

## Region 8 Project Solicitation Guidance

This document provides a step-by-step approach for evaluating a project's eligibility and submitting a project proposal to the Environmental Protection Agency (EPA) Region 8 Drinking Water Infrastructure Grant Tribal Set-Aside (DWIG TSA) Program. It will be necessary to consult the following three documents during this process:

1. DWIG TSA Program Final Guidelines (October 1998; National Guidelines)
2. EPA Region 8 DWIG TSA Program Guidelines (January 2010; R8 Guidelines)
3. Capacity Assessment and Planning Worksheets for Public Water Systems (CAP Worksheets)

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 Bronwyn Hayworth at (303)312-6794 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 3 of R8 Guidelines)
- Water system eligibility (i.e. tribally owned vs. non-tribally owned systems, profit vs. non-profit systems, service population, service location, creation of new water systems, and newly identified public water systems; pages 3-4 of R8 Guidelines)
- Project eligibility (i.e. eligible vs. ineligible uses of funds; pages 4-5 of R8 Guidelines)

Additionally, the following conditions may 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, Bronwyn Hayworth at (303)312-6794 or at [hayworth.bronwyn@epa.gov](mailto:hayworth.bronwyn@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, **or will develop**, the technical, managerial, and financial capacity to properly maintain the DWIG TSA funded facility (pages 10-13 of R8 Guidelines)

Additional discussion of the aforementioned topics and background information about the DWIG TSA Program is available in the National Guidelines and the R8 Guidelines.

### Step 2. How are projects evaluated?

EPA Region 8 prioritizes projects by the following criteria: proposals which address a lack of safe water to drink, improvements in public health, public safety, the environment, water system adequacy and efficiency, the ability to comply with the Safe Drinking Water Act (SDWA), and system capacity (technical, managerial, and financial). Additionally, past award performance is considered. The R8 Guidelines further detail the aforementioned criteria in Appendix C (pages 28-31).

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 22-27] 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. If available, completed feasibility studies and environmental documents should be attached to this form.

- **Capacity Assessment and Planning Worksheets for Public Water Systems**

These documents provide details about the water system's technical, managerial, and financial capacity and include the CAP Worksheets, a financial spreadsheet (CAP Worksheets Appendix), and supporting documentation (such as system maps, plans of operation, and sampling results; as listed on page 5 of the CAP Worksheets). If you have any questions regarding these worksheets, please contact Tsegaye Hailu at (303)312-6273 or at [hailu.tsegaye@epa.gov](mailto:hailu.tsegaye@epa.gov) for assistance.

- **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 March 15, 2010. Proposals postmarked after March 15, 2010 will not be considered for funding. Please submit proposals to:

Bronwyn Hayworth  
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?**

In late March 2010, EPA Region 8 will compile, review, and prioritize the proposals and provide preliminary ranking to applicants. Applicants will then have the ability to comment on the preliminary project ranking. In late spring/summer of 2010, EPA Region 8 will review any applicant comments, finalize the project rankings, and notify the applicants of the final status of their projects.

If a project is selected for funding, EPA Region 8 will provide formal grant applications to the applicant. The applicant may then choose to have the funds awarded directly as a grant or through an Interagency Agreement with Indian Health Services.