



**IOWA DEPARTMENT OF HEALTH and HUMAN SERVICES**

**DIVISION OF PUBLIC HEALTH**

**Environmental and Local Public Health Bureau**

**APPLICATION GUIDANCE FOR  
Private Well Grants**

**CONTRACT PERIOD:  
July 1, 2025 – June 30, 2026**

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## **SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES**

### **1.01 Purpose**

The purpose of this Application Guidance is to provide eligible applicants information on completion of the application for the Private Well Grants program. Services covered by this application include testing private water wells, reconstructing private water wells, plugging abandoned private water wells, shock chlorination and well assessments within the jurisdiction of each county's board of health.

This program promotes health equity by offering all Iowans the equal opportunity, regardless of jurisdiction, to ensure access to safe private well water through testing, reconstruction, shock chlorination, well assessments, or plugging of abandoned wells which are no longer used.

### **1.02 Project and Contract Period**

The Agency expects the contract period to be a one-year term from July 1, 2025 to June 30, 2026.

The issuance of this Application Guidance in no way constitutes a commitment by the Agency to award a contract. Continued funding during the defined contract period is dependent on approval of the Application, contractor performance during each fiscal year, compliance with conditions of the contract, availability of project funds, program modifications, or any other grounds determined by the Agency to be in the Agency's best interest.

### **1.03 Eligible Applicants**

Applicants must meet each of the following eligibility requirements for consideration.

#### Eligible Applicants

Local Boards of Health (LBOH) are and will be the only entity eligible to apply for and serve as the contractor for the contract. Local Boards of Health (LBOH) have jurisdiction over public health matters in their designated geographic area. A Local Public Health Agency may not apply in response to this posting.

#### Electronic Communication Requirements

Applicant is required to maintain and provide to the Agency, upon application, a current and valid email account for electronic communications with the Agency.

Official email communication from the Agency regarding this application will be issued from [grants@iowagrants.gov](mailto:grants@iowagrants.gov). Applicants are required to assure these communications are received and responded to accordingly.

### **1.04 Service Delivery Area**

Service Delivery area includes the counties covered by the contractor.

### **1.05 Funding**

The source of funding is Iowa's Groundwater Protection Fund.

The total amount allocated to the Agency for FY26 will be divided equally among the awarded boards of health. If funding for the fiscal year beginning July 1, 2025, remains at fiscal year FY25 levels, and the same number of counties are funded, each awardee would receive \$50,505. Actual contract amounts for this program may change.

All counties participating in the grant program will receive an original appropriation, and counties which demonstrate an under-utilization of funding (based on current and historical practices) may receive a mid-contract reduction in funding. Reallocations will allow for more effective and complete use of funding for private well services while at the same time direct funding to areas of Iowa that have demonstrated a need for additional funding.

Applicants may apply for the allocated amount of \$50,505 per county for the contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Agency to be in the Agency's best interests.

### **1.06 Schedule of Important Dates**

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire Application Guidance for detailed information about events, dates, times and sites.

<b>EVENT</b>	<b>DATE</b>
<b>Application Guidance and Supporting Documents Issued</b>	March 14, 2025
<b>Technical Assistance</b>	During Posting period of the Funding Opportunity
<b>Application Due Date</b>	April 15, 2025

#### **A. Application Guidance Issued and Availability of Forms**

The Agency will post the Application Guidance under Grant Opportunities quick link at [www.iowaGrants.gov](http://www.iowaGrants.gov) on the date referenced in the Schedule of Important Dates table above. The Application Guidance will remain posted through the Application Due date.

It is the applicant's sole responsibility to review all attachments for this Funding Opportunity and complete and submit all Funding Opportunity application forms prior to the stated due date and time.

#### **B. Written Questions and Responses**

Formal written questions and responses will not be conducted with this Application process. Refer to Section 1.07 below to seek technical assistance on these applications.

#### **C. Applications Due**

Applications must be submitted by (or before) 4:00 p.m. (local Iowa time) on April 15, 2025, in the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov). Attempted submission of a

completed application after stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating, "The Funding Opportunity is closed".

Applications submitted to the Agency in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Agency and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.

The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants Web site are mandatory requirements and will not be subject to waiver as a minor deficiency.

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

### **1.07 Technical Assistance**

Technical assistance is available during the posting period of these instructions and is strongly encouraged for completion of the Application. Contractors are encouraged to contact the assigned Regional Environmental Health Consultant or the Private Well Grants Coordinator (Program Manager) with questions about the Application prior to submission **by the required deadline.**

### **1.08 HHS IowaGrants.gov Assistance**

For assistance regarding IowaGrants, please contact the HHS IowaGrants Helpdesk at [iowagrants.helpdesk@hhs.iowa.gov](mailto:iowagrants.helpdesk@hhs.iowa.gov) (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

### **1.09 Application Creation**

The application will consist of multiple required forms (refer to Section 2.03) available within the Electronic Grant Management system at [www.iowaGrants.gov](http://www.iowaGrants.gov).

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants.gov and linked to the County Board of Health Organization. For registration guidance, refer to 'New User Registration Instructions for *IowaGrants.gov*' document as posted under The Attachments section of this Funding Opportunity.

**The first user to initiate an application for a Funding Opportunity is designated by the**

**system as the primary user (Registered Applicant) for that application.** This primary user can add additional registered users as Grantee Contacts within their represented BOH organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will over-ride any changes made by other users.

The IowaGrants.gov system will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for the county represented in response to this Application Guidance.

### **1.10 Withdrawal of Applications**

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to HHS IowaGrants HelpDesk at [iowagrants.helpdesk@hhs.iowa.gov](mailto:iowagrants.helpdesk@hhs.iowa.gov).

After this funding opportunity closes, the Agency may withdraw applications that have not been submitted.

### **1.11 Resubmission of Withdrawn Applications**

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

- To access a withdrawn application:
- Registered Users login to [www.iowaGrants.gov](http://www.iowaGrants.gov) as a returning user,
- Search Funding Opportunities,
- Select this Funding Opportunity,
- Click on 'Copy Existing Application',
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied),
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to **re-title the application**, if necessary, by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in section 2 of this Application Guidance.

Withdrawn applications for this Application Guidance posting must be submitted by the due date and time provided in section 1.06.

### **1.12 Costs of Application Preparation**

All costs of preparing the application are the sole responsibility of the applicant. the Agency is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application.

### **1.13 Rejection of Applications/Cancellation of Application Guidance**

The Agency reserves the right to reject, in whole or in part, any or all applications, or to abandon the need for such services, and to cancel this Application Guidance if it is in the best interests of the Agency. Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant is not an eligible applicant as defined in section 1.03.
2. An application is submitted in any other manner than the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov).

### **1.14 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

### **1.15 Use of Subcontractors**

- A. The Agency acknowledges that the selected Applicant may contract with third parties for the performance of any of the Contractor's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.
- B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.
- C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way relieve the applicant of any responsibility for performance of its duties.

### **1.16 Information from Other Sources**

The Agency reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other Agency contracts, other state contracts and contracts with private entities. The Agency may use any of this information in evaluating an applicant's application.

### **1.17 Litigation or Investigation Disclosure**

The applicant shall disclose any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application within the Business Organization Form (Refer to Section 2.03 of this Application Guidance) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed in within 30 days in a written statement to the Agency.

## **1.18 Financial Accountability**

The applicant shall maintain sufficient financial accountability and records. The applicant shall disclose each irregularity of accounts maintained by the applicant discovered by the applicant's accounting firm, the applicant, or any other third party. Failure to disclose such matters, including the circumstances and disposition of the irregularities, at the time of application within the Business Organization Form (Refer to Section 2.03 of this Application Guidance) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

## **1.19 Waivers and Variances**

The Agency reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Agency. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the program requirements or excuse the applicant from full compliance with program specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

## **1.20 Disposition of Applications**

All application submissions become the property of the Agency.

If the Agency awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

## **1.21 Public Records**

All information submitted by an applicant will be treated as public information following the Application review process.

## **1.22 Copyrights**

By submitting an application, the applicant agrees that the Agency may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the Agency may reject the application as noncompliant.

## **1.23 Amendments to the Application Guidance**

The Agency reserves the right to amend the Application Guidance at any time. In the event the Agency decides to amend, add to, or delete any part of this Application Guidance, a written amendment will be posted at [www.iowaGrants.gov](http://www.iowaGrants.gov) under this Funding Opportunity Title. The applicant is advised to check this website periodically for amendments to this Application Guidance. In the event an amendment occurs after the Funding Opportunity is closed, the Agency will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet-General Information Form.



#### **1.24 Appeal of Rejection Decision**

The applicant's receipt of a rejection notice constitutes receipt of notification of the adverse decision. Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten (10) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document John McMullen and shall be submitted via email, including a read receipt verification, to [john.mcmullen@hhs.iowa.gov](mailto:john.mcmullen@hhs.iowa.gov). Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in this document were not followed by the Agency. In the event of an appeal, the Agency will continue working with the successful applicant(s) pending the outcome of the appeal.

#### **1.25 Definition of Contract**

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the applicant and the Agency.

#### **1.26 Construction of Application Guidance**

This Application Guidance shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements. Any and all litigation or actions commenced in connection with this application guidance shall be brought in the appropriate Iowa forum.

## SECTION 2 – APPLICATION CONTENT

### 2.01 Scope and Description of Services

#### Background

Iowa Administrative Code 641 - Chapter 24 provides guidance on the administration of Iowa's Private Well Grants program in accordance with Iowa Code sections 135.11(26) and 455E.11. The Iowa Department of Health and Human Services (Agency) contracts with local boards of health (Applicant) for this program. This program is available for all 99 counties and benefits Iowans in all counties which submit an application. Iowa residents experience better access to safe drinking water in their homes as a result of this program.

#### Goals and Objectives of the program

The goal of the Private Wells program is to protect groundwater quality by providing assistance in testing all private water supply wells and to use the test information to improve the quality of water in these supplies; to assist in reconstructing eligible private wells; to assist in evaluating the condition of private wells through well assessments; to assist in the treatment of bacterially contaminated wells through shock chlorination; and to assist in plugging all abandoned private water wells (including cisterns that present a contamination risk to groundwater).

#### Definitions

***“Abandoned private water well”*** means a private water well which is no longer in use, or which is in such a state of disrepair that continued use for the purpose of accessing groundwater is unsafe or impractical.

***“Certified laboratory”*** means a laboratory certified by the Iowa department of natural resources in accordance with 567—paragraph 83.1(3) “a.”

***“Cistern”*** means an artificial reservoir or tank constructed underground in which rainwater or private well water is stored.

***“Plugging”*** means the closure of an abandoned well with plugging materials by procedures which will permanently seal the well from contamination by surface drainage and permanently seal off the well from contamination into an aquifer. “Well plugging” includes the proper application of filling and sealing materials.

***“Private water well”*** means any excavation that is drilled, cored, driven, dug, bored, augered, jetted, washed or otherwise constructed for the purpose of supplying water for human consumption which has fewer than 15 service connections and regularly serves fewer than 25 individuals daily at least 60 days out of the year and agricultural use wells.

***“Public water supply”*** means a system for the provision to the public of piped water for human consumption, if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days during the year.

***“Qualified staff”*** means staff conducting water well sampling, providing oversight of well or cistern plugging, providing oversight of well reconstructions, shock chlorination and well assessments or

providing technical assistance for this program shall complete a minimum of 12 hours of continuing education every year as approved by the Iowa Environmental Health Association's Environmental Health Registry Program. Applicants shall name this individual in the *Personnel* form on the application. See Section 2.03 (page 14) of this document for more detail on identifying qualified staff.

**“Reconstruction”** means modification of the original construction of a well. “Reconstruction” includes, but is not limited to, deepening the well, installing a liner, installing or replacing a screen with one of a different diameter or length, installing a pitless adapter, extending the casing, or hydrofracturing a well. Replacing a screen with one of identical diameter and length or replacing a pitless adapter is considered repair, not reconstruction.

**“Shock Chlorination”** is the process of disinfecting a private water well by circulating a concentrated chlorine solution throughout the water column of the well, the well casing above the static water level and the well's distribution system, if applicable. See 567- 49.26(455B) for details on well disinfection procedure.

**“Well Assessment”** means an evaluation of a private well structure and its components which can include the: well casing, well cap, pitless connection, frost pit, well pump, wiring/electrical, pressure system, water treatment, water filters and interior plumbing. This also can include evaluation of well vulnerabilities, potential sources of contamination and landscaping around the well.

### **Description of Work and Services**

It is the mutual desire of the Contractor and the Agency to protect groundwater quality through the testing of private water wells, the plugging of abandoned private water wells, shock chlorination, well assessments and the reconstruction of private water wells.

The Contractor shall:

1. Provide for regular and periodic testing of private water supply wells using proper sampling, handling and analytical techniques.
2. Provide for timely responses and corrective action in instances of contamination of private water supply wells.
3. Establish a reliable and accurate database of information on the location and construction of private water supply wells and water quality of private water supply wells.
4. Identify all private wells eligible for reconstruction cost assistance and to administer private well reconstruction programs.
5. Ensure the proper reconstruction of all eligible private wells.
6. Provide cost-sharing grants to owners to assist in the costs of properly reconstructing private wells.
7. Identify all abandoned private water wells and administer abandoned private water well plugging programs.
8. Identify private wells that are eligible for shock chlorination and/or well assessment.
9. Develop abandoned private water well plugging plans in accordance with Iowa Department of Natural Resources requirements relating to the priority order and the proper plugging of abandoned wells

- (including cisterns that present a contamination risk to groundwater).
- 10. Ensure the proper plugging of all abandoned private water wells (including cisterns that present a contamination risk to groundwater).
- 11. Provide cost-sharing grants to owners to assist in the costs of properly plugging abandoned private water wells (including cisterns that present a contamination risk to groundwater).

**Deliverables.** In compliance with the Agency-approved work plan within IowaGrants, the Contractor shall complete the following deliverables and work:

1. Provide services outlined in this agreement in the following county/counties: CONTRACT COVERAGE
2. Enter appropriate data on the Iowa Department of Natural Resources' Private Well Tracking System (PWTS) prior to the submission of each quarterly claim.
3. Ensure staff are qualified and submit the CEUs for approval to the Iowa Environmental Health Registry by January 15, 2026. Any staff member hired prior to July 1, 2025, and who is expected to perform the functions of a Qualified Staff member shall be listed as Qualified Staff in the Personnel form on lowagrants.gov.
4. Maintain, improve, and implement a Procedures Manual for the effective delivery of Private Well Grants program to include, but is not limited to, those areas outlined below:
  - a. The qualifications of personnel responsible for carrying out the program.
  - b. The name and address of the certified laboratory(ies) which will be providing analytical services.
  - c. A description of the environmental health and public information programs related to the private well testing, abandoned well plugging, shock chlorination, well assessments or private well reconstruction programs.
  - d. Methods to be used by the applicant for selecting private water wells for testing, abandoned private water wells for plugging, shock chlorination, well assessments or private water wells for reconstruction and the method to address the number of tests which will be reimbursed for individual property owners.
  - e. The duties to be performed by any subcontractor for any part of the grant.
  - f. A description of the follow-up activities to be performed by staff in responding to test results.
  - g. A record-keeping and reporting policy.
  - h. Methods of notifying participating well owners.
5. Participate in Iowa HHS-sponsored webinars and training events.
6. Provide a response to Agency requests for additional documentation during the contract period.
7. Provide an Environmental Health Board of Health report on the

activities outlined in this agreement. At a minimum, the report shall include a summary of services provided, expenditures, and promotional efforts. The Contractor may use the report template provided by the Agency or may develop a template provided that it includes all required details.

### **Allowable Reimbursement Rates**

<b>Item</b>	<b>Payable to Well Owner</b>	<b>Administrative Expenses</b>	<b>Maximum Unit Reimbursement</b>
Well Testing	Actual cost of nitrate, bacteria, arsenic, or other water test analysis*	\$125	Actual costs plus \$125
Well Plugging	Actual cost up to \$700	\$100	\$800
Cistern Plugging	Actual cost up to \$400	\$100	\$500
Well Reconstruction	Actual cost up to \$2,000	\$400	\$2,400
Shock Chlorination	Actual cost up to \$400	\$100	\$500
Well Assessment	Actual cost up to \$600	\$100	\$700

<b>Item</b>	<b>Description</b>	<b>Maximum Budget</b>
Training	Actual costs related to training event, including registration, miles, lodging and meals.	\$3,000
Supplies	Actual cost	\$1,000
Promotional	Actual cost	\$3,000

### **Staffing or Personnel Requirements**

Staffing must be sufficient to implement the project as described in this guidance. The applicant must identify at least a Contract Manager who will be designated by the Contractor to have the authority to manage the resulting contract and the legal responsibility to assure compliance with all contract conditions. The identified Contract Manager will receive key communications from the Agency and will be responsible for keeping the Contractor informed of any relevant contract issues. The Contractor must also identify a minimum of one qualified staff member in the application. In some cases, the qualified staff member may also fulfill the role of the Contract Manager.

### **Required Reporting**

The Agency requires periodic reporting of compliance with proposed action plan, provision of

services, and incurred expenses by successful applicants. Successful applicants will be awarded a contract to be managed within an Electronic Grant Management system within [www.iowaGrants.gov](http://www.iowaGrants.gov). The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Agency.

Anticipated reports include:

- Subcontracts, 28E agreements
- Proof of liability insurance (or statement of self-insured status)
- Quarterly Claims and support documentation
- Progress report - Procedure Manual
- Progress report to upload the Environmental Health BOH updates

### **Performance Measures**

Reimbursement of expenses under the contract will be based upon successful performance in meeting the requirements and reimbursement will occur on a unit-based schedule. Failure to provide data and documentation of provision of the unit-based measure to the Agency's satisfaction will result in non-payment of the corresponding unit(s).

### **2.02 Application Instructions**

In compliance with the minimum requirements and scope, applicants must complete each form listed below in section 2.03 for this Funding Opportunity.

Each user will complete the registration process, if not already registered. Follow the steps outlined in the 'IowaGrants Registration and Login Instructions' link as posted under the Links section of the Funding Opportunity. New Users should allow a few days for the registration to be processed.

Refer to Section 1.09 for instructions on Application Creation.

Note: The IowaGrants.gov system will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity. The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area.**

For general instructions on completing applications in IowaGrants.gov, refer to the 'HHS Application Forms Instruction Guidance (IowaGrants)' as posted under the Attachment section of the Funding Opportunity.

### **2.03 Application Forms**

Applicants must complete each application form listed below following the instructions within Electronic Grant management System at [www.iowagrants.gov](http://www.iowagrants.gov). Each required field of each Application Form must be completed, or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants.gov system will not permit the application to be submitted. Follow the instructions for each field within the Form. A summary of each Form's contents is listed below.

**Application Title:** Name the application *FY26 PWG County Name (i.e. FY26 PWG Linn).*

**Cover Sheet - General Information:** This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

**Business Organization:** This form requires information about the applicant organization, including legal name, address, business structure, history, table of organization, and any pending or threatened litigation or investigation which may affect the Applicant's ability to perform the required services (refer to Application Guidance Section 1.17), as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant (refer to Application Guidance Section 1.18), and disclosure of history of contract default or terminations.

**Application Certification and Conditions BOH/BOS:** This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site in IowaGrants. This form contains upload fields for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the **BOH/BOS authorized signatory**.

- o The Applicant shall upload the BOH Signatory Authority Form provided by the Agency or documented Board of Health minutes showing the delegation of authority/vote included as provided by the Agency.
- o Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

**Personnel:** This form requires specific information about the project personnel related to providing the services described in this Application Guidance. Specifically, applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project.

At a minimum, applicants must identify the following personnel:

1. **Contract Manager (project director) - describe role**
  - a. Responsible for the overall project management
  - b. Type the *Contract Manager* individual's name into the Name column.
  - c. Type *Contract Manager* into the *Title/Position Description* column.
2. **Qualified Staff - describe role**

- a. Responsible for conducting water well sampling, shock chlorination and well assessments, providing oversight of well or cistern plugging, providing oversight of well reconstructions, or providing technical assistance
- b. Type the *Qualified Staff* individual's name into the Name column.
- c. Type *Qualified Staff* into the Title/Position Description column.
- d. For staff hired during 2025, type the date of hire in the Experience/Education column. For all other *Qualified Staff*, type *existing staff*.

**Subcontract Plan:** This form requires specific information about applicant's proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application) and the delivery area(s) to be served through the subcontract. A 28E agreement is required for multi-county applications.

**Minority Impact Statement:** This form collects information about the potential impact of the project's proposed programs or policies on minority groups.



## SECTION 3 – EVALUATION PROCESS AND CRITERIA

### SECTION 3 – EVALUATION PROCESS

#### 3.01 Review Process

Once Applications are submitted in the Electronic Grant Management System according to the instructions outlined in Section 1, they are considered final and will be ready for official Agency review.

All Applications will be reviewed for content and completeness by the assigned Agency Program Consultant using the Review Tool as posted under the Attachment section of the Funding Opportunity. The Agency Program Consultant may begin conducting review of the Applications immediately after the application due date and the Funding Opportunity has closed.

If submitted applications do not meet Agency requirements, the application forms that need to be corrected will be returned to the contractor via negotiation from within the Electronic Grant Management System. The email notification of the required form correction will be issued from [iowa.grants@webgrantsmail.com](mailto:iowa.grants@webgrantsmail.com). The Applicant will be expected to make corrections to the form by the deadline provided by accessing the returned application, making required corrections/edits to the form(s), marking as complete, and submitting the corrected application.

**It is strongly encouraged that applicants take advantage of the technical assistance available from the Environmental Health Consultants or Private Well Grants Coordinator (Program Manager) PRIOR to the Application deadline. Contracts will not be issued until the entire Application is approved by the Agency.**

#### 3.02 Review Tool

Each application will be reviewed using the review tool included as an attachment to this funding opportunity.

## **SECTION 4 – CONTRACT**

### **4.01 Contract Issuance**

Upon Agency Program Consultant approval of all application forms, the successful applicant(s) will receive a contract document via email from the Agency. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with the Agency. If a contract has not been executed within ten (10) working days of applicant's receipt, the Agency reserves the right to cancel the award and to begin negotiations with another entity or applicant deemed appropriate by the Agency. The Agency may, at its sole discretion, extend the time period for negotiations of the contract.

### **4.02 Contract Conditions**

Any contract awarded by the Agency shall include specific contract provisions including the General Terms and Contingent Terms as posted on the Agency's website (refer to the links section of this document & Funding Opportunity Details in IowaGrants). Refer to the Attachments section on the Funding Opportunity page for the Draft Sample Contract Template. The Draft Sample Contract Template included is for reference only and is subject to change at the sole discretion of the Agency.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

### **4.03 Incorporation of Documents**

The Application Guidance, any amendments, and the application submitted in response to the Funding Opportunity form a part of the contract. The parties are obligated to perform all services described in the application unless the contract specifically directs otherwise.

### **4.04 Contractual payments**

The Agency provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514.

## **SECTION 5 – ATTACHMENTS**

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A. FY26 Private Well Grants Application Guidance
- B. HHS Application Forms Instruction Guidance (IowaGrants)
- C. Draft FY26 Private Well Grants Sample Contract
- D. Draft Private Well Grants Application Review Tool
- E. Board of Health Signatory Authority Template
- F. Environmental Health BOH Report Template
- G. FY26 Private Wells Program Guide

## **SECTION 6 – LINKS**

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

- A. [IowaGrants Registration and Login Instructions](#)
- B. [HHS General Terms and Contingent Terms](#)
- C. [Iowa Administrative Code 641-Chapter 24](#)