



COLORADO
Department of Public
Health & Environment

2015 REQUEST FOR APPLICATIONS

Natural Disaster Grant Fund

TABLE OF CONTENTS

NATURAL DISASTER GRANT FUND.....	1
OVERVIEW	1
GRANT FUND PURPOSE, GOALS AND PRIORITIES	1
ELIGIBILITY	2
FUNDING ALLOCATION & AWARD PROCESS	2
TIMELINE.....	4
PROJECT PRIORITIZATION CRITERIA	4
PROJECT PRIORITIZATION TABLES	5
POST AWARD REQUIREMENTS.....	8
QUESTIONS ON THE REQUEST FOR APPLICATIONS.....	8
NATURAL DISASTER GRANT APPLICATION	9
APPLICATION FORM	9
WORK PLAN AND INSTRUCTIONS	13
WORK PLAN TABLE TEMPLATE.....	15
EXAMPLE WORK PLAN.....	17
BUDGET	19
SUPPORTING DOCUMENTATION	21
SUBMITTING AN APPLICATION	23
APPLICATION CHECKLIST.....	24



REQUEST FOR APPLICATIONS

NATURAL DISASTER GRANT FUND

OVERVIEW

A request for applications for this fund was previously released in June 2014. Applications were reviewed, prioritized and awarded but the total award was less than the available funds. This request for applications is being re-released in order to solicit additional eligible projects to which the remaining funds can be awarded.

GRANT FUND PURPOSE, GOALS AND PRIORITIES

In 2014, the Colorado General Assembly passed HB14-1002 to create the Natural Disaster Grant Fund. The bill was signed into law on May 17, 2014 providing \$17 million of disaster assistance to local governments for repair and replacement of water infrastructure impacted by the floods of September 2013. The Natural Disaster Grant Fund is codified in CRS Section 25-8-608.7 of the Colorado Water Quality Control Act.

The purpose of the fund is to repair water infrastructure impacted by a natural disaster by awarding grants to local governments, including local governments accepting grants on behalf of, and in coordination with not-for-profit public water systems, under the rules promulgated by the Water Quality Control Commission for the planning, design, construction, improvement, renovation or reconstruction of domestic wastewater treatment works and public drinking water systems that have been impacted, damaged or destroyed in connection with a natural disaster. The division may only award grants to be used in counties for which the governor has declared a disaster emergency by executive order or proclamation under CRS, Section 24-33.5-704.

The commission adopted the revised WQIF Rules (5 CCR 1002-55) on May 12, 2014. The rules provide the eligibility, prioritization, and awarding criteria that will be used to award grants from the WQIF-Natural Disaster Grant Fund. Amendments to Regulation 55 provide the authority and rules for executing those funds in State Fiscal Year 2014-2015 and 2015-2016, and future events of a similar nature. Please refer to Regulation 55, Water Quality Improvement Fund and related documents that authorize use of the WQIF located on the [commission's website](#).

Funding is contingent upon appropriations from the Colorado General Assembly and is based on eligible facilities.

ELIGIBILITY

Entity Eligibility

Local governments defined as governmental agencies in section 55.2 that own and operate domestic wastewater treatment works and public drinking water systems in a designated disaster emergency county by an executive order or proclamation under section 24-33.5-704, C.R.S.

Local governments accepting grants on behalf of and in coordination with not-for-profit public drinking water systems are eligible.

If funds are transferred to the Nutrients Management Grant Fund, eligible entities will be determined per the Nutrients Management Grant Fund section 55.8 of Regulation 55.

Project Eligibility

Projects for the planning, design, construction, improvement, renovation or reconstruction of domestic wastewater treatment works or public drinking water systems that have been impacted damaged or destroyed in connection with the September 2013 flood are eligible.

Per HB14-1002, and contingent upon the requirements of other programs, grant recipients may use the grant moneys to provide a portion of any matching funds required to secure federal or state funding for the planning, design, construction, improvement, renovation, or reconstruction of drinking water and wastewater infrastructure.

FUNDING ALLOCATION & AWARD PROCESS

The division will administer the funds per the Natural Disaster Grant Fund rules identified in Regulation 55 and prioritize projects based upon established criteria in this request for application. The division will notify all applicants of their funding status after the establishment of a fundable list. The fundable list will be posted on the [division website](#) to identify the recipients of funds and the amount of each award.

This grant is classified as state dollars. If acceptance of this grant exceeds your spending limitations it could jeopardize your ability to accept these funds under TABOR. It is the responsibility of the awardees to comply with TABOR requirements.

Total funding allocation remaining for the Natural Disaster Grant Fund includes \$4,653,156. Applicants can apply for more than one project as long as the projects are distinct from each other and the applicant clearly articulates the ability to fully expend all funds within the grant period. No one project can receive more than a maximum amount of \$1 million.

The estimated project start date of March 1, 2015 may vary, due to the time to finalize the scope of work, obtain signatures, and process the contract and/or purchase order. The awardees are not authorized to begin work until the purchase order or contract has been

signed and dated by the appropriate state designee(s). Work conducted outside the effective start and end date of the grant will not be eligible for reimbursement.

Any funds in the Natural Disaster Grant Fund that are unencumbered as of Sept. 1, 2015 will be transferred to the Nutrients Management Grant Fund. Projects must fully expend all funds by June 30, 2016. All funds that remain unencumbered as of Sept. 1, 2015 and/or are not fully spent by June 30, 2016 will automatically revert back to the Nutrient Grant Program. No contract extensions can be granted.

Because this award involves the expenditure of cash funds, any ensuing agreement is subject to, and contingent upon, the continued availability of those funds for payment pursuant to the terms and conditions of the agreement. Funding is also contingent upon the continued need for the service and the applicant's performance in completing the scope of work to the satisfaction of the state.

TIMELINE

Dec. 18, 2014	Release of request for application
Dec. 31, 2014 2:00 p.m.	Deadline for submitting questions
Jan. 6, 2015	Responses to questions will be posted at www.colorado.gov/cdphe/wqcd/grantsandloans
Jan. 21, 2015 2:00 p.m.	Deadline for receipt of grant applications.
Week of Jan. 26, 2015	Anticipated completion of application reviews and prioritization
Week of Jan. 26, 2015	Prioritization will be announced on website www.colorado.gov/cdphe/wqcd/grantsandloans
Feb. 2, 2015	Start contract process
Sept. 1, 2015	All funds unencumbered will be transferred to the Nutrients Grant Fund
June 30, 2016	Project completed

PROJECT PRIORITIZATION CRITERIA

If the demand for funding in the Natural Disaster Grant Fund exceeds the remaining available funds, the division shall rank each project based on financial affordability criteria and disaster impacts as a result of the September 2013 flood. The division will give priority to the applicants that have the lowest financial ability to pay. Specific point ranking criteria and associated points under each of the above factors is included in section 2.3 of this request for application. Projects will be funded in priority order from highest to lowest until all funds have been allocated. The fundable list will be posted on the division website to identify the recipients of funds and the amount of each award.

A technical review of each application will be performed. A work plan and budget are required. Incomplete applications and applications received after the deadline will not be accepted.

PROJECT PRIORITIZATION TABLES

Financial/Affordability	
Point Criteria Ranking	Points
<p>Population Served Criteria</p> <ul style="list-style-type: none"> • < 500 • ≥ 500 and < 1,000 • ≥ 1,000 and < 5,000 • ≥ 5000 	<p>30 20 10 0</p>
<p>Median Household Income (MHI)¹ of community</p> <ul style="list-style-type: none"> • < 75% of State MHI • ≥ 75% and < 95% of State MHI • ≥ 95% and < 110% of State MHI • ≥ 110% of State MHI 	<p>40 30 20 0</p>
<p>Total estimated damages to water/wastewater infrastructure per residential properties served</p> <ul style="list-style-type: none"> • > \$5,000 per residence • > \$3,500 and ≤ \$5,000 per residence • > \$2,000 and ≤ \$3,500 per residence • ≤ \$2,000 per residence 	<p>40 30 20 10</p>
<p>Indebtedness = (existing debt[*])/residential properties Served^{**}</p> <p style="text-align: center;">MHI</p> <ul style="list-style-type: none"> • > 5% of area MHI • > 2% and ≤ 5% of area MHI • ≤ 2% of area MHI <p>* Existing debt for water and/or wastewater system</p> <p>** Number of residential properties served and provided water or wastewater services</p>	<p>40 30 20</p>

Disaster Impacts		
Point Criteria Ranking		Points
	Percent of population that incurred loss or reduced water/wastewater services as a result of the disaster <ul style="list-style-type: none"> • > 75% and ≤ 100% • > 25 and ≤ 75% • > 1% and ≤ 25% • ≤ 1% 	15 10 5 0
	Percent of population directly benefitting from the water/wastewater project needed as a result of the disaster <ul style="list-style-type: none"> • > 75% and ≤ 100% • > 25 and ≤ 75% • > 5% and ≤ 25% • ≤ 5% 	15 10 5 0
	Percent of service area currently operating with temporary measures to serve water and/or wastewater <ul style="list-style-type: none"> • > 75% and ≤ 100% • > 25% and ≤ 75% • > 5% and ≤ 25% • ≤ 5% 	15 10 5 0
	Percent of population that is currently displaced from residences <ul style="list-style-type: none"> • > 75% and ≤ 100% • > 50% and ≤ 75% • > 1% and ≤ 50% • ≤ 1% 	20 15 10 0
	Percent of population currently with non-functional water or wastewater services <ul style="list-style-type: none"> • > 75% and ≤ 100% • > 25 and ≤ 75% • > 5% and ≤ 25% • ≤ 5% 	15 10 5 0

Disaster Impacts, continued		
Point Criteria Ranking		Points
	Decentralized individual water/wastewater services are being replaced by centralized services	10
	The proposed project includes mitigation measures to prevent damages from future disasters to the impacted water and wastewater infrastructure	5
	The project will correct intake or outfall structures that have been impacted as a result of the river relocating	5
	Project worksheets have been submitted for FEMA reimbursement	5
	The proposed water or wastewater project is in alignment with a Master Plan and/or Sustainable Community Plan	5

TIEBREAKERS

In the event that two or more projects have the same priority score and rank, the division shall give priority to the project that has the highest financial/affordability score. If projects remain tied, priority will be given to the applicant that has the greatest inability to provide water/wastewater services and the highest population impacted.

POST AWARD REQUIREMENTS

The awardees are not authorized to begin work until the purchase order or contract has been signed and dated by the appropriate state designee(s). Work conducted outside the effective start and end date of the grant will not be eligible for reimbursement under this grant.

A final negotiated scope of work and budget must be submitted to the division following discussion with the grants administrator and no later than two weeks after notice of the award. Failure to complete this requirement promptly may result in a reduced timeline for use of the grant award. Awardees must comply with the standard terms and conditions of the agreement.

Project expenses will only be reimbursed one time per month for expenses incurred in the previous month. Awardees will be requested to submit a signed standardized invoice form to the Grants and Loans Unit administrator along with any supporting documentation or invoices required to substantiate the request. This form may be downloaded [here](#).

Please note: All funds must be expended no later than June 30, 2016.

QUESTIONS ON THE REQUEST FOR APPLICATIONS

Questions regarding the requirements of the request for application should be submitted electronically to cdphe_grantsandloans@state.co.us. **Deadline for submitting questions is Dec. 31, 2014.** Questions will be received up until 2:00 p.m.

Answers to questions will be posted on the [division web page](#) by Jan. 6, 2015. Applicants should not rely on any other statements that alter any specification or other term or condition of the RFA.

Preferred method of submission is e-mail. If unable to submit electronically, written inquiries may be sent by courier or certified mail by the deadline to the following address:

Colorado Department of Public Health and Environment
Water Quality Control Division/WQCD-B2-GLU
Grants and Loans Unit
Attention: Tawnya Reitz
Natural Disaster RFA - Questions
4300 Cherry Creek Drive South
Denver, CO 80246-1530

For general inquiries or technical assistance, please email cdphe_grantsandloans@state.co.us or Tawnya Reitz, grant administrator, tawnya.reitz@state.co.us (subject line: Small Communities RFA General Questions).

NATURAL DISASTER GRANT APPLICATION

APPLICATION FORM

Please complete form thoroughly to avoid disqualification due to lack of information.

Applicant Information

Facility/County _____ e-Mail _____ Phone _____

Mailing Address _____ County _____ NPDES/PWSID _____

Owner(s) _____ e-Mail _____ Phone _____

Federal Tax Identification Number: _____ DUNS #: _____
Attach W-9 Form (Data Universal Number System)

Project Manager or Contact Person:
Name: _____
Title: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Financial Officer:
Name: _____
Title: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Print Name and Title of Authorized Official: _____

By signing and submitting the attached application, the authorized official agrees that the information provided in this application is, to the best of the applicant's knowledge and based on reasonable inquiry, true, accurate, and complete. The applicant understands that knowingly submitting any false information on this application could result in the project not being considered for funding or voiding any current or future contracts with the Department of Public Health & Environment.

Signature of Authorized Official: _____ Date _____

Total Grant Amount Requested: \$ _____

Total Match: \$ _____

Total Project Cost: \$ _____

Source of Match: _____

DETAILED PROJECT DESCRIPTION (attach additional sheets if necessary)

ENTITY ELIGIBILITY:

County _____ Designated Disaster Emergency from Flood of 2013? _____

County accepting grants on behalf & in coordination with a not-for-profit public drinking water system? _____

PROJECT ELIGIBILITY:

Financial/Affordability

1. Population served: _____

Median Household Income of the community: _____

Data Source: _____

For special districts, census block MHI data will be used if available; otherwise county MHI data will be used.

2. Total estimated damages to water/wastewater infrastructure: _____

3. Current total water/sewer debt : _____

Disaster Impacts

4. Percent of population that incurred loss or reduced water/wastewater services as result of the disaster: _____

5. Percent of population directly benefiting from the project needed as a result of the disaster: _____

6. Percent of service area currently operating with temporary water/wastewater measures: _____

7. Percent of population that is currently displaced from their residence: _____

8. Percent of population currently with non-functional water or wastewater services: _____

9. Will these funds be used to leverage other state or federal funding sources? _____

a. If yes, what other funds will be leveraged. Please provide the name of each program: _____

10. Are decentralized on-site wastewater treatment systems being replaced with centralized systems? _____

11. Does the proposed project include mitigation measures to prevent damages from future disasters? Yes No
(Please provide supporting documentation, i.e. engineering reports, FEMA project worksheets, etc.)
12. Will the project correct intake or outfall structures that have been impacted as a result of the river relocating? Yes No Please explain: _____
13. Have project worksheets been submitted to FEMA for reimbursement? _____ (If yes, please provide)
14. Is the proposed project in alignment with a Master Plan and/or Sustainable Community Plan? Yes No
Please explain: _____

Please check all that apply for the proposed project:

- Engineer/Consultant(s) has been selected
- Agreements are in place with selected Engineer/Consultant(s) (Please provide copy)
- Site application has been submitted to WQCD Engineering Review Unit (if required)? Date _____
- Technical plans and specifications have been submitted to WQCD Engineering Review Unit (if required)? Date _____

Tabor Spending limits. Does the applicant's jurisdiction have the ability to receive and spend state grant funds under TABOR spending limits? Yes No
If no, please describe:

Please note: This grant is classified as State dollars. If acceptance of this grant exceeds your spending limitations it could jeopardize your ability to accept funds.

Please flag any proprietary or confidential information included in your application. Note that non-proprietary information may be shared with internal and external entities under the Colorado Open Records Act (CORA). Any applications submitted become the property of the State.

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WORK PLAN AND INSTRUCTIONS

Complete the work plan table on the next page. All categories must contain content unless stated otherwise in the following instructions. Additional rows can be added as needed in any section. An example work plan has been provided at the end of this section.

1. GOALS & OBJECTIVE

- Goals are typically broad statements. They define a target for achievement. Objectives are statements that are focused and detailed. When accomplished objectives achieve the goal or make progress toward the achievement of the goal.

2. PRIMARY ACTIVITY & SUB-ACTIVITIES

- Identify and list the major (primary) and minor (sub-activities) steps required to meet the objective of the project. If sub-activities are not needed, leave the sub-activities category blank. Most primary and sub-activities are tied to a deliverable.
- Enter the total budget amount of each primary activity. This total amount includes the cost of any sub-activities listed.

3. STANDARDS AND REQUIREMENTS

- List all requirements and standards known to you that govern or affect how the activities will be completed. These may be industry standards, your organization's standards for conducting these types of activities or other regulatory requirements or standards.

4. EXPECTED RESULTS OF THE ACTIVITY

- Identify and list the result that is expected from the completion of the activities. The result should also meet the objective of the project.

5. MEASUREMENTS OF THE ACTIVITY

- Identify and list what will be measured to determine the result has been achieved.

6. DELIVERABLES

- List the deliverables you will provide to CDPHE, the position title of the person responsible for completing them and the date they will be submitted. **NOTE:** All funds awarded through this program must be expended no later than June 30, 2016.
- Deliverables are tangible and demonstrate progress or completion of the activities in accordance with the standards and requirements.
- Deliverables can also include information on what is being measured to ensure the result is achieved.
- **You must include routine progress reporting as a deliverable.** Your proposal for progress reporting must include the frequency the report will be provided to CDPHE. The report must contain a summary of the activity(s) (task), the responsible party for completing the activity and the outcome.
- **You must include a final project report as a deliverable.** The report must be no more than two pages in length and is due 30 days after the contract and/or purchase order ends. The report must contain a brief description of all work completed, list any unanticipated outcomes or roadblocks encountered as well as any recommendations for future activities (SRF or other additional funding needed).

If awarded, CDPHE staff will review the contents of the proposed work plan table and will contact you to discuss concerns, revisions or to request clarification.

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WORK PLAN TABLE TEMPLATE

Goal #1:	
Objective #1:	
Primary Activity #1	Budget
Sub-Activities:	
Primary Activity #2	Budget
Sub-Activities:	
Primary Activity #3	Budget
Sub-Activities:	
Expected Results of the Activity	1.
Standards and Requirements	<ol style="list-style-type: none"> 1. The content of the electronic documents and information contained on CDPHE websites may be updated periodically during the contract term. The contractor shall monitor documents and website content for updates and comply with all updates. 2. The contractor shall notify the natural disaster grant administrator via email if the website links are broken.
Measurement of Expected Results	1.
Deliverables	Completion Date
1. The contractor shall submit final engineering design documents via email to the CDPHE engineering section manager bret.icenogle@state.co.us and the project manager.	No later than Oct. 30, 2015
2. The contractor shall submit all subcontractor agreements via email to the project manager.	No later than 30 calendar days after agreements are signed.
3. The contractor shall submit a progress report form, as provided by CDPHE, identifying progress made on the design and construction via email to the project manager.	No later than each: Jan. 15, April 15, July 15, and Oct. 15 during the contract period.
4. The contractor shall submit a final report including photo summary, as provided by CDPHE, upon completed construction via email to the project manager.	No later than 30 calendar days following final completion.

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EXAMPLE WORK PLAN

Goal #1: To improve water quality in Colorado by meeting requirements of Regulation #XX, Title.		
Objective #1: No later than June 15, 2016 complete final design and construction of facility improvements that will meet		
		Budget
Primary Activity #1	The contractor shall prepare site application for the recommended facility improvements.	\$36,000
Primary Activity #2	The contractor shall prepare a process design report for the recommended facility improvements.	\$232,000
Primary Activity #3	The contractor shall prepare final engineering design documents for the recommended facility improvements as identified in the Preliminary Engineering Report.	\$205,000
Sub-Activities:	<ol style="list-style-type: none"> The contractor shall complete final drawings for the recommended improvements. The contractor shall complete final project technical specifications for the recommended improvements. 	
Primary Activity #4	The contractor shall retrofit 20% of the water reclamation facility's south train to an A2O BNR process.	\$527,000
Sub-Activities:	<ol style="list-style-type: none"> The contractor shall utilize the entity's procurement procedures for procuring construction activities. The contractor shall award construction contract. The contractor shall manage construction of 20 % of the A2O BNR process including project technical submittals. 	
Expected Results of the Activity	<ol style="list-style-type: none"> The water reclamation facility will procure all required approvals necessary for construction of facility improvements that will meet future effluent limitations for nutrients. Facility improvements completed to 20% in order to meet nutrient effluent limits. 	
Standards and Requirements	<ol style="list-style-type: none"> The contractor shall determine if PELs are required for the proposed facility upgrades The contractor shall utilize a registered licensed Professional Engineer to complete and certify the process design report and construction documents. The contractor shall utilize the <i>State of Colorado Design Criteria for Wastewater Treatment Works</i>. This document is incorporated and made part of this SOW by reference and is available on the following website http://www.colorado.gov/cs/Satellite/CDPHE-WQ/CBON/1251629028615 The contractor shall comply with the <i>Site Location and Design Approval Regulations for Domestic Wastewater Treatment Works (Regulation No. 22)</i> when upgrading facilities. This document is incorporated and made part of this SOW by reference and is available on the following website http://www.colorado.gov/cs/Satellite/CDPHE-WQ/CBON/1251629028615 The contractor shall utilize the <i>Regulation 22 Application Form</i>. This document is incorporated and made part of this SOW by reference and is available on the following website http://www.colorado.gov/cs/Satellite/CDPHE-WQ/CBON/1251629028615 	

BUDGET

Provide a budget narrative describing how project costs are determined and how they relate to the project. Indicate any other funding sources that will be used for this project including self-funded portions. Applications will be reviewed for budget completeness.

Use the standardized format from the work plan to provide a *lump sum by task* (i.e., Primary Activity# 1, 2 and 3). The activities and budget should be the same as on the work plan but show any additional match funds. Any and all expenses for the project must occur between the start date of an agreement and June 30, 2016. No services or purchases will be reimbursed if service occurs prior to the effective date of the state purchase order and/or contract and after end date of the agreement. You may modify the table formatting to add additional primary activities and subtotals. However, the final budget total must include budget totals for each task.

Project Primary Activity (Task)	Grant Application Amount	Total Amount
1.		
2.		
3.		
Total Project Cost:		

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SUPPORTING DOCUMENTATION

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SUBMITTING AN APPLICATION

Electronic submission of the application is strongly preferred. The full electronic application, including any appendices or supporting documents, must be contained in a single document and submitted in PDF (read-only) format. Please e-mail your application to Tawnya Reitz, Grant Administrator, at cdphe_grantsandloans@state.co.us (subject line: Natural Disaster Grant Application Submittal). Please do not send an electronic file larger than 10 MB (megabytes) or the e-mail may not be successfully delivered to the department's internal e-mail system. It is the responsibility of the applicant to ensure the delivery of the application packet by the prescribed deadline and is recommended that the applicant follow-up with a phone call to the unit to confirm delivery. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an email notification after one (1) business day, contact Tawnya Reitz immediately at 303-692-3606.

If unable to submit electronically, one (1) CD copy and one (1) hardcopy of the full application and attachments may be sent by courier or certified mail to the following address:

Colorado Department of Public Health and Environment
Water Quality Control Division/WQCD-B2-GLU
Grants and Loans Unit
Attention: Tawnya Reitz
Natural Disaster RFA - Questions
4300 Cherry Creek Drive South
Denver, CO 80246-1530

The deadline for receipt of applications is **2:00 PM on Jan. 21, 2015**. Applications received after this deadline will not be accepted. Incomplete applications will not be considered. Failure to adhere to any of the required information within the RFA will disqualify the application. Please send either an electronic application or a hard copy application by courier or certified mail. Please **do not send both**.

APPLICATION CHECKLIST

Please use this checklist as a tool to ensure all the proper information is included, and applications are organized as required. You are not required to submit this checklist with your application.

- Application cover sheet is signed by the authorized official.
 - Completed [W-9 form](#) attached.
- Work plan table completed and attached.
- Project budget table and narrative completed and attached.
- Application and attachments are in one single PDF document (if sending electronically).
- PDF file size is no larger than 10 MB (megabytes)? If so, reduce the file size or send by courier or certified mail.

The deadline for receipt of applications is **2:00 p.m. Jan. 21, 2015**. Applications received after this deadline will not be accepted. Failure to adhere to any of the required information within the request for application will disqualify the application from evaluation.