

Drinking Water Infrastructure Grants Tribal Set Aside (DWIG-TSA)

Program: Region 8 Summary Proposal Help Sheet Solicitation

Guidance, Fiscal Year 2014

This document provides a step-by-step approach for evaluating a project's eligibility and submitting a project proposal to the Environmental Protection Agency Region 8 DWIG TSA program. It will be necessary to consult the following two documents during this process:

1. DWIG TSA Program Final Guidelines (October 1998; National Guidelines)
2. The EPA Region 8 DWIG TSA Program Guidelines (August 2013; R8 Guidelines)

These documents are available on the Internet at <http://www.epa.gov/Region8/water/tsa.html>. If you do not have access to the Internet, please contact Minnie Adams at (303)312-6624 immediately for hard copy materials.

Step 1. Is my project eligible? What are the conditions on funding?

Prior to preparing a project proposal, it is important to consider:

- Tribal eligibility (page 2 of R8 Guidelines)
- Water system eligibility (i.e. tribally owned vs. non-tribally owned systems, profit vs. non-profit systems, federally owned facilities, service population, service location, creation of new water systems, and newly identified public water systems; pages 2-3 of R8 Guidelines)
- Project eligibility (i.e. eligible vs. ineligible uses of funds; pages 3-4 of R8 Guidelines)

Additionally, the following conditions apply:

- If a project proposal was submitted the previous year, the project can be re-ranked during the next funding cycle by contacting the DWIG TSA Coordinator, Minnie Adams at (303) 312-6624 or at adams.minnie@epa.gov.
- Tribes may submit more than one project proposal per year.
- Restrictions may apply on the reimbursement of funds expended prior to project award and the comingling of funding sources (pages 17-19 of National Guidelines)
- Tribes must demonstrate that the water system applying for funding has, the technical, managerial, and financial capacity to properly maintain the DWIG TSA funded facility (pages 9-12 of R8 Guidelines).
- The EPA will require a Tribe to have, or agree to obtain, an operator certified under an EPA approved program as a grant condition.

Step 2. How are projects evaluated?

The EPA Region 8 evaluates projects against three primary criteria: 1) serious risks to public health and safety, 2) lack of safe drinking water, and 3) compliance with SDWA requirements. The R8 Guidelines further detail the criteria in Appendix C (pages 30-32).

Project proposals are most successful when they directly address their project in terms of the EPA Region 8 ranking criteria.

Step 3. What is included in a project proposal?

A project proposal consists of the following materials, which must be submitted as a package by the deadline:

- **Project Proposal Form**
This form is located in Appendix B [pages 20-28] of R8 Guidelines. It requires a description of the problem, project scope, project justification, project description, project cost, project schedule, and certification of accuracy by a tribal official. Section VII of the R8 Guidelines contains instructions for completing this form. This form should be no longer than 10 pages. Any required supporting documentation, as specified in the form instructions, should be attached.
- **Feasibility Study**
If funding for construction is sought, a feasibility study must be submitted prior to construction. Feasibility studies must include descriptions of the project planning area and existing facilities; project needs; alternatives considered; proposed project or recommended alternative; and any conclusions. Instructions for completing the feasibility study are located in R8 Guidelines Section II.B. and Appendix A.

Step 4. What is the deadline? Where do I send my project proposal?

All project proposal packages must be post marked by **December 5, 2013**. Proposals postmarked after December 5, 2013 will not be considered for funding. Please submit proposals to:

Minnie Adams
U.S. Environmental Protection Agency, Region 8
1595 Wynkoop Street (8P-W-TF)
Denver, Colorado 80202

Step 5. After I submit my project proposal, what's next?

After project proposals are submitted, the EPA Region 8 will compile, review, and prioritize them. When the EPA Region 8 receives its final allocation for the year, it will notify the applicants of the final status of their projects.

If a project is selected for funding, the EPA Region 8 will provide formal funding applications. The applicant may then choose to have the funds awarded directly as a grant or through an Interagency Agreement (IA) with the Indian Health Service (IHS). Coordination with the IHS prior to administering the funds through an IA is strongly recommended. The IHS involvement is dependent on IHS staff availability.