COLORADO
Department of Public Health & Environment

2015 Request for Applications

Small Communities Water and Wastewater Grant Fund

Water Quality Control Division
October 2014

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SMALL COMMUNITIES WATER AND WASTEWATER GRANT FUND OVERVIEW

Senate Bill 14-025 revised and consolidated the small communities water and wastewater grant fund to be codified in CRS, Section 25-1.5-208 – concerning the establishment of a grant program under the Colorado Water Quality Act to assist suppliers of water and domestic wastewater treatment works that serve a population of not more than 5,000 people with meeting their responsibilities for the protection of public health and water quality. For state fiscal year 2015, $9,500,000 is available from the severance tax perpetual base fund and will be applied to both drinking water and wastewater projects.

The Water Quality Improvement Fund rules, **Regulation No. 55** provides the authority and rules for executing funds under this program. Please refer to the State Funded Water and Wastewater Infrastructure Programs, section 55.6 located on the Water Quality Control Commission **website**.

ENTITY ELIGIBILITY

Governmental agencies, not for profit public water systems or counties representing unincorporated areas that supply water to a population of not more than 5,000 people are eligible to apply for assistance for planning, design or construction of public water systems.

Governmental agencies or counties representing unincorporated areas that serves a population of not more than 5,000 people are eligible to apply for assistance for planning, design or construction of treatment works or of facilities for the discharge of wastewater or backwash water from public wastewater treatment plants.

During the grant application evaluation process, the division shall seek a fiscal analysis of the applying entity to determine financial need from the Division of Local Government in the Department of Local Affairs. Based upon their fiscal analysis, the Division of Local Government shall issue or deny a certificate of financial need. **A certificate of financial need is required to be eligible for this grant.** Financial need will be determined based on the water or wastewater system's effective average household rate, system debt and reserve levels, median household income and house value, and other measures of water or wastewater affordability. Generally, communities with incomes and house values below the state median, with system user charges and debt per household above state averages and a low ratio of reserves to a required project's cost will be determined to have financial need.

PROJECT ELIGIBILITY

Eligible projects are for

- the planning, design and construction of public water systems or domestic wastewater treatment works ***and;***
- that serve a population of not more than 5,000 people ***and;***
- that are necessary for the protection of public health and water quality.

AWARD PROCESS AND FUNDING ALLOCATION

The division will administer the funds per the small communities water and wastewater grant fund rules identified in Regulation No. 55 and prioritize projects based upon the prioritization criteria described here. If the demand for grant funding exceeds the available funds, the division shall rank each project and projects will be funded in priority order from highest to lowest until all funds have been allocated.

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. Please note that awards are subject to the applicant's ability to execute a state contract.

This year the total funding allocation for the grant fund includes $9,500,000. The available funds will be allocated at a 50/50 split between water and wastewater projects, $4,750,000 for each. The division has the authority to adjust the 50/50 allocation if necessary depending upon the quantity and composition of the application requests. No one project can receive more than ten percent of the total available funds ($950,000).

The anticipated project start date is Feb. 1, 2015 but may vary due to the time required to finalize the scope of work, obtain signatures and process the state contract and/or purchase order. **The awardee is 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.**

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	
Oct. 30, 2014	Release of request for application (RFA).
Nov. 13, 2014 cutoff 2:00 p.m. MST	Deadline for submitting questions regarding the RFA to the division. E-mail is the preferred method of contact.
Nov. 20, 2014	Responses to questions will be posted at: www.colorado.gov/cdphe/wqcd/grantsandloans
Dec. 4, 2014 cutoff 2:00 p.m. MST	Deadline for receipt of grant applications.
Week of Jan. 5, 2015	Anticipated completion of application reviews and prioritization.
Week of Jan. 5, 2015	Prioritization will be announced at: www.colorado.gov/cdphe/wqcd/grantsandloans
Jan. 12, 2015	Start contract process.
Dec. 31, 2017	Project completed.

PROJECT PRIORITIZATION CRITERIA

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

The division will prioritize projects based on financial/affordability, water quality, regulation compliance and readiness to proceed. The objective of the review and prioritization process is to rank all eligible projects using criteria outlined below and award funding based on the prioritization ranking, highest score to lowest score until all funds have been awarded. **To ensure maximum point credit, attach supporting documentation to this application for each applicable criterion.**

DRINKING WATER PROJECT POINT RANKING

Financial/Affordability		
1	Population served	
	• < 500	40
	• ≥ 500 and < 2,000	30
	• ≥ 2,000 and ≤ 5,000	20
2	Median household income (MHI) of community	
	• < 40% of state MHI	40
	• ≥ 40% and < 60% of state MHI	30
	• ≥ 60% and < 80% of state MHI	20
	• ≥ 80% of state MHI	10
	• 100% of state MHI	0
3	Indebtedness = (existing debt*)/residential properties served** / MHI	
	• > 5% of area MHI	40
	• > 2% and ≤ 5% of area MHI	30
	• ≤ 2% of area MHI	20
	* Existing debt for drinking water system.	
	** Number of residential properties served and provided drinking water services.	
4	Percent of local match contribution	
	• > 30%	30
	• Between 20% and 30%	25
	• Between 10% and 20%	20
	• < 10%	0

Drinking Water Quality & Public Health		
5	Project addresses a documented waterborne disease outbreak associated with the system within the last 24 months.	30
6	Project addresses or prevents violations of MCLs (primary standards) • Nitrate, nitrite, TCR. • Total trihalomethanes, total haloacetic acids. • Arsenic, selenium. • Other regulated contaminants. ***points are additive in this section**	 20 15 10 5
7	Project addresses or prevents exceedances of MCLs for radionuclides.	30
8	Project addresses inadequate treatment techniques that are unable to satisfy the requirements for: • Surface water. • Groundwater under the direct influence (GWUDI) of surface water. • Groundwater.	 10
9	Project will correct or prevent: • Inadequate distribution due to system deterioration (e.g., experiencing multiple line breakages). • Inadequate distribution due to chronic low pressure. • Inadequate storage. • Demand exceeding design capacity.	 10 10 10 5
Colorado Primary Drinking Water Regulation (CPDWR) Compliance		
10	Project addresses a facility's voluntary efforts to resolve a possible violation and will mitigate the need for issuance of a consent order, notice of violation or other enforcement action.	20
11	Project is designed to maintain CPDWR compliance or to meet new requirements.	15
12	Project addresses an enforcement action by a regulatory agency and the facility is currently in violation of CPDWRs.	10

Readiness to Proceed		
13	Project has secured one or more of the following: • Basis of design report submitted (for treatment): • Radionuclide project secured approval for residual handling, if req'd. • Radionuclide project secured approval for impoundment, if required. • Water conservation plan has been approved, if required. • Plans and specification submitted. • Plans and specification approved.	5 (for one or more)
14	Project has received prior drinking water state revolving fund loan and/or plannir and design grant funding in the past 24 months.	5
15	Project has funding secured by multiple financial assistance provider(s).	5
16	The project is a result of a natural disaster in a county where the governor has declared a disaster emergency by executive order or proclamation under CRS Sect 24-33.5-704.	10
17	Metering provided for conservation and water efficiency 100% of service area is metered or will be metered with project. 50% + of service area is metered or will be metered with project.	 10 5

Tiebreakers

In the event that two or more projects are tied, the highest total financial/affordability score will be used to break the tie. Should a tie between projects remain after sorting by the financial/affordability scores, the total CWPDR compliance scores will be reviewed and the tied projects will be ranked from highest to lowest. If a tie still exists after evaluating these two categories, the other ranking elements will be used systematically until the tie can be broken. If the tie cannot be broken through the above process, the final tie breaker will be the highest percentage of match.

WASTEWATER PROJECT POINT RANKING

Financial/Affordability		
1	Population served criteria • < 500 • ≥ 500 and < 2,000 • ≥ 2,000 and ≤ 5,000	 40 30 20
2	Median household income (MHI) of community • < 40% of State MHI • ≥ 40% and < 60% of state MHI • ≥ 60% and < 80% of state MHI • ≥ 80% of state MHI • 100% of state MHI	 40 30 20 10 0
3	Indebtedness = debt*/residential properties served** / MHI • > 5% of area MHI • > 2% and ≤ 5% of area MHI • ≤ 2% of area MHI * Existing debt for wastewater system ** Number of residential properties served and provided wastewater services.	 40 30 20
4	Percent of local match contribution • > 30% • Between 20% and 30% • Between 10% and 20% • < 10%	 30 25 20 0
Water Quality Improvement		
5	Project will address an identified water quality impairment of a water body that is included on the 303(d) list.	25
6	Project maintains water quality of the water body that will receive discharge. • Maintenance (Protects current water quality from future degradation).	20
7	Project applies BMPs to mitigate against erosion, sedimentation, and pollution runoff.	5
8	Project addresses onsite wastewater treatment systems shown to be polluting either surface or groundwater by consolidation with a centralized system.	15

Permit Compliance		
9	Project is designed to maintain permit compliance or meet new permit effluent limits.	15
10	Project addresses a facility's voluntary efforts to resolve a possible violation and will mitigate need for the issuance of a consent order or other enforcement action.	10
11	Project addresses an enforcement action by a regulatory agency and the facility is currently in significant non-compliance.	5
Readiness to Proceed		
12	Project has secured one or more of the following: • Request for PELs submitted. • Site application submitted and approved. • Plans and specification submitted. • Plans and specification approved.	20
13	Project implements one or more of the following planning instruments: • Watershed management plan. • Source water protection plan. • Nonpoint source management plan. • Approved 305(b) Report Category 4b designation. • Nutrient management plan. • Comprehensive land use planning. • Water conservation plan.	5
14	Project has received prior wastewater state revolving fund loan and/or planning and design grant funding in the past 24 months.	5
15	Project has funding secured by multiple financial assistance provider(s).	5
16	The project is a result of a natural disaster in a county where the governor has declared a disaster emergency by executive order or proclamation under CRS, Section 24-33.5-704.	10

Tiebreakers

In the event that two or more projects are tied, the highest total financial/affordability score will be used to break the tie. Should a tie between projects remain after sorting by the financial/affordability scores, the total water quality improvement scores will be reviewed and the tied projects will be ranked from highest to lowest. If a tie still exists after evaluating these two categories, the other ranking elements will be used systematically until the tie can be broken. If the tie cannot be broken through the above process, the final tie breaker will be the highest percentage of match.

POST AWARD REQUIREMENTS

A final agreed upon signed scope of work and budget must be submitted to the division following discussion with the grants and loans contract 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/invoices required to substantiate the request. This form may be downloaded here.

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.

Please note: All funds must be expended no later than **Dec. 31, 2017**.

QUESTIONS ON THE REQUEST FOR APPLICATION

Questions regarding the requirements of the request for application should be submitted electronically to cdphe_grantsandloans@state.co.us. **Deadline for submitting questions is Nov. 13, 2014.** Questions will be received up until 2:00 p.m. MST.

Answers to questions will be posted on the division web page by Nov. 20, 2014. 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
Small Communities 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).

SMALL COMMUNITIES WATER AND WASTEWATER GRANT APPLICATION
APPLICATION FORM

Applicant Information

Facility	E-mail	Phone
Mailing address	County	NPDES/PWSID
Owner(s)	E-mail	Phone
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:_____

Total grant amount requested: **Total match:**

Source(s) of match:

DETAILED PROJECT DESCRIPTION (attach additional sheets if necessary)

ENTITY ELIGIBILITY:

Governmental agency.

Not for profit public drinking water system.

PROJECT ELIGIBLITY:

Type of project:

Drinking water project ****Please complete questions 1-20****

Wastewater project ****Please complete questions 1-3 & 21-34****

Financial/Affordability (All Projects)

1. Latest available median household income (MHI) of the community:
2. Data source (census name):
   Resources: DOLA ACS 2012 or other DOLA census surveys. Identify which is used.
3. Is this project a result of a natural disaster in a county where the governor has declared a disaster emergency by executive order or proclamation under CRS section 24-33.5-704?
   YES NO If yes, which county:

Financial/Affordability (Drinking Water Projects Only)

4. Total resident population (persons) served: (as of 12/31/2013)

5. Total residential properties (households) served: (as of 12/31/2013)

6. System utilization: Annual water usage (gallons) (for 2013)

Residential %	Commercial %	Industrial %

7. Drinking water system finances (based on financial statements for the year ending 12/31/2013):

   a. Annual drinking water user charges (operating revenues)

   b. Annual drinking water system operating expenditures

   c. Total long term drinking water system debt

Drinking Water Quality & Public Health (Drinking Water Projects Only)

IMPORTANT: For all questions where the answer is YES: Please briefly explain on this application and/or attach supporting documentation to ensure information can be validated and full point credits can be awarded. Failure to include this information could result in the project being determined ineligible or prioritizing low.

8. Does this project address or prevent violations of maximum contaminant levels (MCLs) of primary standards? ☐ YES ☐ NO
   Please check all that apply:
   - ☐ Nitrate, nitrite, TCR.
   - ☐ Total trihalomethanes, total haloacetic acids.
   - ☐ Arsenic, selenium.
   - ☐ Other regulated contaminants.

9. Does this project address or prevent exceedances of MCLs for radionuclides? ☐ YES ☐ NO

10. Does this project address inadequate treatment techniques that are unable to satisfy the requirements for surface water, GWUDI or groundwater? ☐ YES ☐ NO

11. Does this project correct or prevent inadequate distribution due to system deterioration (e.g., experiencing multiple line breakages)? ☐ YES ☐ NO

12. Does this project correct or prevent inadequate distribution due to chronic low pressure? ☐ YES ☐ NO

13. Does this project correct or prevent inadequate storage? ☐ YES ☐ NO

14. Does this project correct or prevent demand exceeding design capacity? ☐ YES ☐ NO

Colorado Primary Drinking Water Regulations (CPDWR) Compliance (Drinking Water Projects Only)

IMPORTANT: For all questions where the answer is YES: Please briefly explain on this application and/or attach supporting documentation to ensure information can be validated and full point credits can be awarded. Failure to include this information could result in the project being determined ineligible or prioritizing low.

15. Does this project resolve a possible violation and mitigate the need for issuance of a consent order, notice of violation or other enforcement action? ☐ YES ☐ NO

16. Does this project enable the system to maintain CPDWR compliance or to meet new requirements? ☐ YES ☐ NO

17. Does this project address an enforcement action by a regulatory agency and is the facility currently in violation of CPDWRs? ☐ YES ☐ NO

Readiness to Proceed (Drinking Water Projects Only)

IMPORTANT: For all questions where the answer is YES: Please briefly explain on this application and/or attach supporting documentation to ensure information can be validated and full point credits can be awarded. Failure to include this information could result in the project being determined ineligible or prioritizing low.

18. Project has secured one or more of the following:

- ☐ Basis of design report submitted (for treatment).
- ☐ Radionuclide project secured approval for residual handling, if required.
- ☐ Radionuclide project secured approval for impoundment, if required.
- ☐ Plans and specifications submitted.
- ☐ Plans and specifications approved.

19. Has this project received prior state loan and/or grant funding in the past 24 months? ☐ YES ☐ NO

20. Please indicate if the water system is metered for conservation and water efficiency:

- ☐ 100% of service area is metered, or will be metered with project.
- ☐ 50%+ of service area is metered, or will be metered with project.

Financial/Affordability (Wastewater Projects Only)

21. Total resident population (persons) served: _____ (as of 12/31/2013)

22. Total residential properties (households) served: _____ (as of 12/31/2013)

23. System utilization: annual wastewater usage (gallons) _____ (for 2013)

Residential %	Commercial %	Industrial %

24. Wastewater system finances (based on financial statements for the year ending 12/31/2013):

a. Annual wastewater user charges (operating revenues) $ _____

b. Annual wastewater system operating expenditures $ _____

c. Total long term wastewater system debt $ _____

Water Quality Improvement (Wastewater Projects Only)

IMPORTANT: For all questions where the answer is YES: Please briefly explain on this application and/or attach supporting documentation to ensure information can be validated and full point credits can be awarded. Failure to include this information could result in the project being determined ineligible or prioritizing low.

25. Does project address an identified water quality impairment of a water body that is included on the 303(d) list? ☐ YES ☐ NO

26. Does this project maintain the water quality of the water body that will receive discharge? (Protects current water quality from future degradation) ☐ YES ☐ NO

27. Does this project apply BMPs to mitigate against erosion, sedimentation and pollution runoff? (Not including temporary for construction) ☐ YES ☐ NO

28. Does this project address onsite wastewater treatment systems shown to be polluting either surface or groundwater by consolidation with a centralized system? ☐ YES ☐ NO

Permit Compliance (Wastewater Projects Only)

IMPORTANT: For all questions where the answer is YES: Please briefly explain on this application and/or attach supporting documentation to ensure information can be validated and full point credits can be awarded. Failure to include this information could result in the project being determined ineligible or prioritizing low.

29. Is this project designed to maintain permit compliance or meet new permit effluent limits?
    ☐ YES ☐ NO

30. Does this project address a voluntary effort of a facility to resolve a possible violation and will it mitigate the need for the issuance of a consent order or other enforcement action? ☐ YES ☐ NO

31. Does this project address an enforcement action by a regulatory agency and the facility is currently in significant non-compliance? ☐ YES ☐ NO

Readiness to Proceed (Wastewater Projects Only)

IMPORTANT: For all questions where the answer is YES: Please briefly explain on this application and/or attach supporting documentation to ensure information can be validated and full point credits can be awarded. Failure to include this information could result in the project being determined ineligible or prioritizing low.

32. This project has secured one or more of the following:
    - ☐ Request for PELs submitted.
    - ☐ Site application submitted and approved.
    - ☐ Plans and specifications submitted.
    - ☐ Plans and specifications approved.

33. This project implements one or more of the following:
- ☐ Watershed management plan.
- ☐ Source water protection plan.
- ☐ Nonpoint source management plan.
- ☐ Approved 305(b) Report Category 4b designation.
- ☐ Nutrient management plan.
- ☐ Comprehensive land use planning.
- ☐ Water conservation plan.

34. Has this project received prior state loan and/or grant funding in the past 24 months? ☐ YES ☐ NO

Other Information

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 the division's engineering review unit (if required)? Date
- ☐ Technical plans and specifications have been submitted to the division's engineering review unit (if required)? Date

Tabor Spending limits. If the applicant is a local government, does the applicant qualify as a TABOR enterprise or otherwise 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. It is the responsibility of the awardee to comply with TABOR requirements.

See instructions for information on deadlines, requirements and additional information required.

WORK PLAN AND INSTRUCTIONS

Complete the work plan table below. 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 and can be found here.

INSTRUCTIONS

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 December 31, 2017.
   - 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.

WORK PLAN TABLE TEMPLATE

Goal #1:		
Objective #1:		
Primary Activity #1		**Budget**
Primary Activity #2		**Budget**
Primary Activity #3		**Budget**
Sub-Activities:	1.	
Primary Activity #4		**Budget**
Sub-Activities:	1.	
Expected Results of the Activity	1.	

Standards and Requirements	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 small communities 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. 20, April 20, July 20, and Oct. 20 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, 2017 complete final design and construction of facility improvements that will meet ….		
Primary Activity #1		**Budget**
	The contractor shall prepare site application for the recommended facility improvements.	**$36,000**
Primary Activity #2		**Budget**
	The contractor shall prepare a process design report for the recommended facility improvements.	**$232,000**
Primary Activity #3		**Budget**
Sub-Activities:	The contractor shall prepare final engineering design documents for the recommended facility improvements as identified in the preliminary engineering report. 2. The contractor shall complete final drawings for the recommended improvements. 3. The contractor shall complete final project technical specifications for the recommended improvements.	**$205,000**
Primary Activity #4		**Budget**
Sub-Activities:	The contractor shall retrofit 20% of the water reclamation facility's south train to an A2O BNR process. 2. The contractor shall utilize the entity's procurement procedures for procuring construction activities. The contractor shall award construction contract. 3. The contractor shall manage construction of 20% of the A2O BNR process including project technical submittals.	**$450,000**
Expected Results of the Activity	2. The water reclamation facility will procure all required approvals necessary for construction of facility improvements that will meet future effluent limitations for nutrients. 3. Facility improvements completed to 20% in order to meet nutrient effluent limits.	

Example Only

Standards and Requirements	3. The contractor shall determine if PELs are required for the proposed facility upgrades 4. The contractor shall utilize a registered licensed professional engineer to complete and certify the process design report and construction documents. 5. The contractor shall utilize the State of Colorado Design Criteria for Wastewater Treatment Works and comply with Regulation 22 requirements. They are incorporated and made part of this scope of work by reference. 6. The contractor shall invite the project manager from CDPHE, grants and loans unit to any pre-bid and pre-construction meetings related to the water reclamation facility's retrofit. 7. 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. 8. The contractor shall notify the small communities grant administrator via email if the website links are broken.	
Measurement of Expected Results	2. CDPHE site location approval for the water reclamation facility upgrades. 3. CDPDHE process design report approval for wastewater treatment facility upgrades. 4. Design documents are in compliance with the State of Colorado Design Criteria for Wastewater Treatment Works. 5. Construction is in accordance with CDPHE issued design approval.	
Deliverables		**Completion Date**
	5. The contractor shall provide documentation or rationale to the project manager detailing the status of the PEL request via email to the project manager.	No later than March 1, 2015
	6. The contractor shall submit a completed site application for the facility upgrade via email to the CDPHE engineering section manager bret.icenogle@state.co.us and the project manager.	No later than March 1, 2015
	7. The contractor shall submit the process design report via email to the CDPHE engineering section manager bret.icenogle@state.co.us.	No later than June 30, 2015
	8. The contractor shall submit final engineering design	No later than

Example Only

	documents via email to the CDPHE engineering section manager bret.icenogle@state.co.us and the project manager.	Oct. 30, 2015
	9. The contractor shall submit all subcontractor agreements via email to the project manager.	No later than 30 calendar days after agreements are signed.
	10. 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. 20, April 20, July 20, and Oct. 20 during the contract period.
	11. 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.

Example Only

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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 Dec. 31, 2017. 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:		

SUPPORTING DOCUMENTS

SUBMITTING AN APPLICATION

Applications submitted under this request for application must align with the titles listed in the checklist below. Applications should be formatted with consecutively numbered pages on 8.5x11 inch paper, using standard 12 point type with 1 inch margins.

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). All applications submitted become the property of the state.

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. E-mail your application to cdphe_grantsandloans@state.co.us (subject line: Small Communities 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.

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/WCD-B2-GLU
Grants and Loans Unit
Attention: Tawnya Reitz
Small Communities Grant RFA – Application Submittal
4300 Cherry Creek Drive South
Denver, CO 80246-1530

The deadline for receipt of applications is 2:00 PM, Dec. 4, 2014. 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. Do not send both.

It is the responsibility of the applicant to ensure the delivery of the application packet by the prescribed deadline. It is recommended that the applicant follow-up with a phone call to the department 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 e-mail notification after one (1) business day, contact Tawnya Reitz immediately at 303-692-3606.

APPLICATION CHECKLIST

Use this checklist as a tool to ensure all the required information is included.

- ☐ **Small Communities Water and Wastewater Grant Application**
  Please complete information thoroughly to avoid disqualification due to lack of all required information. The application is linked here.
  - ☐ Cover sheet is signed by the authorized official.
  - ☐ Completed W-9 form.
- ☐ **Work Plan Table**
  This includes all activities (tasks) and timelines necessary to complete the project identified in the application. Instructions are provided here to assist in the completion of the table.
  - ☐ Major activities are identified.
  - ☐ Timeline for completion of those activities is identified.
- ☐ **Project Budget and Narrative**
  - ☐ Each major activity (not sub-activities) in the work plan should have a corresponding budget amount.
  - ☐ Use the narrative to describe how you arrived at your budget. Identify any match funds.
- ☐ **Supporting Documentation- Financial & Technical**
  - ☐ Any yes answers on the application are substantiated with supporting documentation and/or narrative as applicable. i.e.: transmittals, order numbers/dates, test reports, etc.
  - ☐ Governmental agencies:
    - ☐ Copy of most recent audit (or exemption from audit) of financial statements. Statements linked here.
  - ☐ Private not for profits:
    - ☐ Certificate of Good Standing with the Office of the Secretary of State
    - ☐ Most recent financial statements.
    - ☐ 2013 IRS Form 990 (or 990-EZ or 990-N) Return of Organization Exempt From Income Tax. More information on IRS site here.
- ☐ Application and attachments are in one single PDF document (if sending electronically) and PDF file size is no larger than 10 MB (megabytes). If so, reduce the file size or send by courier or certified mail.