

Norton Sound Economic Development Corporation



Water and Sewer Fund Application

Application Submission Deadline

For funding consideration, applications must be received by the NSED C Anchorage office or postmarked on or before March 15, June 15, September 15, or December 15 of each calendar year for consideration at the subsequent quarterly meeting. In the case any of these dates fall on a weekend or NSED C-recognized holiday, the application shall be due on the following business day.

Faxed or e-mailed applications will not be accepted.

Mail or deliver original proposals to:

**Norton Sound Economic Development Corporation
2701 Gambell Street, Suite 400
Anchorage, AK 99503**

Additional Contact Information:

NSED C Unalakleet
Marcus Pedro
mpedro@nsedc.com
Phone: (800) 385-3190

NSED C Anchorage
Dora Moore
dmoore@nsedc.com
Phone: (800) 650-2248

NSED C Nome
Amanda Patrick
amandap@nsedc.com
Phone (888) 650-2477

PART I: IMPORTANT INFORMATION & GUIDELINES

Applicant Eligibility

To be eligible, an applicant must be a local utility, municipal government, federally recognized tribal government, local or regional non-profit organization located in one of NSEDC's fifteen member communities. Entities with delinquent balances through NSEDC's Consolidated Bulk Fuel Program will be considered ineligible to apply.

Program Guidelines

1. Water and Sewer Fund (WSF) grants are available for up to \$1 million per member community to address aging water and sewer systems, or to supplement construction of new systems.
2. WSF grant requests will be reviewed by the Board after the due date at subsequent quarterly meetings. Please contact NSEDC for quarterly board meeting dates.
3. A project must begin and end within two years from the date the grant was approved by the NSEDC Board. Thereafter, a single one-year extension may be sought, subject to approval by the Board. Once a project is closed out, a new application from that entity may be considered for approval, provided the community's program allocation has not been expended.
4. A letter of support is required from at least one of the following: the City, Tribe or Native Corporation. A letter from the applicant does not count as a letter of support for this purpose.
5. The allocation of the Water and Sewer Fund will be re-evaluated in 2029. Should the Board not reallocate funding after 2029, the final deadline for submittal of an application under the program is on December 15, 2029.
6. The project must be beyond the conceptual phase and must include architectural drawings. The architectural expense can be reimbursed up to 5% of the total requested from NSEDC, and no more than \$50,000.
7. Collaboration with Norton Sound Health Corporation Office of Environmental Health, ANTHC or State of Alaska Village Safe Water (VSW), and local entities is highly recommended and may be required as a condition of grant approval.
8. Projects must be shovel-ready. While NSEDC does not require matching funds to access the WSF, all necessary project funding, from all sources, must be fully secured before NSEDC remits any funding.
9. Requests for emergency funding for up to \$300,000 may be made outside the normal quarterly funding cycle. Please refer to Appendix I for emergency request guidelines.

Submission Deadline

For funding consideration, applications must be received by the NSEDC Anchorage office on or before March 15, June 15, September 15, or December 15 of each calendar year for consideration at the subsequent quarterly meeting. If any of these dates fall on a weekend or NSEDC-recognized holiday, the deadline shall be the next business day. Please contact NSEDC for quarterly board meeting dates.

Fax & Email Proposal Submission

Faxed or emailed proposals will not be accepted. It is the responsibility of the applicant to ensure that a signed, original application with all supporting attachments is received by NSEDC or is post-marked on or before the submission deadline.

Preparation Costs

All costs incurred by applicants for the preparation of this grant application shall be the sole responsibility of the applicant.

Application Clarification, Reclassification, Modification, and Rejection

NSEDC also reserves the right to modify the requirements for completing this application. In the case of modification, all applicants will be given an opportunity to modify their proposals in the specific areas affected. An applicant's submission of this application does not obligate NSEDC to fund the proposed project. All final funding decisions shall be made by the NSEDC Board and at its sole discretion.

Project Administration

Unless expressly stated in this application, approved WSF grants are subject to the NSEDC Board of Directors Policies for Oversight of Funding for Outside Entities (OEF), as updated August 2019, and as hereafter amended. Applicants should carefully review the funding policies, including the requirement that WSF funding be used only for actual, direct project costs, to ensure the proposed project and any resulting operations conducted with grant funds are consistent with current policies throughout the term of the grant. NSEDC staff shall have full discretion to interpret Board policies in administering the grant. NSEDC will attempt to provide applicants with any future amendments to the OEF grant policy; however, applicants will be responsible for ensuring they are abiding by the Board's current policies.

Funding Reimbursements

Upon funding approval, grant recipients must report expenditures to NSEDC on a quarterly basis. Quarterly reports can include requests for payment or reimbursements for costs incurred by the grant recipient during the respective quarter. Reimbursable or direct vendor expenditures must be pre-approved by NSEDC. Requests for payment or reimbursement must be accompanied by written purpose and explanation for each expenditure, including original invoices, receipts and corresponding check stubs establishing the recipient's prior payment for items for which reimbursement is sought. Back-up documentation for payment requests must be in a form satisfactory to NSEDC, which reserves the right, at its sole discretion, to require additional information. Please see the Board of Directors Policies for Funding Outside Entities for further detail and explanation.

PART II: APPLICATION & REQUIRED SUBMISSIONS

Project Title: _____

Organization Name: _____

Authorized Representative: _____

Contact Person & Phone Number _____

Total NSEDC Funds Requested: \$ _____

Total Matching Funds Secured: \$ _____

Total Matching Funds Pending: \$ _____

Organizational Financial Status

| Federal Tax Identification Number (Employer Identification Number-EIN) | | |
|---|-----|----|
| | YES | NO |
| Are all federal & state taxes current? If not, provide a list of all unpaid taxes and organization's plan for bringing the taxes current. | | |
| Are there outstanding liens or garnishments against the organization? If so, identify the lien or, basis for lien and amount of debt, and applicant's plan for paying off the debt. | | |
| Has the organization conducted financial audits for the last three years? (NSEDC reserves the right to request copies of those audits.) | | |
| If the organization participates in NSEDC's Consolidated Bulk Fuel Program, is it current on its payments to NSEDC? | | |
| Does the organization have the financial and management capacity to carry out water and sewer projects? | | |

Letter of Request

Please provide a cover letter summarizing the proposed project and clearly request a specific amount of funding for a specific project, activity, or service. Include contact information, mission and purpose of organization submitting the application, and list of current board or council members.

Scope of Work

As an attachment, provide a description and/or feasibility study of the overall plan for the specified project, activity, or service, including a description and copy of any required permitting or licensure. Please clearly outline the project goals and priorities. Describe key partners in the project.

Budget

Attach a spreadsheet detailing how the requested funds will be spent and the source(s) of all matching funds. Please provide the source and amounts of additional grants or funding and provide a breakdown in the spreadsheet of how funds from each source will be used. Submit quotes or invoices from vendors for supplies, equipment, shipping or services as back-up documentation for the budget of funds requested from NSEDC.

The budget must be presented in NSEDC format below, and no exceptions are permitted. Use the table format shown below to complete a budget spreadsheet (or attach a separate spreadsheet) outlining the item(s) or service(s) you are seeking to fund through this grant. List the item(s) and amount(s) you are requesting to be covered by this grant, the applicant’s investment and/or other funding sources.

| Budget Line Item | Applying Entity | NSEDC | Other (Please Identify) | TOTAL |
|------------------|-----------------|-------|-------------------------|-------|
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| TOTAL | | | | |

Matching Funds or Contributions

NSEDC does not require matching funds for WSF grants, however, identify other funding sources as it pertains to the project, especially if project completion is dependent on funding besides that sought from NSEDC. NSEDC requires full project funding to be secured before remitting funds.

| Source | Item | Secured | Pending |
|--------|------|---------|---------|
| | | | |
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| | | | |
| | | | |

Timeline

Provide a detailed description of the project timeline, including purchase, shipment, production/construction, completion, and maintenance, if applicable. Please include any contingency plans/timelines if delays occur due to issues such as funding shortfalls, shipping/production delays, or other factors.

Funding Duration/Extensions

If approved, WSF grants will be made available for the project or program for two (2) calendar years from the time of the NSEDC Board’s approval. Thereafter, a single one- year extension may be sought, subject by approval by the Board. The extension request must be made by the end of the grant’s second year. NSEDC will communicate the specific extension request deadline when notifying the applicant of the grant’s approval. Once a grant is closed out, a new application from that entity may be considered for approval, provided the community’s program allocation has not been expended.

Operation & Maintenance

If the project will require ongoing operation and/or maintenance beyond the NSEDC grant year, provide a summary describing the future financial and personnel needs for the project and how those needs will be met.

Project Management

NSEDC recognizes that projects in the Norton Sound region can face challenges on a number of fronts, including logistics and access to resources. An experienced management team is crucial to a project’s success. Please identify key members of the project management team and provide a description of their experience and qualifications as they relate to the proposed project. Please include contact information for each team member.

Collaboration with Village Safe Water/NSHC Environmental Health/ANTHC

Provide a statement on how the applicant will collaborate/interact with one or more of the organizations above to facilitate the project. If applicant believes collaboration with these entities is not necessary, please state why.

Community Support

Include at least one letter of support from one of the following entities. Please include a letter of support from each of the communities impacted by your project.

| City | Tribe | Native Corporation | Other |
|------|-------|--------------------|-------|
| | | | |

Checklist

- Letter of Request
- Scope of Work (including description of required permits/license)
- Budget
- Matching Funds
- Timeline
- Operation & Maintenance
- Project Management
- Collaboration with NSHC/VSW/ANTHC
- Community Support

Name of Group or Organization

| | |
|--------------------------------|--------------------------------|
| Printed Name of Representative | Phone Number of Representative |
|--------------------------------|--------------------------------|

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Title

The applicant must adequately address all requirements of this application for the application to be considered complete. The NSEDC Board will make all final funding approvals. Completing this application does not obligate NSEDC to fund the proposed project or program. If you have questions, please contact Paul Ivanoff III, NSEDC Community Benefits Director, at (800) 385-3190 or *pivanoff@nsedc.com*.

NSEDC Internal Use Only—DO NOT COMPLETE

Date: _____

Reviewed by: _____

Checklist of attachments. Each attachment must adequately address the requirements and include supporting documentation:

- Letter of Request
- Scope of Work (including description of required permits/license)
- Budget
- Matching Funds
- Timeline
- Operation & Maintenance
- Project Management
- Collaboration with NSHC/VSW/ANTHC
- Community Support

| | Yes | No |
|---|-----|----|
| Is the application complete and all requirements adequately addressed? | | |
| Does the budget comply with NSEDC's format? | | |
| Are quotes, invoices, etc. provided to support the budget? | | |
| Does the organization have any unpaid taxes, liens or judgements against it? | | |
| Is the project shovel-ready? | | |
| Does the request have matching funds? | | |
| Does the project have all necessary funding secured? | | |
| Is the applicant requesting reimbursement for architectural expenses, and, if so, are they within the 5% threshold? | | |
| In the past two years, how many programs or projects has NSEDC funded for the organization and how much for each? (Please list below) | | |
| If applicable, is the organization current with their NSEDC Bulk Fuel Payments? | | |
| Does this project or program have the necessary permits/licenses? | | |
| Does this proposal create the potential for other organizations to submit similar requests? | | |
| Is the State RUBA score adequate for the project to be considered? | | |
| Does the applicant have the capacity to carry out the project? | | |
| Is the Project Management Team identified? | | |
| Are VSW and NSHC Office of Environmental Services listed as a partner? | | |

NSEDC Internal Use Only—DO NOT COMPLETE

Past performance in administering NSEDC grants:

Additional information to request from organization:

NSEDC Notes:

Appendix I – Emergency Request

Guidelines

1. Up to \$300,000 of a member community's \$1 million WSF allocation may be made available to address emergency situations and issues relating to primary or community-wide water and sewer infrastructure.
2. An emergency shall be defined as: *"A situation that, if not addressed immediately, has the potential to cause widespread damage and/or incur substantially increased costs for the affected community; and/or the situation poses imminent danger to the health of a community."*
3. To respond to requests in an expedient manner, emergency requests will be reviewed and considered by the Executive Committee, which will determine if the request meets the emergency threshold and the amount of funding to be awarded. The Executive Committee shall consult with the NSEDC representative of the affected community.
4. The Executive Committee will meet within a reasonable timeframe upon receiving the request.
5. Multiple emergency requests may be made, but only \$300,000 is available per emergency request, provided that an adequate balance remains in the community's overall allocation.
6. Emergency grant funds may only be used to address costs that align with the approved budget. Reimbursements or direct-vendor payments may be made for costs that are incurred following the grant's approval.
7. Depending on the project, NSEDC may require coordination/collaboration during the planning and implementation process with one or more of the following: the community's utility operator and/or owner, Norton Sound Health Corporation Office of Environmental Health, State of Alaska Village Safe Water program, or the Alaska Native Tribal Health Consortium Tribal Utility Support.
8. The request must include:
 - a. A scope of the emergency and explanation of why a request outside the regular quarterly funding cycle is necessary
 - b. A description of the plan to address the emergency and what role NSEDC funds will play in that plan
 - c. A budget that includes quotes/invoices for parts, freight and labor. The budget must address the emergency and be provided in the format as noted in the main WSF application.
 - d. A summary of any other funding sought or secured to address the emergency
 - e. A timeline for the project
 - f. Identify the project management team that will implement and oversee the emergency project
9. Any unused funds will be returned to the community's WSF allocation.