



Source Water Protection Development and Implementation Grant Application Criteria and Instructions for Form 780-2163

Water Protection Program
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This fact sheet provides an overview of the Source Water Protection Development and Implementation Grant program administered by the Missouri Department of Natural Resources' (the department) Public Drinking Water Branch. Part 1 describes the program's purpose and objectives, specific requirements, limitations and the conditions for applicant and project eligibility. Part 2 provides step-by-step instructions for filling out the application Form MO 780-2163.

Purpose

The department's Source Water Protection Program is designed to assist public water systems and the communities they serve with developing local voluntary source water protection plans to protect their source of drinking water from existing or additional contamination. The federal Safe Drinking Water Act authorizes the Missouri Department of Natural Resources to allocate a portion of the Missouri Drinking Water State Revolving Fund to promote source water protection awareness, education and implementation. The Source Water Protection Development and Implementation Grant program provides reimbursement to public water systems for projects aligned with the scope of this mission.

Objectives

1. Educate and inform Missourians about source water protection and the benefits local planning efforts can offer to communities and the public water systems responsible for providing them safe, quality drinking water.
2. Provide financial assistance to eligible entities devoted to promoting source water protection awareness and to implementing practices designed to eliminate or minimize existing or potential contamination to source water areas.
3. Assist public water suppliers and the communities they serve with the development of local source water protection plans through participation with the voluntary Source Water Protection Program.

Applicant Eligibility

Primary community public water systems are eligible to apply for grant funds through this reimbursement program. A community public water system is a system with 15 or more service connections or that serves 25 or more people on a year-round basis. A primary system produces its water from a raw water source.

Project Eligibility

Projects are eligible for funding if they promote awareness and education of source water protection issues, implement best management practices to protect raw drinking water sources, or if they will help a primary community public water supply develop a Source Water Protection Plan to submit to the department for endorsement. Funding is dedicated to protecting raw drinking water sources and is not available for routine operation and maintenance of a public water system or improvements to the utility's infrastructure, storage, treatment processes or distribution network. Security projects are eligible provided the project is addressing security of the source water area or raw water intake devices from unauthorized tampering, vandalism, or other threats that could impair or contaminate the drinking water source. The following is a list of activities potentially eligible for funding through this program (this list is not all-inclusive):

- Develop a source water protection plan,
- Implement best management practices to protect source water areas,
- Update potential contaminant inventories,
- Promote and plan public participation and local steering committee activities,
- Restore or conserve source water protection areas,
- Plug abandoned domestic, multiple family or public drinking water wells,
- Implement security measures for source water protection areas or raw water intake devices,
- Develop or promote public education and information initiatives,
- Offer landowner incentives to encourage buffer strips or set-backs from sensitive streams or reservoirs,
- Implement best management practices to prevent additional contamination of source water areas.

Specific Requirements

Eligible applicants must be in compliance with all state and federal regulations or actively working towards compliance with the department to receive funding.

Submitted projects and proposed activities must comply with all state and federal laws. Plugging of abandoned drinking water wells, for example, will only be funded if the work is performed by a well driller or pump installer certified by the State of Missouri to perform the proposed well decommissioning. Well Plugging Registration Record forms must be filed with the department's Wellhead Protection Section. A copy of the Well Plugging Registration Record Form must also be provided to the department's Public Drinking Water Branch prior to reimbursement.

Matching funds are not required for applications to be considered for funding.

Upon completion of the project, a brief final report summarizing the outcome and benefits of the project must be submitted to the Public Drinking Water Branch.

A copy of any informational or educational materials produced through the project must be submitted to the department, along with related invoices, prior to reimbursement of funds. Any printed materials funded through this program must credit the department appropriately as the partial or sole source of funds used to produce the materials.

Applications are only accepted from July 1 through December 31 each fiscal year. Eligible projects and applications will be considered for funding on a first-come, first-served basis as allocated funds remain.

Additional requirements are described in the General Terms and Conditions document included within award packages.

Limitations

Awards are limited to a maximum of \$25,000.

The following items are not eligible for funding through this program, but may be included as in-kind match:

- Equipment purchases that cost \$5,000 or more,
- Public water system staff time or volunteer services,
- Land acquisition costs or conservation easements,
- Travel or refreshment costs,
- Infrastructure improvements to a water system's distribution network, storage system or treatment processes,
- Routine operation and maintenance of a water system,
- Indirect costs.

Projects must be completed by June 1. The effective project period begins the date the department signs and approves the financial assistance agreement form and expires June 1. This provides applicants time to obtain reimbursement for eligible expenses prior to June 30, the end of the state fiscal year.

Only costs incurred during the effective project period are eligible for reimbursement. Expenses incurred prior to department approval of the awards and projects are not reimbursable under any circumstances.

Well decommissioning work must be performed by a certified well drilling or pump installation contractor certified to work in Missouri pursuant to the Missouri Well Construction Rules, 10 CSR 23-3.110. Domestic drinking water wells in Missouri may legally be plugged by the well owner; however, reimbursement funds through this program will only be awarded for wells that are decommissioned by a certified well-driller or pump-installer, regardless of water well type.

Initial grant awards may be amended upon request from the primary applicant at any time during the effective project period upon consultation with the department. Additional work or expenses (not approved through the initial agreement) must be approved by the department to qualify for reimbursement. An amended financial assistance agreement must be signed by the department and primary applicant prior to incurring any additional expenses.

All submitted project applications are date-stamped upon receipt by the department.

The department reserves the right to weigh all applications on the quality of the proposed project and readiness to proceed in order to effectively utilize available funds. Proposed activities may be prioritized, expanded, or removed upon negotiation between the department and the applicant.

Availability of funding through this grant program is dependent upon annual allocation of funds through the Missouri Drinking Water State Revolving Fund. Applications received after available allocated funds are fully used may be retained and considered for funding in the following fiscal year.

Grant Processing Overview

Upon receipt of a submitted application, the proposed project is reviewed by the department for completeness and accuracy. Review of project applications typically takes two weeks from the time the application is received and date stamped by the department. Applicants are notified following this review period whether the submitted project has been selected for funding or if revisions to the proposed project are necessary to qualify for a reimbursement grant.

The processing of awards for selected projects will begin following the two week internal review period. Grant recipients should expect to receive an award package from the department within two months from the time the application is initially received.

This package includes the following documents:

- Two Financial Assistance Agreements - One copy must be signed and returned to the department, the other copy must be kept on file by the award recipient,
- Scope of Work Document - This document describes the pertinent details of the project and the agreed upon financial conditions of the grant,
- General Terms and Conditions - The department's general terms and conditions for all federally-derived subgrant awards.

Application Instructions for Form 780-2163

All applications must be submitted to the Missouri Department of Natural Resources, Public Drinking Water Branch, using Form 780-2163. This form is available electronically at www.dnr.mo.gov/forms/780-2163-f.pdf or a paper copy is available by contacting the Public Drinking Water Branch at 573-751-5331. The following information is intended to provide a step-by-step guide for applicants to follow to complete Form 780-2163.

Section 1 - Applicant Information

In the space provided, enter information about the primary community public water system sponsoring this project - include the system name, state assigned identification code, and available office contact information.

Include the applying organization's federal Dun & Bradstreet Data Universal Number System, or DUNS, number. This nine-digit code is required for the Missouri Department of Natural Resources to distribute federally derived funds. This code is available by calling 866-705-5711 or online at fedgov.dnb.com/webform.

Indicate the primary United States Congressional District and Missouri House and Senate Districts in which the applicant is located. This information can be provided by the Public Drinking Water Branch upon request.

Section 2 - Project Management Information

Indicate the title of the proposed project and the project manager's name, title, and contact information in the spaces provided. Indicate the anticipated project period in the appropriate field.

Note: The effective project period extends from the time a financial assistance agreement is signed by the department to June 1. All projects must be completed by this date.

Section 3 - Detailed Project Description

This section of the grant application form is devoted to the details of the proposed project and replaces the need for providing a report-style description of the proposal. Attach additional sheets if necessary.

- Provide a brief summary overview of the project in the space provided.
- Describe the primary goals, objectives, and tasks of the proposed project in the space provided.
- List and describe the project partners, additional collaborators and their associated roles in the proposed project.
- Describe the best management practices to be implemented if the submitted project is selected for funding. Best management practices are actions, activities, or initiatives recognized to prevent or minimize additional contamination to a water source or remediate existing contamination. Information regarding accepted practices is available from the department's Public Drinking Water Branch upon request.
- Education and information efforts to promote source water protection are a valuable tool and a valid best management practice. Please describe how these types of efforts will be incorporated into the proposed project. Also, please describe what efforts will be taken to continue this initiative following the completion of the proposed project.

- Provide a brief description of the tangible products anticipated to result from the proposed project. This can include material items such as educational brochures or physical barriers to contamination, but may also include non-material items such as additional planning, increased awareness, or the submission of an initial source water protection plan to the department for endorsement. In general terms, this section should describe the desired results of the proposed project.
- Indicate by checking the appropriate box the current status of your public water system's source water protection planning efforts.
- A simple map of the project area must be submitted to the department for a project to be considered for funding. Maps may be mailed to the department or delivered via email. Assistance in meeting this requirement is available upon request.

Section 4 - Project Budget

Information regarding the project budget should be included in this section of the application form. Itemize the projected budget costs using the spreadsheet provided (additional sheets may be added if necessary). The examples provided below are not all-inclusive and certain budget items may fit equally well in another budget class. The department must be able to correlate submitted invoices with the approved budget prior to offering reimbursement for approved costs. Only approved and agreed upon costs are reimbursable - variations or revisions to the original approved budget must be submitted to and approved by the department during the effective project period to qualify for an amended award amount.

- Public water system staff time is not reimbursable through this grant program but can be included within the budget as in-kind matching funds. Volunteer services may be counted as in-kind match.
- Materials and supplies can include items such as brochures, mailers, printing costs, or other materials needed to complete an eligible project component. Individual items that cost \$5,000 or more are considered equipment and cannot be reimbursed through this program.
- Contractual and implementation costs can include any contracted work used to accomplish eligible project activities. Costs associated with implementation of project tasks or best management practices may also be included within this portion of the itemized budget.
- Nominal incentives to private landowners may be fundable through this program in the form of water bill rebates or one-time abandoned well "finder's fees" for landowners who voluntarily agree to have privately owned domestic water wells plugged. Individual incentive payments shall not exceed \$50.
- In the space provided, record the total budget for requested grant funds, offered matching funds, and the grand project total of requested and matching funds. Indicate the match percentage of the total grant project budget in the appropriate field.

Section 5 - Signatures

The primary project sponsor must have an authorized representative sign and date the appropriate fields of application form MO 780-2163.

Section 6 - Instructions for Submitting Grant Application

Mail completed applications to:
Missouri Department of Natural Resources
Public Drinking Water Branch
Attn: Source Water Protection and Assessment Coordinator
P.O. Box 176
Jefferson City, MO 65102-0176

Fax submittals are not accepted. A simple map of the project area must be provided to the department for a project to be considered for funding. Contact the Public Drinking Water Branch at 573-751-5331 if you have any questions regarding required documentation or options for providing these materials to the department.

Instructions for Requesting Reimbursement upon Project Completion

Following completion of an awarded project, the applicant can obtain reimbursement for eligible expenses by submitting a formal request for reimbursement to the department, along with relevant invoices for eligible costs as described in the financial assistance agreement and scope of work documents. A completed project summary should also be included in this formal request for reimbursement, along with any relevant photographs of the completed project (if applicable).

Mail copies of invoices and request for reimbursement to:
Missouri Department of Natural Resources
Water Protection Program
Fiscal Management Unit
P.O. Box 176
Jefferson City, MO 65102-0176

For More Information

Missouri Department of Natural Resources
Water Protection Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-1300
573-526-1146 FAX
www.dnr.mo.gov/env/wpp