



Small Communities Water and Wastewater Grant Fund

2016 Request for Applications

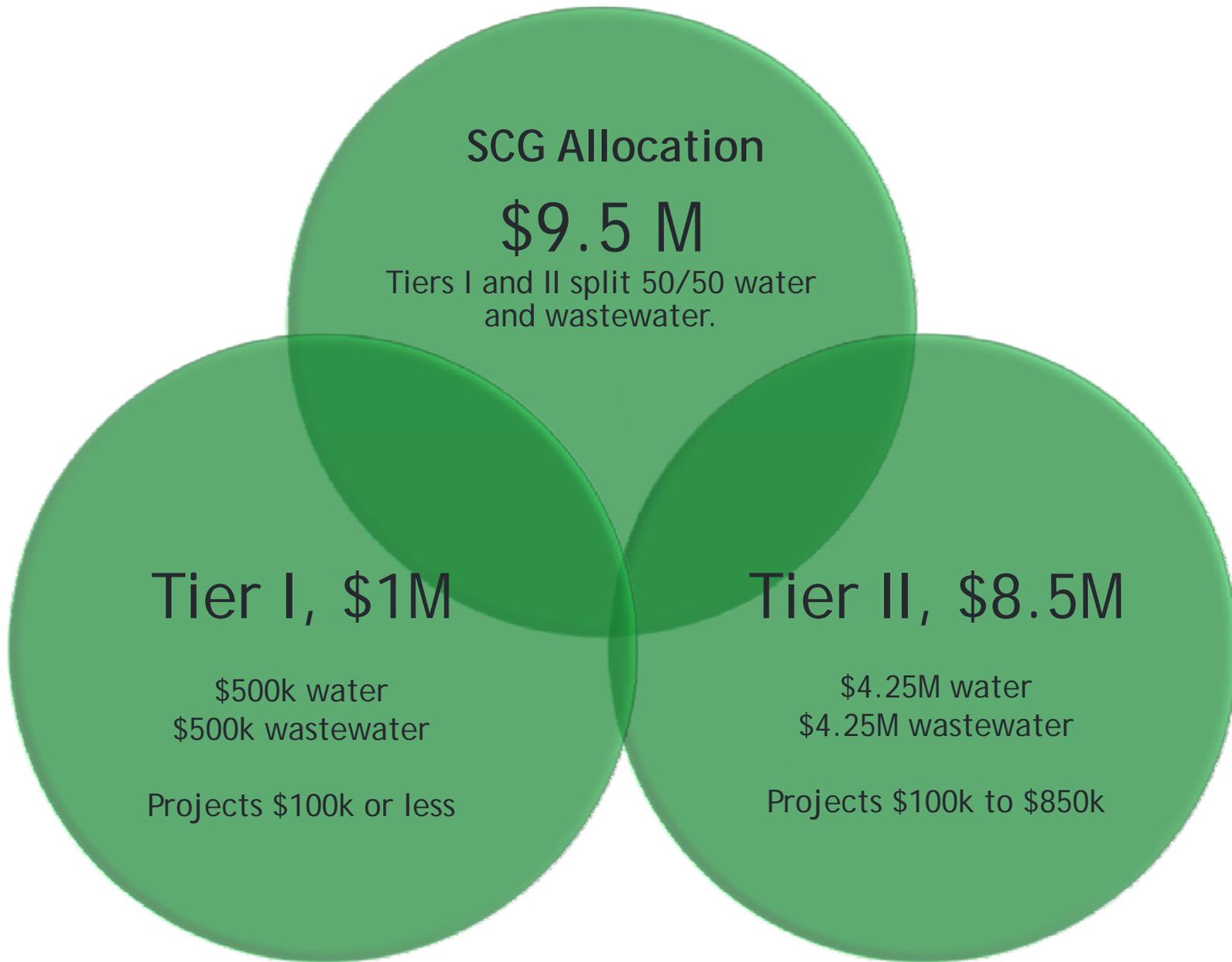


COLORADO
Department of Public
Health & Environment

Audio via computer speakers

Agenda

- Small Communities Grant allocation and eligibility
- Application Timeline
- Prioritization Criteria
- Work Plan
- Project Budget and Narrative
- Application Checklist
- Submitting Application
- Post Award Requirements
- RFA Question Period



Applicants may apply for either Tier I or Tier II grant, but not for both.

Applicants choosing to apply for a drinking water and wastewater grant must submit two separate application forms.

Project Eligibility

- Governmental agencies, counties representing unincorporated areas, or not for profit public water systems.
- Serving a population 5,000 people or less.
- Planning, design and construction of public water systems or domestic wastewater treatment works.
- Necessary for the protection of public health and water quality.

Small Communities Grant RFA Timeline			Time	Date
✓	1.	RFA Published on https://www.colorado.gov/pacific/cdphe/small-communities-water-and-wastewater-grants	N/A	Oct. 1, 2015
✓	2.	Pre-Application Webinar. Visit this link to join the webinar https://cdphe.adobeconnect.com/scg/	10:00 - 11:00 a.m.	Oct. 8, 2015
	3.	Deadline for applicants to submit written inquiries. Submit all inquiries by email to cdphe_grantsandloans@state.co.us . Questions will not be accepted after this date and time.	2:00 p.m.	Oct. 12, 2015
	4.	Answers to written inquiries published at https://www.colorado.gov/pacific/cdphe/small-communities-water-and-wastewater-grants	N/A	Oct. 26, 2015
	5.	Application submission deadline Applications will not be accepted after this date and time.	2:00 p.m.	Nov. 16, 2015
	6.	Evaluation Period Nov. 16, 2015 - Jan. 22, 2016	N/A	
	7.	Estimated Notification of Award - week of Jan. 25, 2016	N/A	Jan. 25, 2016
	8.	Estimated Contract Effective Date	N/A	Mar. 1, 2016

Prioritization Criteria

Ranking Tiebreakers

In the event that two or more projects are tied:

1. The highest total Financial/Affordability score
2. The highest total **Drinking Water Quality & Public Health** or **Water Quality Improvement**
3. The highest total **Colorado Primary Drinking Water Regulation Compliance** or **Permit Compliance**
4. The highest total Readiness to Proceed
5. Final tie breaker will be the highest percentage of match

✓ *Application Checklist*

✓ *Application Form*

- Attachment I: Application Form
- Cover sheet signed by authorized official
- W-9 form

✓ *Work Plan Table*

- Instructions on page 7 of RFA
- Attachment II: Work Plan Template
- Attachment III: Work Plan Example

Goal: Mission of the project

Objective: Focus of the project (addresses the Goal)

Activities: Work that must be performed (meets the Objective)

Standards & Requirements: Establishes quality of the work (Activities)

Expected Results: Outcome of the work performed (meets the Objective)

Measurement: Evaluate achievement of the Expected Results

Deliverables: Demonstrate Activity progress and compliance with Standards & Requirements, contains data needed to Measure results and facilitates monitoring.

✓ *Technical supporting documentation*

- Any 'Yes' answers on the application form must be substantiated with supporting documentation and/or narrative as applicable.
 - Transmittals
 - Order numbers and dates
 - Test reports
 - Letters

✓ *Financial supporting documentation*

- **Governmental agencies:**
 - Copy of most recent audit (or exemption from audit) of financial statements.
- **Private not for profits:**
 - Certificate of Good Standing with the Office of the Secretary of State.
 - Most recent annual financial statements. Financial statements should include revenues, expenditures, assets, and liabilities.
 - 2014 IRS Form 990 (or 990-EZ or 990-N) Return of Organization Exempt From Income Tax.

Helpful links

DOLA - American Community Survey Data

<http://dola.colorado.gov/cms-base/sites/dola.colorado.gov.gis-cms/files/projects/acs0913/acs0913.html>

Certificate of Good Standing

<http://www.sos.state.co.us/biz/BusinessEntityCriteria.do>

IRS Form 990

<http://www.irs.gov/uac/Current-Form-990-Series-Forms-and-Instructions>

Application Submittal

Applications must be submitted electronically by Nov. 16, 2015 by 2:00 p.m.

- Email application and all attachments to:
cdphe_grantsandloans@state.co.us

*Subject line: Small Communities
Grant Application Submittal*

- Mail CD with application and all attachments to:
Corrina Quintana
Project Manager
4300 Cherry Creek Drive South
Denver, CO 80246

- Notify division submittal by
cdphe_grantsandloans@state.co.us

*Subject line: Small Communities
Grant Application Submittal
by mail*

It is the applicant's responsibility to ensure the division has received the application and attachments.

Application Submittal

- Hard copies will not be accepted.
- Faxed applications will not be accepted.
- Applications received after 2:00 p.m. on Nov. 16, 2015 will not be accepted.

Evaluation Period

- Period Nov. 16, 2015 - Jan. 22, 2016
- WQCD and DOLA review applications.
- Top ranked candidates will be contacted for information related to the Certificate of Financial Need.

Certificate of Financial Need

- A certificate of financial need is required to be eligible for this grant.
- Financial need will be determined based on:
 - 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.

Notice of Award

- Week of January 25, 2016
- Fundable list posted on the website.
- Top ranked applicants will be notified by email.

Post Award Process

- Pre-Risk Assessment
 - Top ranked applicants will be required to complete the questionnaire prior to contract negotiations.
- Contract Negotiation Process
 - Final scope of work and budget to WQCD no later than two weeks after notice of award.
- Insurance Requirements/W-9

RFA Questions

DUE: October 12, 2015 by 2:00 p.m.

Email questions to cdphe_grantsandloans@state.co.us

Answers to questions will be posted on the Grants and Loans webpage by October 26, 2015.

www.colorado.gov/pacific/cdphe/small-communities-water-and-wastewater-grants

Questions received after October 12th will not be accepted or answered.

Contact

Corrina Quintana

Project Manager

4300 Cherry Creek Drive South

Denver, CO 80246

303-691-4025

corrina.quintana@state.co.us

cdphe_grantsandloans@state.co.us