



Supplemental Instructions for Competitive Grants
For
Source Water Protection Implementation Projects
RFA No. **VDH-23-103-0237**

Funding Source:
Federal Safe Drinking Water Act
Drinking Water State Revolving Fund Set-Asides
Grant Award No. 99358321
Federal Grant No. CFDA 66.468

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

Issued on:
February, 2024

Schedule:

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

Milestone	Date*
Applications Due	4:00 PM on 5/1/2024
Committee Review and Project(s) Selection	5/8/2024
Award Notice	5/22/2024
Full Execution of Contract(s)	6/12/2024
Project(s) Completion	6/12/2025
Final Invoice(s) and Report(s)	6/31/2025

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

INTRODUCTION

This is a grant program administered by Office of Drinking Water (ODW). Funded by EPA DWSRF set aside funding.

The goal of this grant is to increase source water protection plan 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:

https://www.vdh.virginia.gov/content/uploads/sites/14/2016/04/2014VDH_SWPP_Definitions.pdf

GENERAL GUIDELINES**Who may apply?**

Eligible applicants for Source water 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.

VDH-ODW may fund source water protection plans and the implementation of certain protection measures for waterworks who meet the following criteria:

- Classified as a Community waterworks,
- Serve less than 50,000 people, **and**
- Process water directly from a drinking water supply source

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/surface 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.

Funding is typically limited to \$120,000 for all grants.

Are there mandatory forms required as part of application submittal?

YES, see the attached application form.

NOTE:

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. Qualified applications will be screened initially for the SIP criteria. Applications that are deemed to have a SIP will then be reviewed based on the criteria guidelines. This grant program is a reimbursement/receipt program.

What is the time frame for application submittal?

Grant applications must be submitted electronically by **4:00 P.M. on May 1, 2024**. The email receipt stamp (sent to Raven.jarvis@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 12, 2025. Final invoice and reports are due on June 31, 2025.

What reports will be required?

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.

APPLICATION INSTRUCTIONS

Follow attached application for instructions.

REPORTING REQUIREMENTS AND INVOICING

Invoices with summaries of project activities and accomplishments will be due on **October 30, 2024; January 30, 2025; April 30, 2025; and a final report and invoice on June 31, 2025.**

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.

CONTRACTUAL AGREEMENTS

All work to be accomplished through the Source Water 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 June 12, 2024. 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.

EVALUATION AND SCORING

ODW will first form a screening of the application to determine whether it meets the minimum criteria.

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

The following criteria will be used to score applications:

A. Applicability to SIP and results (10pts. max.)

The project should relate to the documented SIP.

- Does the project relate to the documented ‘Strategy In Place’?
- What impact will this project have on water quality or reliability?

B. Overall project costs (10 pts. max.)

Application must demonstrate the costs are related to expected benefits.

- Do the benefits justify the cost?

C. Probability of success (5 pts. max.)

- Is the implementation timeline reasonable for the utility?
- Is there a history of success with other protection projects?
- Is the contingency strategy adequate?

D. Local support, visibility, and sustained involvement (5 pts. max.)

- Does the waterworks have an LAC (Local Advisory Committee)?
- Do they meet frequently?
- What was the LAC’s role in decision making?
- Does the project positively impact public engagement and consumer confidence in their water system?

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
- Provided documentation to support cost estimate of procured goods and services: contractor quotes, cost estimates for project items
- Completed Application

Eligibility Items

- Owner operator of permitted Virginia community water system.
- SIP
- Active SWPC

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APPLICATION SUBMISSION

Application must be submitted electronically by **4:00 PM May 1, 2024** to **Raven.jarvis@vdh.virginia.gov**.

DIRECT QUESTIONS TO:

Raven Jarvis

Special Projects Engineer

Virginia Department of Health

Office of Drinking Water

703-403-8405

Raven.Jarvis@vdh.virginia.gov (**preferred communication method for questions**)

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