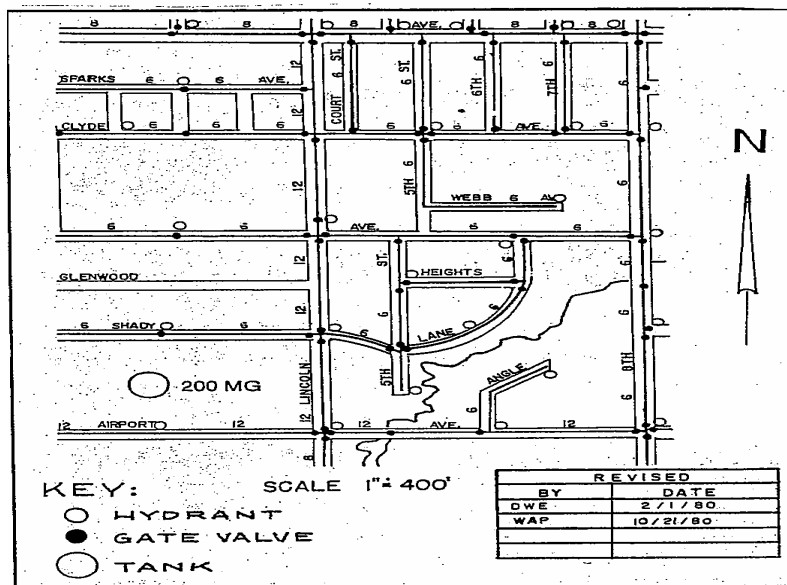




# Drinking Water and Groundwater Bureau Capacity Development/Technical Assistance

## PWS RECORD DRAWING GRANT

### *Application and Information Packet*



## 1. Introduction:

The New Hampshire Department of Environmental Services (DES) is pleased to announce the Public Water System *Record Drawing Grant* program. This grant is intended to assist small community water systems prepare or update your record drawings to accurately reflect the location of critical system infrastructure, especially underground facilities. These records are required by DES construction and operation standards (Env-Ws 372 and Env-Ws 360). Record drawings supported by this grant can be prepared in various acceptable formats, and must be based on a minimum of two swing ties or a surveyed benchmark. Go to the DES website, and select "[Small Water System Help Center/Capacity Assurance](#)" from the A to Z list.

The grant is open to all New Hampshire active community water systems serving <500 people, and can be applied towards record drawings developed anytime after April 1, 2009, the effective date of enforcement of this requirement. The drawings should represent the entire distribution system.

The maximum grant amount is 50% of cost based on actual invoices and submittal of final product, up to \$1,500 per water system. The minimum invoice accepted will be \$500.

The evaluation criteria are designed to prioritize very small community water systems most in need. These criteria include (1) age of system > 10 yrs, (2) median household income of town where system is located, and (3) prior state or federal funding assistance.

## 2. Application:

Please fill out the application form found at the [Small Water System Help Center/Capacity Assurance](#): page. Applications are accepted throughout the year.

*Only one copy of an application is required. Applications submitted by e-mail do not need to be followed by a hard copy.*

## 3. Questions:

For questions regarding grant applications contact:

▶ Adam Torrey      603-271-2950      [adam.torrey@des.nh.gov](mailto:adam.torrey@des.nh.gov)

## 4. Grant Approval Process and Required Documents:

Once applications are received, they are evaluated by a review team for eligibility and then ranked according to set criteria (see Section 5). Each grant recipient will be notified in writing, requesting any additional documents for final approval.

Selected grant recipients must enter into a grant agreement with the state to receive funds and approved by Governor and Council. The following documentation is not required at the time of application, but will be required for final approval after projects are chosen for funding:

1. Grant Agreement Forms - provided by applicant as detailed below.
2. Grant Agreement Exhibits - provided by DES based on your completed application, to include  
A - Scope of Services / B - Special Provisions

**Grant Agreement Form:** must be signed and notarized and returned to DES within 30 days of notice of grant award, along with:

- A. Certificate of Authority: Signed and notarized, identifying the person with authority to act on behalf of the applicant and individuals or body that granted the authority.
- B. Online Vendor Registration: Required for setup as a vendor with the state. Go to <http://admin.state.nh.us/purchasing/> and select, "Online Vendor Registration"
- C. Certificate of Good Standing: For privately owned water systems only (associations, cooperatives, LLC, others) – Request hard copy from the N.H. Secretary of State. Go to [www.nh.gov/sos/corporate](http://www.nh.gov/sos/corporate) for more information.
- D. Certificate of Liability Insurance (\$2,000,000 for bodily injury; \$500,000 property damage). A waiver to lower the minimum insurance requirement amount can be requested if necessary.

Once DES receives the paperwork we will proceed with final DES and Governor and Council approvals, a process which may take from three to eight weeks. Once the grant is approved, a copy will be sent to the applicant and the contract may be awarded.

**Selection of Contractor:**

All grant recipients must provide proof that good faith efforts were made to solicit quotes from at least three (3) vendors, including Minority and Women Business Enterprises (MBE/WBE) duly registered in New Hampshire. A directory of NH MBE/WBE firms is available at [www.nh.gov/dot/business/contractors.htm](http://www.nh.gov/dot/business/contractors.htm)

DES does not endorse or pre-qualify design firms or contractors providing services to New Hampshire public water systems, however, we maintain a listing of firms providing such services at [www.des.nh.gov](http://www.des.nh.gov); [Drinking Water and Groundwater Bureau fact sheet DWGB-7-3](#)

**5. Evaluation Criteria (FOR DES USE ONLY):**

The following criteria will be used to score applications during the review process. *Applicants do not need to fill out this section; it is included for information only.*

<b>CRITERIA</b>	<b>POINTS (25 possible)</b>
Age of water system. (5 = over 10 years old)	0-5
Median Household Income (MHI) (5 pts if less than state average 50,246))	0-5
Population Served	
250-500	5
Up to 250	10
Has the system received grants or loans equal to or greater than \$3500 for other projects from DWGB in the past year? (yes/no) NO = 5, YES = 0	0-5

## 6. Application for PWS RECORD DRAWING GRANT

### 1) General Information:

**PWS NAME:** \_\_\_\_\_

**PWS ID:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address line 1:** \_\_\_\_\_

**Mailing Address line 2:** \_\_\_\_\_

**Telephone: (day)** \_\_\_\_\_

**Grant Amount Requested:** \$ \_\_\_\_\_ (maximum 50% of project cost)

**Total Project Cost:** \$ \_\_\_\_\_

### 2) Budget:

Provide a task-by-task budget using the budget format below. Show the costs for each budget item to be paid for by the grant and those supported by matching funds. Volunteer or in-kind labor can be valued at \$20.85 per hour (see [www.independentsector.org](http://www.independentsector.org) for methodology) or at the current professional rate for services provided, and donated equipment can be allocated at market leasing rates. Attach a minimum of 3 quotes for contracted work, including MBE/WBE solicitation letters.

*Use the table below to list the general project tasks and the cost breakdown for each task (add additional rows as necessary).*

<i>Task (provide description)</i>	<i>Total cost of task</i>
Task 1:	\$
Task 2:	\$
Task 3:	\$
Total	\$

### 3) Attachments:

1. Copy of existing Record Drawings, if available.
2. Vendor quotes.
3. MBE/WBE solicitation letters.

### **SUBMIT (ONE COPY ONLY) TO:**

Adam Torrey  
NHDES – DWGB  
PO BOX 95  
Concord, NH 03302-0095

Or by email at: [adam.torrey@des.nh.gov](mailto:adam.torrey@des.nh.gov)