking Water Program at (907) 269-2007, or by accessing the web-site for operation-related Significant Non-Compliance, which is updated quarterly. The web-site address is:

[http://www.dec.state.ak.us/water/vsw/pdfs/snc\\_tier\\_list.pdf](http://www.dec.state.ak.us/water/vsw/pdfs/snc_tier_list.pdf)

### **Water System Fluoridation**

- These points are not included in the CIP scoring criteria. These points are only awarded for projects eligible for funding from the Indian Health Service.

## Instructions for Collection Rate Documentation (Including contractually obligated payments)

- The collection rate must be calculated and documented using the period of July 1 – December 31 of the previous calendar year.
- The rate must be calculated by dividing the amount collected from customers during that period by the amount billed to customers for the period.
- If you have a “combined” rate that includes garbage haul or other services, and you cannot break out the separate services, you must include the entire amount billed/collected.
- If your utility collects contractually obligated fees from other entities, you must submit a copy of the contract, and show receipts for payments of at least 80% of required amounts for the July 1 – December 31 period.

### Example:

The tribal council signed an agreement that it will contribute \$500/month to help pay for the cost of the utility. For the July 1-December 31 period, you need to show a “billed” amount of \$3,000 and payments equaling at least 80% of \$3,000 or \$2,400

- You may use either customer names or customer identification numbers, but whatever system you use must be able to trace individual customer accounts.
- Your collection rate report must show the total amount billed, total amount received and balance due for each customer. Totals for all three columns must be calculated in your report.
- **Your report does not need to match the format used in the example, but any report generated must have the same information in similar format. Copies of individual billings, customer account cards, or individual page printouts are not acceptable.**
- Pre-paid systems such as PowerStats or WaterStats do not need to complete this form, but need to state the brand of system that they are using.

**Example of Collection Rate Report**

Utility Name: Windy Pass			
Collection Summary Report for July 1 - December 31, 200X			
	<u>Total Billed</u>	<u>Total Received</u>	<u>Balance Due as of 12/31/2006</u>
Page 1	\$11,700.00	\$9,890.00	\$5,570.00
Page 2			
Page 3			
Page 4			
<b>Totals of All Pages</b>	<b>\$11,700.00</b>	<b>\$9,890.00</b>	<b>\$5,570.00</b>
Collection Rate	84.53%	(= \$11,700 / \$9,890)	

Utility Name: Windy Pass			Page 1 of 4
Collection Detail Report for July 1 - December 31, 200X			
Customer Name or ID	Total Billed	Total Received	Balance Due as of 12/31/2006
WPS001	\$300.00	\$240.00	\$120.00
WPS002	\$300.00	\$300.00	\$0.00
WPS003	\$300.00	\$300.00	\$0.00
WPS004	\$300.00	\$300.00	\$0.00
WPS005	\$300.00	\$300.00	\$0.00
WPS006	\$300.00	\$300.00	\$0.00
WPS007	\$300.00	\$300.00	\$0.00
WPS008	\$300.00	\$0.00	\$1,600.00
WPS009	\$300.00	\$200.00	\$500.00
WPS010	\$300.00	\$350.00	\$50.00
WPS011	\$300.00	\$300.00	
WPS012	\$300.00	\$300.00	
WPS013	\$300.00	\$300.00	
WPS014	\$300.00	\$300.00	
WPS015	\$300.00	\$300.00	
WPS016	\$300.00	\$300.00	
WPS017	\$300.00	\$300.00	
WPS018	\$3,000.00	\$2,700.00	\$300.00
WPS019	\$1,800.00	\$1,500.00	\$300.00
WPS020	\$1,800.00	\$1,000.00	\$2,700.00
<b>Page Totals</b>	<b>\$11,700.00</b>	<b>\$9,890.00</b>	<b>\$5,570.00</b>

Village Safe Water Program  
Capital Improvement Project Application

**Scoring Criteria for Construction Project Applications**

Category	Criterion	CIP Points
Health Impact (limited to one)	<b>First Service:</b> Majority of project costs are associated with providing fully piped, closed haul, or onsite water and wastewater service to homes not previously served at the proposed service level.	350
	<b>Regulatory Compliance:</b> Majority of project costs are associated with addressing “verified” facility-related regulatory compliance. (DEC drinking water or wastewater program verification Required)	300
	<b>Essential Upgrades:</b> Majority of project costs are associated with water/sewer system upgrades or replacement of existing system components that have exceeded their capacity or design life, resulting in present and continuous compromises in health benefits of system and representing a clear and substantial health hazard.	175
	<b>Beneficial Upgrades:</b> Majority of project costs are associated with upgrades to increase operational efficiencies or system component upgrades that address intermittent compromises affecting the health benefits of the system. Includes all solid waste improvements.	50
	<b>Desired Upgrades:</b> Majority of project costs are associated with upgrades that are not considered “Essential Upgrades” or “Beneficial Upgrades” as defined above.	0
Project Status & Relationship to other Projects	Project is related to other funded, non-sanitation infrastructure project(s)	75
	Other existing, mobilized water & sewer project(s) funded and scheduled for construction next calendar year	100
Application Quality	Information is complete and consistent throughout, and supports the goal of providing safe, sustainable water supply and sewage disposal to community residents.	75
Local Capacity	See Local Capacity Scoring Criteria details below	400*
<b>Total Possible Points</b>		<b>1000</b>

\* Maximum number of points available for this criterion. Partial points may also be awarded.

Village Safe Water Program  
Capital Improvement Project Application

**Local Capacity Scoring Criteria for Construction Project Applications**

<b>Category</b>	<b>Criteria</b>	<b>CIP Points</b>
Primary Operator Certification <i>(limited to one)</i>	<i>Primary Operator is certified at the required water treatment level</i>	105
	<i>Primary Operator is certified for water treatment at any level</i>	70
	<i>Primary Operator is certified for water distribution, or waste water treatment or collection at any level</i>	20
Backup Operator Certification <i>(limited to one)</i>	<i>Backup Operator is certified at the required water treatment level</i>	35
	<i>Backup Operator is certified for water treatment or distribution, or wastewater treatment or collection at any level</i>	20
Utility & Financial Management	Utility Manager has completed a DCED-Approved Utility Management course or other college-level management training course	35
	System is Provisionally Certificated or Regulated by the Regulatory Commission of Alaska (RCA) OR Utility is exempt from regulation <i>(documentation required)</i>	50
	Collection Rate is 85% or greater <i>(documentation required)</i>	50
Regulatory Compliance	System is not on the current Significant Non-Compliance List for violation of any operation-related violation(s)	125
<b>Total Possible Local Capacity Points</b>		<b>400</b>