



Supplemental Instructions for Competitive Grants
 For
 Wellhead Protection Implementation Projects
 RFA No. VDH-16-103-0146

Funding Source:
 Federal Safe Drinking Water Act
 Drinking Water State Revolving Fund Set-Asides
 Grant Award No. 99358315
 Federal Grant No. CFDA 66.468

Administered by:
 Virginia Department of Health
 Office of Drinking Water
 Division of Technical Services

Issued on:
Wednesday March 22, 2016

Schedule:

The following table summarizes the expected due dates to complete each program milestone.

Milestone	Date*
Applications Due	4:00 PM on 5/11/2016
Committee Review and Project(s) Selection	5/15/2016
Award Notice and Full Execution of Contract(s)	7/1/2016
Project(s) Completion	6/30/2017
Final Invoice(s) and Report(s)	7/31/2017

**All dates reflect the VDH's desired outcome but they are subject to change.*

NEW for this Solicitation:

- Project performance term reduced to 12 months.
- Applications may also be submitted via email to meet deadline.
- Extended reporting timeframe to accommodate proof of payment.
- Modified scoring criteria.

I. INTRODUCTION

The Virginia Department of Health's Office of Drinking Water (ODW) continues to fund local implementation efforts. Funding will be limited to localities or municipalities with a protection 'Strategy In Place' (SIP) and an active 'Source Water Protection Committee' (SWPC). The goal of this requirement is to increase implementation activities and improve annual reporting to the Environmental Protection Agency.

The Virginia Department of Health (VDH) provides Source Water Protection Program term definitions at:

http://www.vdh.virginia.gov/ODW/SourceWaterPrograms/documents/pdf/2014VDH_SWP_Definitions.pdf

II. GENERAL GUIDELINES

Who may apply?

Eligible applicants for wellhead protection grants are a municipality or service authority owning or operating a groundwater based community water system(s) and with a SIP and an active SWPC.

Who is not eligible?

Individuals, private for-profit firms, and unincorporated citizen groups are NOT eligible for grants under this program; municipalities or service authorities that are not operating a ground water based community water system are NOT eligible for grants under this program.

What are the funding amounts?

Total funding has not specifically been determined at this time. Attempts will be made to fund eligible and worthwhile projects identified by the review committee.

Are there **mandatory forms** required as part of application submittal?

YES:

- 'Strategy In Place' documentation, Form 1 marked as page 1 of your application
- Project timeline (not to exceed fifteen months) and Quarterly forecast of funds, Form 2 marked as page 2 of your application
- Inventory of support letters, Form 3 marked as page 3 of your application. The dated and signed letters of support or board/council minutes indicating support of this project will be included at the end of the application in Appendix A
- Summary of the Source Water Assessment findings table, Form 4 marked as page 4 of your application (this relates to your susceptibility rankings from the VDH's Source Water Assessment Program)

NOTES:

In order to comply with the federal requirements for subrecipient monitoring and the Federal Funding Accountability and Transparency Act (FFATA), be prepared to provide additional information in the event you are awarded \$25,000 or more. In such event, you will have 48 hours, from your conditional award notice, to provide the requested information. Failure to provide the information may result in disqualification to receive the grant award. Refer to the

following link for additional information about the possible requirements:

http://www.epa.gov/ogd/general_t_c.pdf.

Grantees should also be prepared to provide a Form W-9/Request for Taxpayer Identification Number and Certification prior to contract approval.

How will awards be made?

Grants will be awarded on a competitive basis. Applications will be screened initially for the SIP criteria. Applications that are deemed to have a SIP will then be reviewed based on specific criteria described in Section VII. This grant program is primarily a reimbursement/receipt program.

What is the time frame for application submittal?

Grant applications must be submitted by 4:00 P.M. on May 11, 2016. The earliest of postmark, ODW receipt stamp or email receipt stamp (sent to Roy.Soto@vdh.virginia.gov) will be used to determine compliance with deadline.

What is the time frame for the project?

Realistic timelines and schedules for implementation projects with multiple tasks are expected. Extensions of timelines, often called 'no cost extensions', will be limited. The goal of this requirement is to eliminate project and funding 'carry over'. Projects should be complete, including all field work, by June 30, 2017. Final invoice and reports are due on July 31, 2017.

What reports will be required?

Applicants selected to receive grants must demonstrate the capability to manage and account for all funds received. In all cases, a complete spending record including invoices and receipts (logs may be accepted in cases where receipts are impractical). A concise but descriptive statement of progress completed to date should accompany each invoice which should be submitted to ODW as described in Section V.

III. APPLICATION INSTRUCTIONS

All applications shall:

- Have a single sided cover sheet referencing applicant's name (municipality, Public Water System ID, and community water supply system name); contact information including full legal name, address (street address and PO Box where applicable), Federal Tax ID # and Dunns/Bradstreet #, Congressional district, lead person, phone number and email address. Applications must be submitted with the signature of municipality or service authority's administrator
- Include completed MANDATORY forms (Form 1, 2, 3 and 4) and corresponding Appendix A.
- Have Project Description (pages 5 – 8) double sided in 12 point font and a minimum of 0.7 inch margins. These pages should be numbered and include the name of municipality/system name at the top of each page. There is no minimum number of pages required for the narrative, only that the project is

described in sufficient detail in order to evaluate its quality and potential for success.

- Incorporate additional information (if any) as Appendix B et al.
- Include 5 sets (original plus four copies) of the application. Each set shall be stapled in the top left corner (Plastic or other types of covers are NOT allowed). Electronic (email) submissions are encouraged in addition to hardcopies. Faxes will NOT be accepted.
- Use plain white recycled 8 ½ X 11 inch paper
- Be complete and submitted by 4:00 P.M. on May 11, 2016.

IV. PROJECT DESCRIPTION FORM FOR PAGES 5 - 8

A. BACKGROUND INFORMATION

- Brief summary of SIP documentation and previous protection activities completed (including a history of achievements in water resource protection)
- Relationship of project in achieving goals/concepts outlined in SIP (include quotations from the SIP sections being addressed through your project tasks and reference the document from which it was taken)
- Service area size/extent including current and projected population and number of residential service connections
- Current land use in general area
- Major environmental/planning initiatives (underway or planned)
- Water system location, description and source characteristics (include 8 ½ X 11 inch copy of USGS 1:24,000 scale topographic quadrangle map as an appendix)

B. SCOPE OF WORK

This section should include a breakdown of protection activities or tasks associated with the project and a narrative description of each. The goal of the project should be supported by the SIP documentation. Each activity or task should be numbered. The scope of work should include the groups or organizations cooperating or involved in the project and a description of their participation and/or contributions. The scope of work should identify the specific results and benefits gained from the successful completion of the project. Develop a Scope of Work that can reasonably be expected to be completed no later than June 30, 2017. Final invoice and reports are due on July 31, 2017.

C. BUDGET SUMMARY

The budget summary should identify the major project financial components and detail expenditures in accordance with the following budget line items:

- Salaries – hourly or annual rate of staff and estimated time commitment. This should not include contractual staff.
- Fringe Benefits – please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.
- Supplies – itemize individually
- Travel – mileage traveled and other costs including lodging and meals. Travel expense reimbursement is based on the **State Travel Regulations**, Topic 20335, in the Commonwealth Accounting Policies and Procedures (**CAPP**) manual published by the Virginia Department of Accounts (**DOA**).

- Contractual – percentage of award that will be allocated to contractor or consultant. If a contractor or consultant is utilized, selection shall be made following procurement rules established by the municipality.
- Match – while matching funds are not a requirement for award, if the municipality is supporting this effort with their own funds please identify the source, amount and percentage of funds from other sources than this grant (based on total project cost).
- Cost per Connections Served – provide the quotient of grant award requested from VDH divided by number of connections served by impacted well(s).

NOTES:

Indirect costs will not be funded. Costs incurred in preparation and submission of the application are not eligible.

No portion of the Scope of Work shall be subcontracted without clearly stating this intent in the documentation submitted as part of the application, otherwise written consent from the Department is required. The Grantee shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall ensure compliance with all requirements of the Contract. The Grantee shall comply with all applicable provisions of the Virginia Public Procurement Act in making such awards.

V. REPORTING REQUIREMENTS AND INVOICING

Invoices with summaries of project activities and accomplishments will be due on October 31, 2016; January 31, 2017; April 28, 2017; and a final report and invoice on July 31, 2017.

Requisitions for reimbursement must include proof of payment made by the awardee. Pictures and other task completion support materials may be required to approve reimbursements. VDH reserves the right to make a hold on reimbursements associated with tasks where completion status is unclear; in such cases, the retained amount will be released when the associated tasks are completed.

The latitude/longitude coordinates of ground water sources affected by this implementation project shall be collected with a GPS device (preferably on NAD83). The coordinates must be included in the final report. Copies of well construction information shall be researched by the applicant for any wells affected by this implementation project. Copies of any water well completion reports and/or associated pump tests and/or water quality tests for any ground water source affected by this implementation must be included as a deliverable with the final report.

VI. CONTRACTUAL AGREEMENTS

All work to be accomplished through the Wellhead Protection Implementation Grant Program must be legally embodied in a contract with the grant application. This contract will serve as a memorandum of agreement in accordance with the adoption of the Code of Virginia Section 62.1-44.19.11. This contract will be between the entity submitting the application and ODW. The goal is to have contracts in place by July 1, 2016. City or Town Council and/or County Board of Supervisors, and/or Service Authority Board of Directors'

documented support are a MANDATORY portion of project submittal. The expectation is this effort will ensure no delays in obtaining signatures on contractual agreements.

VII. EVALUATION AND SCORING

An initial screening by the ODW to determine appropriateness of the SIP and will be the first order of business.

Note: Awardees are expected to provide updates of their protection efforts with VDH to support Source Water Protection Program Metrics.

MANDATORY Forms 1 through 4 MUST be completed and included for the evaluation team to begin scoring.

The following criteria will be used to score applications:

A. Applicability to SIP and SWAP results (30 pts. max.)

The project should relate to the documented SIP. Implementation of protection activities that address Source Water Assessments is encouraged. The project should reduce the susceptibility identified in VDH's Source Water Assessment results; the completed project should benefit the waterworks and their customers.

B. Overall project costs (30 pts. max.)

The costs section must be clear and limited to the budget categories outlined in Section IV C. The application must demonstrate the costs are related to expected benefits.

C. Probability of success (20 pts. max.)

The description of the project must demonstrate the municipality's ability to complete the tasks in the stated schedule. The project should have a timeline to implement the measure(s). Measurable water quality improvements should be clearly identified. Proposed mitigation and contingency strategies should be adequate.

D. Local support, visibility, and sustained involvement (20 pts. max.)

The application should define the involvement of a management team or advisory group charged with sustaining protection interests and activities. Providing a history of the applicant's environmental achievements is recommended.

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VIII. PACKAGE PRE-SUBMISSION CHECKLIST

Before submitting the application, the following checklist helps to confirm all required items are included. There is no need to submit this page with the application.

Responsive Application Checklist

- Submitted by due date
- 5 sets (original plus copies) stapled in top left hand corner
- Single sided cover sheet with:
 - Applicant's name (municipality, Public Water System ID, CWS system name)
 - Contact information (full legal name, address)
 - Federal Tax ID
 - Duns/Bradstreet
 - Congressional district
 - Lead person
 - Phone number
 - Email address
 - Signature (municipality or service authority's administrator)
- White recycled 8.5x11 inch paper
- SIP evidence (form 1)
- Project Timeline (not to exceed 15 months) and quarterly forecast of funds (form 2)
- Inventory of support letters and copies (form 3 and Appendix A, respectively); no more than 6 months old at the time of contract issuance
- Summary of SWA findings (form 4)
- Project description (pages 5-8); double sided, 12 point font and minimum 0.7 inch margins
 - PREFERRED: numbered pages, name of municipality/system at the top of pages

Eligibility Items

- Locality or Service Authority
- Owns/Operates groundwater based CWS
- SIP (as per Form 1)
- SWPC (supported thru Form 3 and Appendix A)

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IX. APPLICATION SUBMISSION

Five hard copies of the application must be postmarked by 4:00 PM May 11, 2016.

Note: *VDH-ODW understands that mailed items may not always reach their destination in the expected timeframe. However, it is the applicant's responsibility to ensure that VDH-ODW receives hardcopy application materials within a week from deadline, as this may hinder their eligibility.*

Optional: VDH-ODW encourages applicants to also send an electronic application via email to Roy.Soto@vdh.virginia.gov.

DIRECT QUESTIONS TO:

Roy Soto, PE, PMP

Special Projects Engineer

Virginia Department of Health, Office of Drinking Water

(804) 864-7516

Roy.Soto@vdh.virginia.gov (**preferred communication method for questions**)

IDENTIFICATION OF APPLICATION ENVELOPE:

The signed application should be sent in an envelope or package, sealed and mailed to:

Address for US Postal Delivery and Special Couriers or Hand Delivery:

Roy Soto, PE, PMP

Special Projects Engineer

VDH, Office of Drinking Water

James Madison Building

109 Governor St, Room 628

Richmond, VA 23219

Note: *If an application is not contained in a **clearly marked envelope**, the applicant takes the risk that the envelope may be inadvertently misdirected or opened and the information compromised which may cause the application to be disqualified. No other correspondence or other applications should be placed in the envelope.*

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Funding will be limited to localities with a protection 'Strategy In Place' and an active 'Source Water Protection Committee,' as described at:

http://www.vdh.virginia.gov/ODW/SourceWaterPrograms/documents/pdf/2014VDH_SWP_P_Definitions.pdf

Use the table below to provide documentation of a 'Strategy In Place'. Include the URL where the document can be reviewed, the name of the document and the location (i.e. page #s) of applicable narrative. If the document(s) is not available for review on your website, please provide an electronic version of documents listed below on a Compact Disc (CD). The CD should be included in Appendix B.

Applicants should relate their project task(s) to the referenced narrative of their SIP document(s), by addressing applicable items described in the table below.

SIP Reference 1	
URL Address	
Document Name	
Applicable Narrative	
SIP Reference 2	
URL Address	
Document Name	
Applicable Narrative	

Project timeline: (List major steps, milestones and expected completion dates for the tasks listed in the Scope of Work. Use relative dates (e.g., 6 months) rather than an absolute date. Use the same task names and numbering scheme as in the Scope of Work.)

Quarterly Forecast of funds: (Invoices with summaries of project activities will be due on the following dates. Please provide an estimate of invoicing amounts per quarter)

Report Due Date	Projected Invoice Amount
October 31, 2016 (1 st Quarter)	\$
January 31, 2017 (2 nd Quarter)	\$
April 28, 2017 (3 rd Quarter)	\$
July 31, 2017 (4 th Quarter & Final Report)	\$
Total	\$

Letters of Support Inventory (Copies included in Appendix A)	
Letter Origin	Date*

** The letters of support shall be no more than 6 months old at the time of contract issuance.*

