



Supplemental Instructions for Competitive Grants  
For  
2014 Wellhead Protection Implementation Projects  
RFA No. 1400275-103

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

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

Issued on:  
Friday April 11, 2014

**Schedule:**

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

<b>Milestone</b>	<b>Date*</b>
Applications Due	4:00 PM on Friday May 16, 2014
Committee Review and Project(s) Selection	Friday June 13, 2014
Award Notice and Full Execution of Contracts	Tuesday July 1, 2014
Project(s) Completion	Wednesday September 30, 2015
Final Invoice(s) and Report(s)	Friday October 7, 2015

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

**NEW for this Solicitation:**

The responsibility for contract administration of the projects has transitioned from the Department of Environmental Quality to the Virginia Department of Health, Office of Drinking Water.

Request for Applications No. 1400275-103  
2014 Wellhead Implementation Projects VDH-ODW

**I. Introduction**

In 2014, The Virginia Department of Health's Office of Drinking Water (ODW) will continue their collaborative efforts to fund local implementation efforts. Funding will be limited to localities or municipalities with a protection 'Strategy In Place' (SIP). 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) defines a SIP as local documentation prepared by or for a community waterworks which addresses the elements of a source water protection plan. These elements include:

1. A management team or advisory group meeting regularly,
2. A section outlining potential contamination source(s), including those inventoried as part of Source Water Assessments conducted by VDH,
3. A section recommending actions to be taken to address potential contaminate sources, and
4. A contingency plan to address contamination events.

This local documentation may take many forms. It may be a plan that has been developed with a specific source in mind; it may be the local comprehensive plan or long term water supply plan, or a combination of any local planning efforts, as long as the four elements are addressed. The VDH ODW will initially screen all applications to determine if documentation meets the SIP definition. Only applications that are deemed to have a SIP will be evaluated and scored by the RFA evaluation committee.

**II. GENERAL GUIDELINES**

Who may apply?

Eligible applicants for wellhead protection grants are a municipality or service authority owning or operating a ground water based community water system(s) and with a SIP. The Virginia Department of Health, Office of Drinking Water will make this determination based on the information provided on MANDATORY form Page 1.

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.

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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](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?

Applications/grant applications will be accepted for six weeks following the issuance of the Request For Applications. Applications must be submitted by 4:00 P.M. on Friday May 16, 2014.

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 September 30, 2015. Final invoice and reports are due on October 7, 2015.

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.

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### 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)
- Use plain white recycled 8 ½ X 11 inch paper
- 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.
- Have the entire application stapled together in the top left hand corner (Plastic or other types of covers are not allowed)
- Be duplicated and submit 5 sets (original plus four copies) of the application. Faxes and e-mails will NOT be accepted. Electronic submissions are NOT being accepted at this time.
- Be complete and be submitted by 4:00 P.M. on Friday May 16, 2014.

### 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

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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 September 30, 2015. Final invoice and reports are due on October 7, 2015.

### 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**). The DOA has announced that effective January 1, 2014 the personal vehicle mileage rate will be \$0.56 per mile.
- 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 and amount.

### 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 7, 2014; January 8, 2015; April 7, 2015; July 8, 2015; and a final report and invoice on October 7, 2015.

The latitude/longitude coordinates of ground water sources affected by this implementation project shall be collected, in NAD 83 system, with a GPS device. 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, 2014. 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 will be the first order of business. This evaluation will be based on the information presented in MANDATORY Form 1.

MANDATORY Forms 2 through 4 MUST be completed and included for the evaluation team to begin scoring.

The applications will be scored in four areas:

project applicability to documentation of SIP and SWAP results; overall project design and costs; probability to create and/or implement protection measures; and local support, visibility, and sustained involvement.

### Applicability to documented SIP and SWAP results

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 water system. **Total points eligible under this criteria is 30.**

### Overall project design and costs

The description of the project must demonstrate the municipality's ability to complete the tasks in the stated schedule. 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. **Total points eligible under this criteria is 30.**

### Probability to create and/or implement protection measures

The project should identify protection measure(s) and have a timeline to implement the measure(s). Measurable water quality improvements should be clearly identified and strategies for contingency planning should be identified. **Total points eligible under this criteria is 20.**

### Local support, visibility, and sustained involvement

The application should define the involvement of a management team or advisory group charged with sustaining protection interests and activities. Annual reporting of protection measures will be a requirement of the award. Providing a history of the applicant's environmental achievements is recommended. **Total points eligible under this criteria is 20.**

**VIII. APPLICATION SUBMISSION**

**Five hard copies of the final applications must be received by 4:00 PM Friday May 16, 2014.**

**QUESTIONS SHOULD BE DIRECTED TO:**

Roy Soto, PE, PMP

Special Projects Engineer

Virginia Department of Health

Office of Drinking Water, Division of Technical Services

(804) 864-7516

[Roy.Soto@vdh.virginia.gov](mailto: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 identified as follows:

**TO: ROY SOTO, PE, PMP**  
**VHD-ODW, Division of Technical Services**

**FROM:** \_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Address and phone**

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.

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

Roy Soto, PE, PMP

Special Projects Engineer

Office of Drinking Water - VDH

James Madison Building

109 Governor St, Room 628

Richmond, VA 23219

# REQUIRED FORM 2014 Wellhead Protection Implementation Grants

## Pg 1 of application package

Funding will be limited to localities with a protection 'Strategy In Place'. The goal of this requirement is to increase implementation activities and improve annual reporting to the Environmental Protection Agency.

The Virginia Department of Health defines a 'Strategy In Place' as local documentation prepared by or for a community waterworks which addresses the elements of a source water protection plan.

These elements include:

1. A management team or advisory group meeting regularly,
2. A section outlining potential contaminate source(s), including those inventoried as part of Source Water Assessments conducted by VDH,
3. A section recommending actions to be taken to address potential contaminate sources, and
4. A contingency plan to address contamination events.

This local documentation may take many forms. It may be a plan that has been developed with a specific source in mind; it may be the local comprehensive plan or long term water supply plan, or a combination of any local planning efforts as long as the four elements are addressed.

Please provide documentation of a 'Strategy In Place'. Please 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.

URL address

DOCUMENT NAME

APPLICABLE NARRATIVE

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# REQUIRED FORM 2014 Wellhead Protection Implementation Grants

## Pg 2 of application package

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)

<b>Report Due Date</b>	<b>Projected Invoice Amount</b>
October 7, 2014 (1 <sup>st</sup> Quarter)	\$
January 8, 2015 (2 <sup>nd</sup> Quarter)	\$
April 7, 2015 (3 <sup>rd</sup> Quarter)	\$
July 8, 2015 (4 <sup>th</sup> Quarter)	\$
October 7, 2015 (Final Report)	\$
<b>Total</b>	<b>\$</b>

**REQUIRED FORM** 2014 Wellhead Protection Implementation Grants

**Pg 3 of application package**

Inventory of letters of support: (Please list origin and date of letter below. Include the original or copy of letter in Appendix A)

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<b>Summary SWAP findings of TABLE</b>				
PWSID#	System name	Date of SWAP completion	Ranking	Contamination sources

ADDITIONAL COPIES OF THIS PAGE MAY BE MADE WHEN NEEDED TO CAPTURE ALL PWS AFFECTED BY APPLICATION