

REQUEST FOR PROPOSALS:

Oregon Domestic Well Safety Program (DWSP)

Building the Capacity of Local Public Health Authorities to Enhance Domestic Well Stewardship

PURPOSE

This request for proposals (RFP) is intended to increase the capacity of Oregon Local Public Health Authorities (LPHAs), particularly those that have identified domestic wells and water security as local priorities through county hazard assessments*. The Oregon Health Authority's (OHA) Domestic Well Safety Program (DWSP) intends to provide grants to support outreach efforts identified by LPHAs in their proposals to this RFP. In working with LPHAs, the DWSP will help plan and deliver outreach and interventions to communities of concern, as identified by LPHAs.

BACKGROUND

There are an estimated 350,000 active wells in Oregon. When this estimate is coupled with Oregon census estimates for household size, it suggests that approximately 23% of the state's population may be relying on domestic wells. This makes groundwater protection and domestic well stewardship of critical public health importance.

Large drinking water systems are required by the Environmental Protection Agency's (EPA) Safe Drinking Water Act to submit testing information on a regular basis and meet specific standards for safety. Smaller systems may be regulated by Oregon statutes (see ORS 448.119) and rules, rather than the Safe Drinking Water Act. However, there are no such requirements for very small drinking water systems and domestic wells, beyond Oregon's Real Estate Transaction Act (ORS 447.271) that requires water quality testing during property sales and transfers.

The Oregon Water Resources Department reports that every year 3,800 new exempt-use wells are drilled across the state. These mostly small system or single residence wells are exempt from the water-rights permitting process and regular water quality testing is not required. Without regulations on permitting and testing, users of these wells are at increased risk for adverse health outcomes stemming from exposure to well water contamination. The purpose of the DWSP is to promote water testing and hazard mitigation to users of domestic wells in Oregon.

For more information about the DWSP and domestic well resources, please visit our website:

www.healthoregon.org/wells

AVAILABILITY OF FUNDS

By January 1, 2019 the OHA-DWSP will select up to two LPHAs to receive a two-year grant award, to develop and implement a plan for conducting community outreach activities to enhance domestic well stewardship. Grantees will receive \$10,000 in year one (January 1, 2019 – September 29, 2019) and an additional \$5,000 in year two (September 30, 2019 – September 29, 2020). The second year of funding is contingent upon DWSP receiving federal funding. DWSP suggests that projects use Year 2 to conduct evaluation and follow-up on Year 1 activities.

The funds available are intended to support LPHA staff in building capacity for local domestic well stewardship. DWSP will consider proposals from LPHAs that pass funds through to partner

agencies/organizations in their community, so long as the project is coordinated in the LPHA and contributes to capacity building.

Preference will be given to proposals that:

- Identify domestic wells and water security as local priorities through county hazard assessments* and;
- Prioritize efforts to serve vulnerable populations

*Upon request, DWSP can provide available Domestic Well Testing Act data ([ORS 448.271](#)). Please allow two weeks for DWSP staff to fulfill your request.

ELIGIBILITY

Any Oregon LPHA is eligible to apply for funding. No prior domestic well experience is necessary. Successful proposals will specify how funding will support vulnerable populations and enhance local domestic well stewardship capacity.

PROJECT DELIVERABLES

Awardees will be responsible for completing activities described in their proposal by **September 29, 2020**. Selected projects will be required to provide:

- Submit an Year 1 Annual Report and Year 2 Final Report (See #2 under Recipient Activities).
- Share any materials developed and data collected (See #3 under Recipient Activities).

Grantees will also be expected to:

- Participate in monthly calls with DWSP to discuss ongoing progress.
- Share experiences with other public health professionals in local, regional or national exchanges or presentations.

1. Recipient Activities

RFPs may address efforts related to the area(s) below but may also submit activities that best serve their target audience. *A sample activity for each area is bulleted and is not a required activity.* Please include a timeline in your proposal that clearly shows the activities to be completed within the funding period. All activities must be measureable and evaluated in the final report.

A. **Engage local residents.** Engage populations, identified by the Centers for Disease Control and Prevention (CDC) as [vulnerable](#) (e.g. race/ethnicity, socio-economic status, geography, gender, age, disability status, risk status related to sex and gender, and other populations identified as at-risk for health disparities).

- *Identify local vulnerable populations using available resources (e.g. [Census data](#), [demographic data](#) on Oregon Environmental Public Health Tracking's data portal, submit request for DWSP's Domestic Well Testing Act data ([ORS 448.271](#)), other studies or anecdotal reports). Develop project activities to engage targeted audiences. Outreach activities may include (but are not limited to) providing education programs to current and future homeowners with basic information on*

domestic well stewardship, how to interpret test results, and the health effects of contamination.

- *Administer the DWSP's well user assessment to local residents to identify behaviors, beliefs and practices of well users. Information can be used to identify future interventions, educational materials and support services for residents.*

B. Foster collaborations among diverse stakeholders. Collaborate, convene, and facilitate partnerships with domestic well stakeholders (e.g. extension services, watermasters, environmental laboratories, realtor associations and other water-related information providers) to plan outreach activities that enhance local domestic well stewardship.

- *Partner and coordinate with a local accredited environmental laboratory to provide reduced well water test kits and analysis.*
- *Collaborate with local extension service to host a domestic well outreach event.*

C. Develop and provide education and recommendations to residents, partners and stakeholders. Use input from residents, partners, and stakeholders as well as existing data and literature to develop recommendations that address public health concerns and maximize the benefits that result from proper well stewardship.

- *Documented education and recommendations may include, but are not limited to: web content, formal written report or memo, a letter to the decision-making body, a fact sheet, well test results, maps depicting well data, an issue briefing, or presentations.*
- *Participate in local health fairs and/or community events to encourage testing and proper well stewardship.*

2. Submit an Annual Report and Final Report to the DWSP.

The Year 1 Annual Report and Year 2 Final Report will include a summary of the project goals, objectives, activities, and outcomes; and an evaluation of the project goals, including lessons learned, challenges and success stories within the context of your project. It will also identify stakeholders and collaborations; and recommendations to improve future funding opportunities from DWSP. Report templates will be provided by DWSP. The Annual Report will be due 30 days from the end of Year 1; the Final Report will be due September 28, 2020.

3. Share any materials developed and data collected to DWSP.

Materials and data should be relevant to identified target audience and partners. Examples of materials and data may include, but are not limited to: web content, formal written report or memo, a letter to the decision-making body, a fact sheet, well test results, maps depicting well data and/or presentations. Final products are to be submitted with the final report.

TECHNICAL SUPPORT

DWSP is available to provide technical assistance to grantees at no additional cost. This assistance may include a site visit, phone and email contact, and assistance with assessment and reporting for each grantee. The exact activities to be conducted by DWSP will vary based on the needs of the project, but could include data analysis, mapping assistance, educational materials

or report writing. In their application, applicants should identify the specific activities that DWSP will be requested to conduct.

APPLICATION PROCEDURE

Applications will include Parts I-III below. **No more than five pages of text with single spaced, 12-point font, one-inch margins** will be accepted for the narrative of the application (Part II), excluding budget and appendices. Refer to the application template.

- *Part I* – Eligibility and contact information (includes identification of LPHA project lead, and any other staff or organizations that will play significant roles in completing activities described, and date attended or viewed the DWSP webinar for this RFP).
- *Part II* – Narrative that summarizes the project, including identified vulnerable population(s), proposed goal(s), objectives, and activities with timeline, and appendices (if applicable).
- *Part III* – Budget.

DWSP must receive applications by **5:00 PM on Monday, December 3, 2018**. Please submit your proposal and all attachments **electronically** to tara.a.chetock@state.or.us

SELECTION PROCESS

Each application will be reviewed and scored by a team of public health professionals. Proposals will be evaluated based on the below criteria (10 point each). An additional 5 points will be awarded to LPHAs who have not previously received a grant award from DWSP.

Required

1. Proposed strategies for identifying vulnerable populations.
2. Explanation of how outreach activity(s) will enhance local domestic well stewardship.
3. Explanation of how outreach activity(s) will be measured and evaluated.
 - How will project activities change stewardship behavior? Did well users test their water or install treatment devices?
 - Will follow-up activities be conducted to ensure well users have access to information on continued maintenance, testing and other related resources?
4. Identification of assistance (technical or otherwise) required from the DWSP.
5. Clarity, organization and detail of the overall project and budget.

ADDITIONAL INFORMATION

For questions about this RFP, contact the DWSP Program Coordinator, Tara Chetock at (971) 673-1496, or tara.a.chetock@state.or.us. Please include "Domestic Well RFP" in the subject line.

REQUEST FOR PROPOSALS: Application Template
Oregon Domestic Well Safety Program (DWSP)

Building the Capacity of Local Public Health Authorities to Enhance Domestic Well Stewardship

Application Deadline: Monday, December 3, 2018 at 5:00 PM

Project and Funding Period: January 1, 2019 – September 29, 2020

Grant Award is \$15,000: \$10,000 provided in Year 1 (January 1, 2019 – September 29, 2019) and \$5,000 provided in Year 2 (September 30, 2019 – September 29, 2020). Note: Year 2 grant awards are contingent upon DWSP receiving federal funding.

APPLICATION TEMPLATE

This template is provided as an outline for your application. Please refer to the RFP to ensure that all requirements, including formatting and page limit, are met and reflected prior to submittal.

Part I – Eligibility

Applicant: *list local health authority (LPHA) and the office, section/program involved; if pass-through identify relevant local organization and describe public health's role and involvement in project proposed.*

Project Contact: *include the name(s) and titles of key personnel and the lead project staff at the local health authority (or pass-through organization). Include resume/CV of the project lead.*

Attended or date viewed* OHA-DWSP "RFP Kick-Off" webinar: _____? (Yes/No or Date Viewed)

Webinar Date: **Monday, October 1st, 2018 from 10:00 a.m. – 11:00 a.m.**

Register Here: <https://attendee.gotowebinar.com/register/1135230755886664963>

*Webinar recording will be available on DWSP's homepage: www.healthoregon.org/wells

Part II – Narrative

County _____ City _____

Project goal(s): *create a goal for enhancing local domestic well stewardship*

Project objectives: *create objectives that support the overall goal of the project*

Project activities and timeline: *describe targeted vulnerable population, activities proposed, and how they help to fulfill the objectives for this project. Include a timeline that forecasts when activities will occur, and assistance required from DWSP or partners. Activities **MUST** be measurable and evaluated throughout project and summarized in final report (see 'Required' section in RFP for details).*

Address how proposed activities will engage vulnerable communities among local residents, foster collaborations among diverse stakeholders, providing health-based education and recommendations or

other priority area as defined by the LPHAs. **No more than 5 pages of text with single spaced, 12-point font, 1-inch margins.**

Part III – Budget

Complete budget template below to identify how funds will be used relevant to the timeline proposed.

Funding restrictions: Certain charges will not be allowable, for example the purchase of food or beverages. Allowable charges will be based on terms set forth under the grant obtained by OHA-DWSP; these terms will be specified to awardee upon selection.

PROJECT BUDGET

ITEM	DESCRIPTION OF ITEM	YEAR 1 COSTS	YEAR 2 COSTS
Personnel			
Supplies			
Services			
Marketing			
Printing			
Travel			
Other			
TOTAL		\$10,000	\$ 5,000.00

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 Accepted by Yamhill County
 DWSP – 2019 RFP Application
 Board of Commissioners on
11/29/18 by Board Order
 # 18-424