Idaho Department of Environmental Quality

Source Water Protection Grant Guidelines

Section 1452 of the federal Safe Drinking Water Act provides funds for source water assessment and protection. These funds are a potential source of support for drinking water protection projects in Idaho. Up to $750,000 is available for project funding in state fiscal year 2025 (SFY2025). Maximum funding requested for a project should not exceed $24,000 for submitted project proposals. Applicant and project eligibility and special conditions of these grant funds are described below.

Applicant Eligibility

Eligible applicants include the following:

- Idaho public water systems
- Local government units and subunits
- Special districts (e.g., water districts or conservation districts)
- Associations
- Nonprofit organizations
- Educational institutions
- Tribes

Owners of privately owned, for-profit public water systems where drinking water is not the main function of their business are not eligible for funding.

All applicants must have and maintain general liability insurance covering bodily injury and property damage. Insurance must include personal injury liability, blanket contractual liability coverage for the indemnity under the grant project, and products/completed operations liability. If the applicant does not have liability insurance, they may be required to obtain coverage before receiving grant funding and keep the coverage active for the duration of the grant contract.

Project Eligibility

Projects associated with source water protection measures are eligible for funding. Source water is defined as “any aquifer, surface water body, or watercourse from which water is taken either periodically or continuously by a public water system for drinking or food processing purposes” (Idaho Source Water Assessment Plan 1999).

Eligible activities include those that lead to reducing the risk of contamination of the drinking water source. Projects must contribute to improved protection of one or more public water supply sources. Projects will be expected to provide long-term benefits to source water quality.

Projects with measures to reduce the threat of contaminants that could impact a specific drinking water source or regional drinking water supply are eligible for funding:

- Contaminant source identification (research)
- Contaminant pathway removal (closure of abandoned or unused wells[1])
- Contaminant removal (hazardous waste collection, pollution prevention, and waste reduction)
- Contaminant management (implement best management practices [BMPs] and structures to divert contaminated runoff from the source)
- Restoration and/or conservation of the ecological function of source water protection areas
- Education and information sharing (brochures, workshops, and media campaigns)
- Security measures to protect the source

Grants can be used to implement security measures as long as the project protects the source area. Projects that protect the physical extraction structure (e.g., well, spring, or intake structures) are eligible for funding:

- Fencing around wells or springs[2]. The fencing can include other buildings or tanks, as long as the fenced-in area is part of the source area.
- Gates for well and intake access roads and access control for those areas.
- Alarms, signs, cameras, locks, and lights for sources if they are clearly related to protecting the source water area.

Grant funds are intended to target activities that go beyond normal operation and maintenance standards and existing system infrastructure deficiencies. Funds are available for projects that concentrate on protecting a specific community public water supply system or aquifer/watershed wide-protection effort.

Ineligible Projects

Applications that do not meet the eligibility requirements are not considered for funding.

Projects specific to the treatment, transmission, distribution, consolidation, or storage of the drinking water system are not eligible for funding.

A grant cannot be used to fund personnel or purchase equipment associated with water system operation and maintenance, water treatment, purchasing land, system infrastructure upgrades, or improvements (including water meters). Drinking Water State Revolving Fund loans may be available for system infrastructure upgrades or improvements and, under unique circumstances, land acquisition.

Projects that require long-term maintenance beyond the life of the grant are not eligible for funding.

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[1] *Grant recipients who intend to abandon a well must meet the requirements of the Well Construction Standards Rules (IDAPA 37.03.09).*

[2] *Fences installed to protect source water from livestock must meet minimum setback requirements identified in IDAPA 58.01.08. The applicant must obtain a waiver from DEQ if they are unable to meet the setback requirements.*

Application Forms

There are two application question pathways in AmpliFund, depending on the application type. The Public Water System (PWS) application will be completed by the owner/manager of a public water system officially recognized by DEQ. All other applicants should complete the non-PWS application form. There are applicable eligibility requirements; contact the DEQ Source Water Protection Coordinator for clarifications at (208) 373-0249 or *IdahoSourceWater@deq.idaho.gov.*

Applications are Accepted through AmpliFund

AmpliFund is required to submit an application and also for submitting any invoice requests for reimbursement. AmpliFund is the grant management software used to simplify the subawarding/granting process from beginning to end. AmpliFund account registration becomes available when following the Application Link on the *Source Water Protection Grants* web page.

A short description of using AmpliFund is located at the end of this document.

PWS Application

Owners of public water systems officially recognized by DEQ can apply for grants to implement protection activities in existing source water protection areas, designated future source water protection areas, and in the associated communities using the PWS application form. A PWS has at least 15 service connections or regularly serves 25 or more people at least 60 days out of the year, and have a primary purpose of providing drinking water.

To be eligible for funding, the PWS must be current with drinking water fees, in accordance with IDAPA 58.01.08.010. The PWS must not be in disapproved status with DEQ (IDAPA 58.01.08.007); however, a PWS with disapproved status may be considered if the disapproval is reasonably outside the system's control (e.g., a contamination event and the system is actively working on the solution). System owners that are under a consent order or a compliance agreement schedule must be current with all terms and conditions of the order to be eligible for source water protection grant funding.

Non-PWS Application

Eligible entities who are not a public water system can apply for funding for projects that are not specific to a PWS or supplier using the non-PWS application form. Source water protection projects may include multiple PWS sources, or may address a larger regional watershed or aquifer.

Grants are available to protect or promote source water quality, quantity, security, or awareness. Projects should include activities that enhance cooperation among citizens, local government, businesses, and landowners.

General Project Requirements

- Projects must focus on protecting drinking water sources, not operation and maintenance of the system or water treatment.

- Although local match is not required, it is encouraged, and projects with match will be given preference. Match can be in the form of soft ("in-kind"), hard (cash), or a combination.
- Projects must be completed within 1 year, following the grant award.
- Project costs and applied match must comply with federal guidelines for applicable cost principles (see OMB *Uniform Grant Guidance* [2 CFR 200]).
- Applications requiring a contractor (i.e., well abandonment and fencing) must include project bids with the application.
- Grant recipients may be required to complete quarterly reports until project completion.
- Final report and photos of completed projects may be required upon final payment.

Selection Procedures/Process

The following criteria are considered when ranking proposals:

PWS Applications:

- **Protection Plan:** Does the project consist of or fulfill some component of a current certified drinking water source protection plan, or a plan that will be developed or updated before this project is completed?
- **Contaminants**: Does the project address existing or potential contamination sources?
- **Proximity to Source(s)**: Does the project address contamination sources within 500 feet of a well(s) or spring source, or within 1 mile of a surface water intake?
- **Priority Area**: Is the project located in an area of groundwater quality degradation (nitrate priority area), sole source aquifer, total maximum daily load (TMDL), or sensitive resource aquifer?
- **Match**: Is the applicant providing match for the project (match can be cash or in-kind)?
- **Member of IDWARN**: Is the applicant a member of Idaho's Water and Wastewater Agency Response Network?
- **Quality of the Application**: Does the application clearly define the project, include a bid (if applicable), and demonstrate source water protection concepts and methods?
- **Ability to Complete the Project**: Does the applicant demonstrate a high likelihood of implementation and ability to complete the project on time?

Non-PWS Applications

- **Contaminants**: Does the project address existing or potential contamination sources?
- **Project Area**: Is the project area within or address a source water protection area of a public water system?
- **Priority Area**: Is the project located in an area of groundwater quality degradation (nitrate priority area), a sole source aquifer, TMDL area, or sensitive resource aquifer?
- **Project Support**: Does the project have the support from local PWS, local jurisdictions, and other partners?
- **Match**: Is the applicant providing match for the project (match can be cash or in-kind)?
- **Quality of the Application**: Does the application clearly define the project, include a bid (if applicable), and demonstrate source water protection concepts and methods?
- **Ability to Complete the Project**: Does the applicant demonstrate a high likelihood of implementation and ability to complete the project on time?

Grant proposals are reviewed and scored by designated DEQ regional review teams and scored based on predefined evaluation criteria and point totals. Once the applications are scored, each regional review team selects the top scoring projects from each region to be reviewed by a statewide selection team. The statewide selection team is composed of one DEQ staff person from each region and the state office. After all projects have been reviewed, the team ranks the projects.

Total points are calculated, and projects are awarded funding until the funding limit is reached. Selected projects are subject to final approval from the DEQ director and United States Environmental Protection Agency (EPA).

Proposal Submission

The grant application period begins May 20, 2024, and ends June 30, 2024. DEQ staff will then review and rank proposals, after which the DEQ director and EPA review and approve the proposals. Applicant notification and funding availability are expected at the end of 2024.

AmpliFund is required to submit an application, and also for submitting any invoice requests for reimbursement. AmpliFund is the grant management software used to simplify the subawarding/granting process from beginning to end. AmpliFund account registration becomes available when following the Application Link on the *Source Water Protection Grants* web page.

A short description of using AmpliFund is located in the following section.

Additional documents such as maps, estimates/bids, or photos can be submitted electronically with the application. Failure to provide the information requested may disqualify the proposal.

Information specific to the type of projects, funding restrictions, etc. are included in the Frequently Asked Questions document.

For questions or clarifications, contact:

Idaho Department of Environmental Quality
Attn: Curtis Cooper - Source Water Program Coordinator
1410 N. Hilton St.
Boise, Idaho 83706

IdahoSourceWater@deq.idaho.gov
(208) 373-0249

Application Submission process

The grant application period begins May 20, 2024, and ends June 20, 2024. DEQ staff will then review and rank proposals, after which the DEQ director and EPA review and approve the recommendations.

How to Create an Account in the AmpliFund Portal

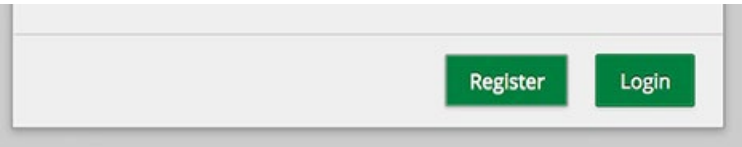
The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. You may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

1. Access the opportunity link from DEQ link:
   Source Water Protection Grants

2. Select the opportunity name:
   Source Water Protection Subaward Grants SFY2025

3. Click Apply.

4. A login screen appears. Click **Register or Login**.



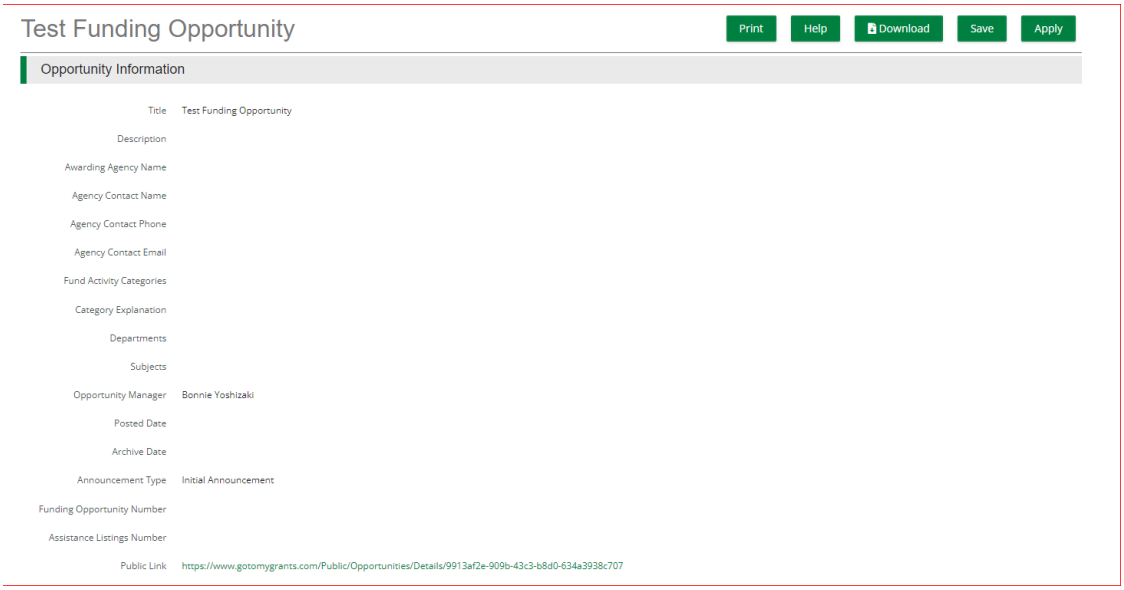
5. On the *Create New Account* page, add your **user information**, **contact information**, and **organization information**. All required fields are noted with an asterisk (*).

   Each user must have a unique email address across all Applicant Portal accounts.

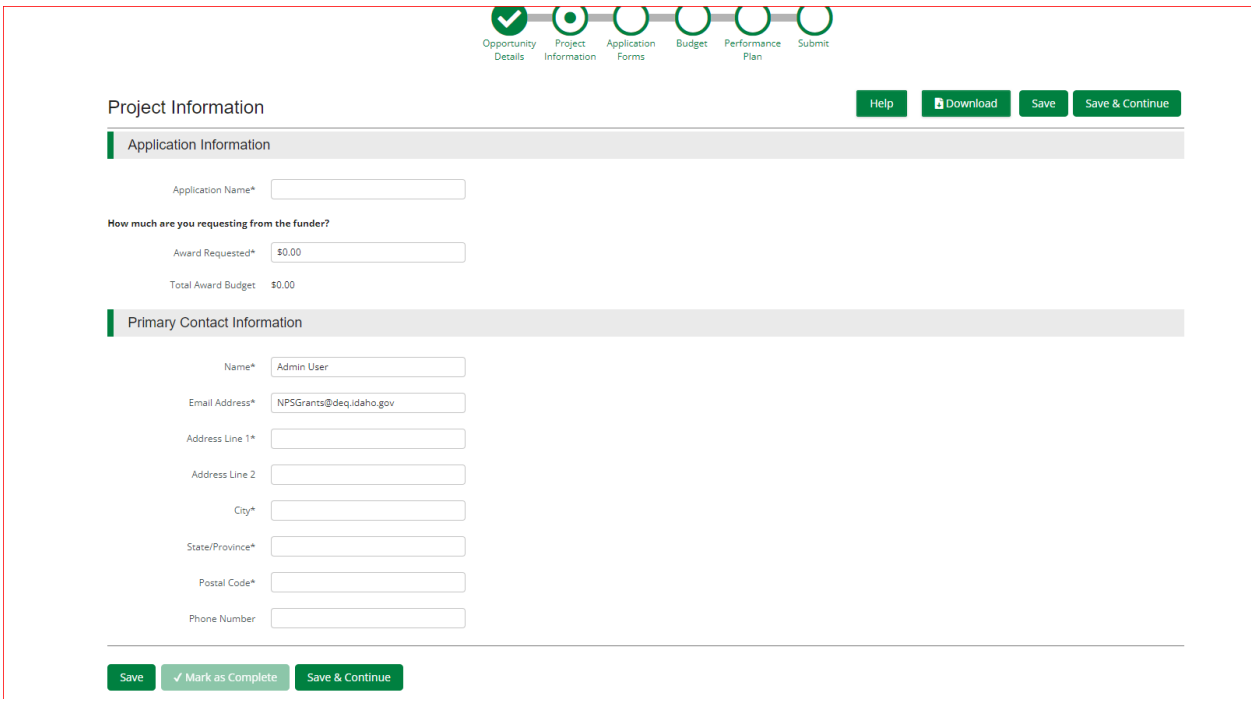
6. Click Register.

7. Click to **I Accept** to accept AmpliFund's terms and conditions.

8. Click on the Opportunity link and this will be the first page you see.

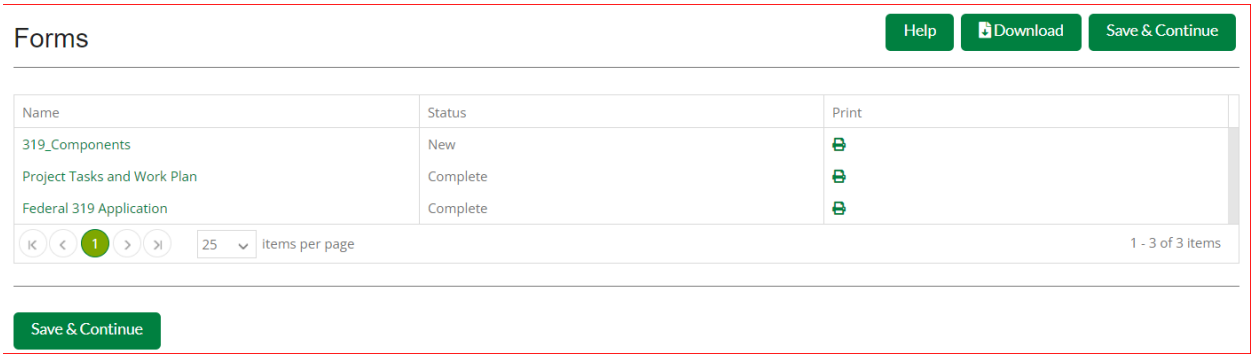


9. Read the Opportunity information (can be downloaded in the upper right corner if you want to preview the information). If you want to apply, click “Apply” at the top right-hand side.

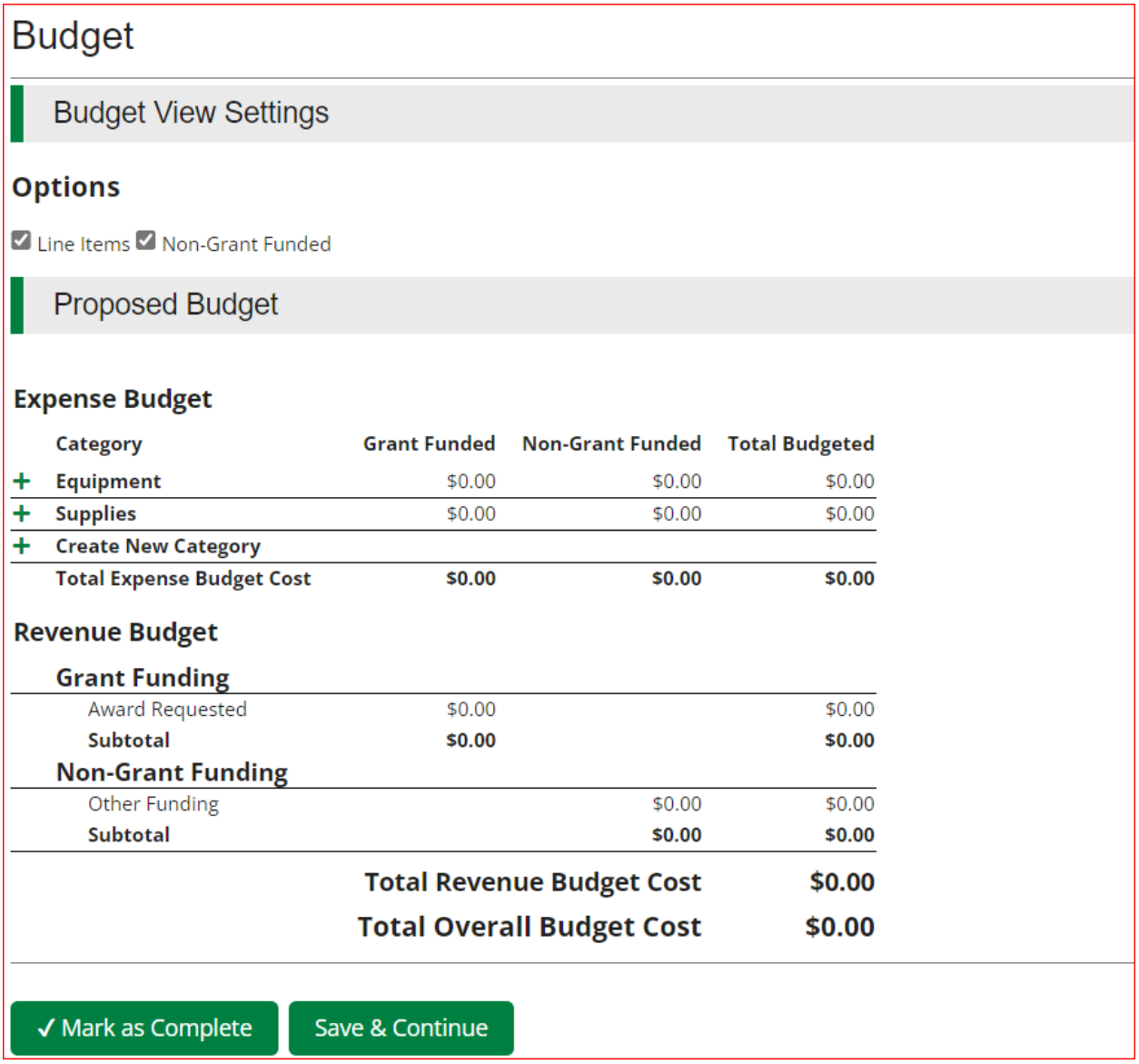


10. Complete the Project Information and click Save & Continue” at the bottom of the page. The next page that comes up is Forms. Complete all the Forms. Click on each form and the form will open.

11. When you have completed each form, click “Mark as Complete” and “Save & Continue”. Each form must have a completed status or AmpliFund will not let you submit the application. In the status column, it will show your status as Complete, In Progress, or New.



12. After all the Forms are completed, the budget is the next step. To enter the totals in the budget categories, click the "+" sign and that will open a new page.



Budget

Budget View Settings

Options

☑ Line Items ☑ Non-Grant Funded

Proposed Budget

Expense Budget

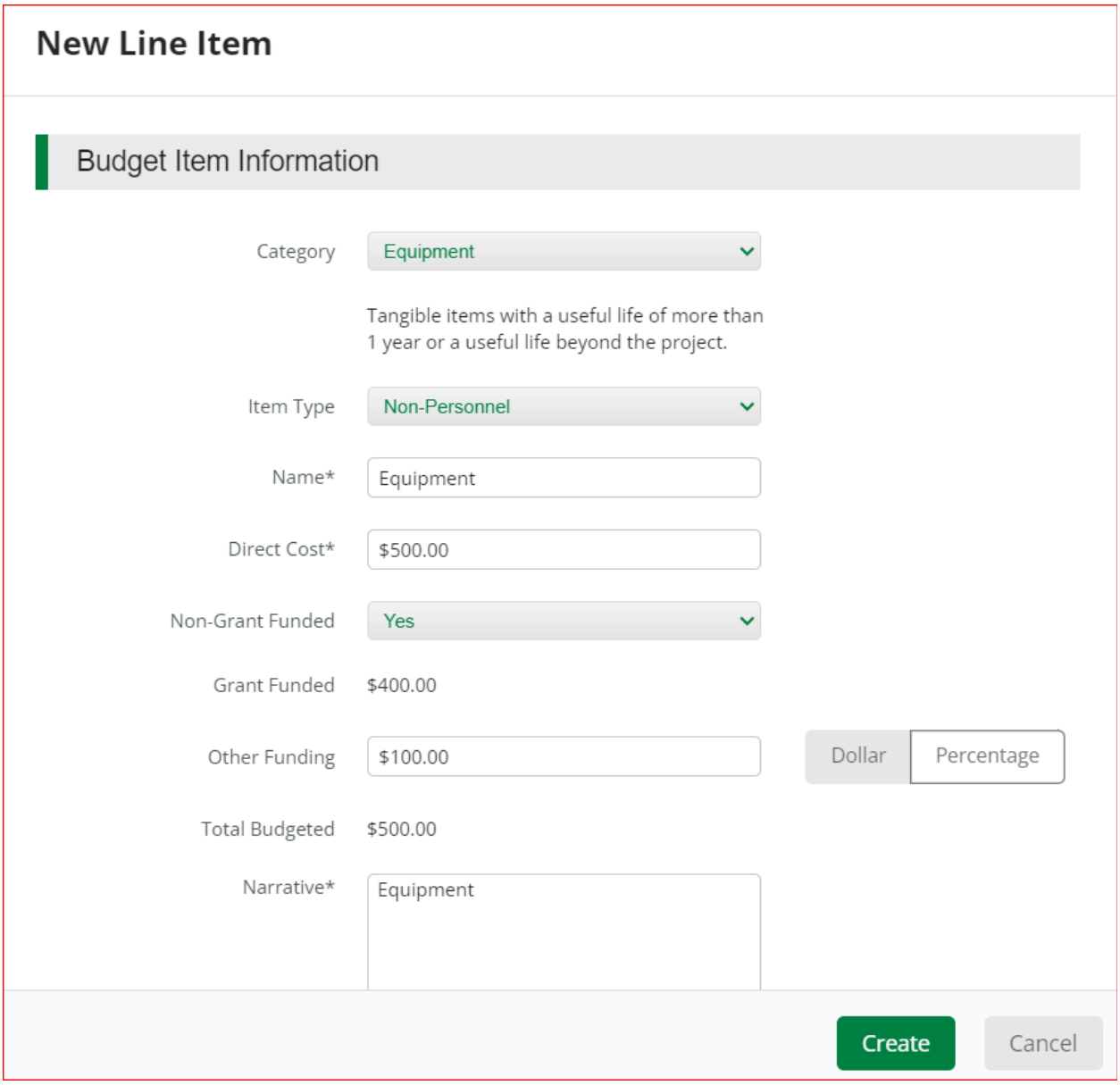
	Category	Grant Funded	Non-Grant Funded	Total Budgeted
+	Equipment	$0.00	$0.00	$0.00
+	Supplies	$0.00	$0.00	$0.00
+	Create New Category			
	Total Expense Budget Cost	$0.00	$0.00	$0.00

Revenue Budget

Grant Funding			
Award Requested	$0.00		$0.00
Subtotal	$0.00		$0.00
Non-Grant Funding			
Other Funding		$0.00	$0.00
Subtotal		$0.00	$0.00
	Total Revenue Budget Cost		$0.00
	Total Overall Budget Cost		$0.00

✓ Mark as Complete Save & Continue

13. Enter the budget totals and Match. To enter Match, go to Non-Grant Funded and click the dropdown to "Yes." This allows you to enter Match in "Other Funding." The Direct Cost is a combined total of Grant Funded and Match. Click "Create" when all the totals are in.



14. After the Line item has been created, the Budget will look like this. When finished adding the budget information, click “Mark as Complete” and “Save and Continue” at the bottom of the page. Click submit after the Budget has been completed.

Budget

Budget View Settings

Options

☑ Line Items ☑ Non-Grant Funded

Proposed Budget

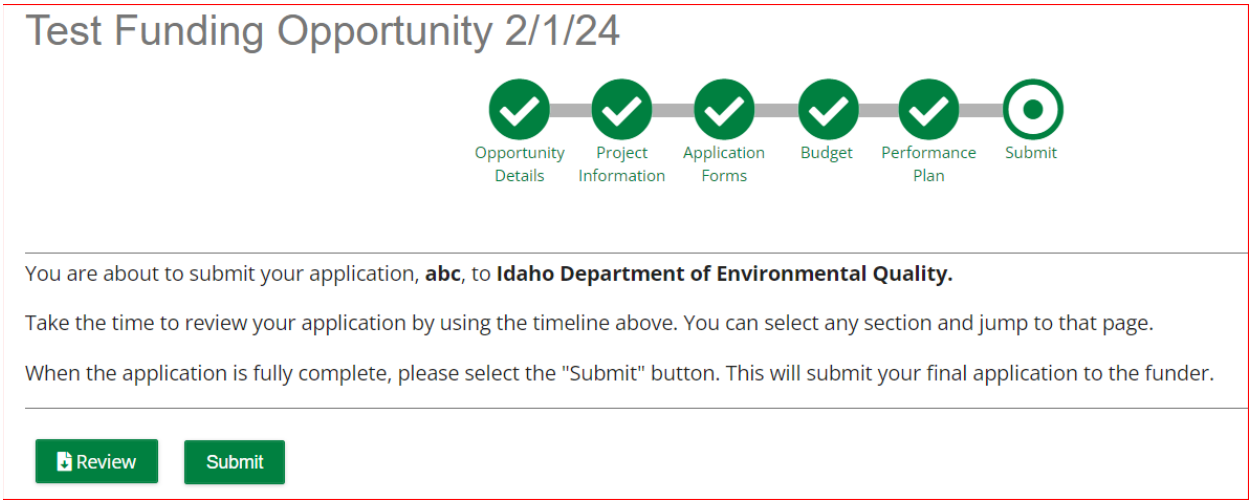
Expense Budget

	Category	Grant Funded	Non-Grant Funded	Total Budgeted
+	**Equipment**	$400.00	$100.00	$500.00
	Equipment	$400.00	$100.00	$500.00
+	**Supplies**	$0.00	$0.00	$0.00
+	**Create New Category**			
	Total Expense Budget Cost	**$400.00**	**$100.00**	**$500.00**

Revenue Budget

Grant Funding			
Award Requested	$0.00		$0.00
Subtotal	**$0.00**		**$0.00**
Non-Grant Funding			
Other Funding		$0.00	$0.00
Subtotal		**$0.00**	**$0.00**
		Total Revenue Budget Cost	**$0.00**
		Total Overall Budget Cost	**$500.00**

15. When the application has been completed, click “Submit,” and Amplifund sends a notification to DEQ that an application has been completed.



16. This is the last step in the Application submittal process. You can download the application and exit the Opportunity. If correctly entered, all of the steps will show a check mark.

