



FY 2005

Funding Guidelines

Volume One

Centennial Clean Water Fund

Clean Water Act Section 319
Nonpoint Source Fund

Washington State Water Pollution
Control Revolving Fund

November, 2003

Ecology Publication 03-10-086 (Volume 1)

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Note: The *Fiscal Year 2005 Funding Guidelines* comes in two volumes:

***Volume One* contains the main body of the guidelines.**

***Volume Two* contains the most pertinent *Statutes and Regulations*.**

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How to Use These Guidelines

General Information

These guidelines describe how to apply for water quality financial assistance from the Washington State Department of Ecology (Ecology). The funding programs included in these guidelines are the Centennial Clean Water Fund (Centennial), which may provide loans or grants; the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), a grant-only program; and the Washington State Water Pollution Control Revolving Fund (SRF), a loan-only program. The guidelines also explain what will be required of an applicant if a loan or grant is awarded. The Table of Contents lists the topics covered in each section to make this document easier to use. Ecology does not intend these guidelines to be a comprehensive listing and explanation of all laws, statutes, and policies that may apply to Centennial, Section 319 or SRF funding. Rather, this document is intended to facilitate the application process and initial steps of administering a funded project. Applicants should request additional information and consultation whenever needed.

The Appendices of these guidelines contain additional information that will be useful to most applicants. Please review the list of appendices and use them as a resource.

The first volume of the guidelines draws on applicable federal and state laws, other regulations, and policies. Volume Two of the guidelines contains some of the more important statutes and regulations related to these funding programs. Other documents referenced in these guidelines may be obtained from the Ecology Publications Office. The State's Internet Home Page at <http://www.ecy.wa.gov> includes links to the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).

Definitions of Key Terms

A glossary is found near the end of Volume One of the guidelines. It contains definitions of many of the important terms and concepts used in these guidelines as well as explanations of abbreviations and acronyms. Abbreviations and acronyms are spelled out and defined where appropriate the first time used.

A few terms are used repeatedly in a special sense and are important enough to stress at this point:

- **Financial Manager:** Ecology assigns a financial manager from the Lacey, Washington headquarters office to each loan or grant project that has been offered funding. The financial manager is the main contact for payment information, and processes all payment requests. A financial manager will work closely with the recipient and coordinates project issues with the project manager. The financial manager will also assist in negotiating loan or grant agreements.
- **Loan and grant combinations:** Due to the complexity of the funding programs and Ecology's desire to maximize the use of available funds, the project scope of work proposed by some local government applicants may involve a combination of loan- and grant-eligible project components. For these projects, Ecology will consider offering funding and signing agreements for both a loan and a grant in order to address the respective loan eligible or grant eligible components.

For more information on anticipated eligibility, please review *Appendix A, Part One - Eligibility of Project Types and Appendix A, Part Two – Eligibility of Project Components* found at the beginning in the Appendices of the guidelines. Ecology Water Quality Program staff identified on the inside cover of the guidelines, Volumes 1 and 2, can also be contacted and consulted with eligibility inquiries.

- **Project Engineer:** Ecology assigns a project engineer with certain facilities projects. The project engineer assigned by the respective regional office provides engineering support, conducts engineering review and approvals, and determines eligibility of project components.
- **Project Manager:** Ecology's project managers are available for consultation and to provide needed technical assistance. For every funded project, an Ecology project manager will be identified in the regional office in the area where the project takes place. Recipients are encouraged to contact and communicate with the project manager at any time for help with problems, issues, eligibility determinations, etc. Ecology project managers, working closely with the financial managers, have the responsibility of monitoring recipient performance on the loan or grant projects.
- **"Water pollution control activities" or "activities"** mean actions taken by a public body to prevent or mitigate pollution of underground water, to control nonpoint sources of water pollution, to restore the water quality of freshwater lakes, and to maintain or improve water quality through the use of water pollution control facilities or other means. Some examples of activities are comprehensive planning, research, stream bank restoration, water quality monitoring, technical assistance, and public information and education. An example of a facilities component in an activity project would be construction of a manure lagoon associated with livestock management implementation.
- **"Water pollution control facilities" or "facilities"** means any facilities or systems for the control, collection, storage, treatment, disposal, or recycling of wastewater, including, but not limited to, sanitary sewage, stormwater, residential, commercial, industrial, and agricultural wastes which are causing water quality degradation due to concentrations of conventional, non-conventional, or toxic pollutants. Water pollution control facilities include all equipment, utilities, structures, real property, and interests in and improvements on real property, necessary for or incidental to such purpose. Water pollution control facilities also include such facilities, equipment, and collection systems as are necessary to protect federally designated sole source aquifers.

Contacting Ecology for More Information

Additional copies of the guidelines, application forms, and further information about the Centennial, Section 319 and SRF programs can be obtained directly from the Water Quality Program or on the Internet at: <http://www.ecy.wa.gov/programs/wq/funding/2005/index.htm>

Chapter 1: Introduction

Combined Funding Cycle

The Department of Ecology's Water Quality Program administers three major funding programs that provide low-interest loans, grants, or loan and grant combinations for projects that protect and improve water quality in Washington State:

- Centennial Clean Water Fund Program
- Clean Water Act Section 319 Nonpoint Source Program
- Washington State Water Pollution Control Revolving Fund (SRF) Program

Ecology manages the three programs as one; there is one combined funding cycle, application form, and offer list. These guidelines address the three programs and the combined funding cycle.

When applying for funding, it is not necessary to specify a funding source. The application will be reviewed and prioritized on the merits of the proposed project. Once the projects have all been reviewed and prioritized, Ecology will place them on a priority-ordered offer list. If a project is in the fundable portion of the offer list, Ecology will identify the most appropriate funding source.

Who Can Apply for Financial Assistance?

Applications for loans and grants are accepted from any local public body, as well as certain other groups in Washington State. Eligible public bodies include any Washington State county, city, town, conservation district, or other political subdivision, municipal or quasi-municipal corporation, or any Tribe recognized by the federal government. There is no limit to how many proposals an applicant may submit. Not-for-profit organizations recognized as tax exempt by the Internal Revenue Service are only eligible to receive Section 319 grants.

Washington State institutions of higher education (colleges and universities) may only apply for projects beyond the scope of the school's statutory responsibilities. Other state agencies and all federal agencies and local school districts are not eligible to apply.

Water Quality Performance Measures (Goals, Outcomes, and Milestones)

The emphasis on environmental results is to ensure that money invested through loans and grants leads to the greatest possible environmental benefit. Applicants will have to measure and report on the relationship between project activities and measurable improvements in the environment.

Performance Measures Success of water quality improvement projects and programs should be measured against progress toward attaining Water Quality Goals, Water Quality Outcomes, and Milestones.

Water Quality Goals listed below are tangible environmental changes for the better to be achieved or directly addressed by the project proposed:

- Designated beneficial uses restored or protected** -- i.e., Water Quality Standards are currently being met. Provide clear documentation (data with clear explanations) showing

surface or ground water quality standard violations or that they are seriously threatened (e.g., 303(d) listing or data showing probable listing), or

- b. **“Severe Public Health Hazard” or “Public Health Emergency”** eliminated (see Glossary for definition), or
- c. **Regulatory compliance achieved** to address a compliance order, consent decree, etc. (please attach a copy of the order), or explain action taken to avert an imminent compliance order.

Water Quality Outcomes are *quantitative results realistically anticipated that will directly lead to the environmental goals*. For example:

- Establishment and maintenance of a healthy, self sustaining, riparian corridor by planting and maintaining at least 15,000 trees to provide shade to the stream and exclude all cattle for at least 12 years.
- Meeting water quality standards along a 10-mile targeted segment (where environmental results are to restore beneficial uses along the entire 50-mile stream).
- Establishment of systems (including databases to track necessary service and pumping events for on-site systems county wide).

Water Quality Project Milestones are *performance items that measurably lead to achieving the “Water Quality Outcomes and Goals” e.g:*

- Five Meetings of the watershed action committee by May 31, 2005.
- Gather and train by July 31, 2005, a “stream team” to plant the trees and install fence.
- Acquisition of at least 8,000 trees by August 31, 2005.
- Prepare 3 mile planting area by September 30, 2005.
- Install fence, plant, fertilize, and apply deer repellent to 8,000 trees by October 31, 2005, etc.

Accordingly, the applicant is asked to determine and explain measures of its success by gauging the progress made toward reaching these targets. Short and/or long-term monitoring should be a component of all projects to ensure all water quality targets are achieved.

Continued Monitoring and Maintenance Commitment is also highlighted, because there is a clear need to better track results achieved and to better ensure a successful investment. The Application Instructions have more detailed guidance.

Negotiated Levels of Technical Assistance

Ecology may conduct periodic reviews of funded projects to evaluate a recipient’s records and accounting systems. These reviews verify that eligible and ineligible project costs are documented for audit and that recipients have complied with the applicable state statutes, regulations, and requirements, including special loan or grant conditions.

Ecology will negotiate with the recipient and determine what level of technical assistance is appropriate for the project. Projects identified may receive additional site visits, special tracking procedures, etc. Funding Offer Letter’s may include special provisions that will be negotiated and included in the financial assistance agreement. The following matrix will be used as a guide on determining the levels of technical assistance:

Environmental Complexity
Statewide or regional significance (e.g., technically complex)
Innovative/alternative/unusual/pilot Innovative projects are those with unproven technologies (at least in the region proposed for implementation). Alternative projects are those processes or technologies that are considerably different from the conventional processes, or provide land use or energy efficiencies, cost effectiveness, etc.
Projects with challenging deliverables such as projects with an environmental window, high ratio of staff/defined deliverables, etc.
Complex coordination or multi agency effort
Experience and Past Performance
First time recipient (includes new lead staff or new consultant)
Significant challenges with latest State or federal audit findings
Poor performance or lack of performance in past with proposed recipient
Complex coordination or multi agency effort

Post Project Assessment

Ecology has been directed by the Legislature in RCW 70.146.090, Water Pollution Control Facilities Financing Act (Centennial fund) to implement an outcome focused performance measures approach to ensure that state money invested through water quality loans and grants leads to the greatest possible environmental benefit.

As a result, Ecology has developed a post project assessment process to implement RCW 70.146.090, **Grants and loans to local governments -- Statement of environmental benefits -- Development of outcome-focused performance measures.** During the negotiation of the loan or grant agreement, all applicants offered financial assistance are asked to agree to a “Special Condition” of the financial assistance agreement to participate in a brief survey and assist Ecology in an assessment of the project results. The month and year of the survey and assessment will be negotiated between the applicant and the Ecology project manager and will likely be well beyond the expiration date of the agreement.

Chapter 2: Overview of Funding Programs

The Centennial Clean Water Fund Program (Centennial Fund)

In 1986 the Washington State Legislature established the Water Quality Account that funds a variety of programs related to water quality. This account is financed primarily from tobacco tax revenues and may also be supplemented from the State General Fund and other funds, subject to legislative appropriation. The Centennial fund is one of the programs funded by the account and is authorized by Chapter 70.146 RCW (*Water Pollution Control Facilities Financing Act*). The Centennial fund provides low-interest loans and grants to local governments and Indian Tribes for water pollution control facilities and water pollution control activities designed to prevent and control water pollution to Washington State's surface and ground water. Ecology's Water Quality Program has administered the Centennial fund since its inception.

Ecology uses an administrative rule, Chapter 173-95A WAC (*Uses and Limitations of the Centennial Clean Water Fund*), to help manage the program.

The Legislature directed that the Centennial fund shall be used to finance the planning, implementation, design, acquisition, construction, and improvement of water pollution control facilities and water pollution control related activities. Ecology's goal is to ensure that the fund is distributed among those projects that address the state's highest priority water quality protection and water pollution control needs.

The Clean Water Act (CWA) Section 319 Nonpoint Source Program (Section 319 Fund)

The CWA Section 319 Nonpoint Source Program (Section 319) provides grant funding to eligible applicants for the management of nonpoint source pollution and to improve and protect water quality. The United States Congress established the Section 319 program as part of the CWA Amendments of 1987. The Environmental Protection Agency (EPA) offers Section 319 funds to states subject to an annual appropriation by the United States Congress.

While Ecology has no specific state of Washington rule to guide the management of the Section 319 program, much of the program is steered by federal regulations and guidelines, and Ecology uses the provisions of the Centennial Rule (Chapter 173-95A WAC) to assist in the management of the Section 319 program. Section 319 projects must implement nonpoint source pollution control strategies that are specifically identified in Washington's *Water Quality Management Plan to Control Nonpoint Source Pollution, April 2000* (State Nonpoint Plan). This plan is also the state strategy for controlling nonpoint source pollution. For a more detailed overview and Web links, see Appendix N, "Washington's Water Quality Management Plan to Control Nonpoint Source Water Pollution" (Appendix A of the State Nonpoint Plan).

Project proposals must demonstrate direct or indirect water quality benefits to be attained through preventing or controlling nonpoint sources of pollution. Examples of projects that are funded include: implementation of stream and habitat restoration, use of best management practices (BMPs), stormwater pollution control, water quality monitoring, lake restoration efforts that focus on pollution prevention, and on-site management programs. The Section 319 program does not fund water pollution facilities projects.

The Washington State Water Pollution Control Revolving Loan Fund Program (SRF)

The SRF provides low-cost financing or refinancing to local governments for projects that improve and protect the state's water quality. Projects may include publicly-owned wastewater treatment facilities, nonpoint source pollution control projects, and comprehensive estuary conservation and management programs. The United States Congress established the SRF loan program as part of the CWA Amendments of 1987. The amendments authorized EPA to offer yearly capitalization grants to states for establishing self-sustaining loan programs. In response, the State Legislature passed a statute in 1988, Chapter 90.50A, RCW (*Water Pollution Control Facilities – Federal Capitalization Grants*), which created Washington State's SRF program.

Fund Availability for All Three Programs

- Ecology cannot release funds to a recipient until Ecology and the recipient sign a financial assistance agreement.
- All agreements must be signed within one year of the date of the Final Offer List or the SRF Final Intended Use Plan (IUP).
- If an applicant declines funding, monies de-obligated from other loans or grants, or monies originally earmarked for a loan or grant that was not accepted, Ecology may redirect withdrawn or declined funds to other projects in priority order or carry over those funds to the next funding cycle.

Loan and grant funds are offered upon release of the Final Offer List or SRF Final IUP.

Ecology will send a loan or grant offer letter to the applicant within 15 days of the effective date of the Final Offer List or the SRF - IUP.

Emergency Funding

Local governments and other eligible entities may submit applications at any time for financial assistance to address emergency situations. Ecology defines an emergency as either a public health emergency (as designated by the Washington State Department of Health) or an environmental emergency (as designated by Ecology) that requires immediate corrective action and is not based on a pre-existing condition.

The State Legislature has not set aside dedicated funding for emergency requests. In the absence of a set-aside, Ecology handles emergencies in the following manner:

- If Ecology agrees that an emergency request should be funded, Ecology staff will write staff from the Office of Financial Management, the Senate Ways and Means Committee, and House of Representatives Capital Budget Committee. In these letters Ecology makes a formal request to use other funds, such as monies de-obligated from other loans or grants, or monies originally earmarked for a loan or grant that was not accepted.
- The emergency request may only be funded if representatives of these three groups agree to allow the expenditure of the de-obligated or unused funds.
- A public body requesting emergency funding should immediately communicate directly with the appropriate Ecology regional office by telephone or letter, and then complete a formal funding application with supporting documentation.

- Except for being outside the normal funding cycle, emergency projects must follow all other loan and grant guidelines.
- Projects funded as emergencies should start immediately and be completed quickly.
- Prior authorization to incur costs may be granted by Ecology (see Chapter 4, *Developing a Loan and Grant Agreement*, for more information).

Chapter 3: The Application Process

How the Funding Cycle Works

Application period and development of “Draft Offer List” for Fiscal Year (FY) 2005. Ecology conducts combined Centennial, Section 319, and SRF funding cycles each year. The FY 2005 application period begins **December 1, 2003**, and ends **February 3, 2004**. Ecology makes a public announcement about the funding cycle and workshops before the application period opens. Ecology will hold public workshops in December, 2003 at various locations statewide to explain the application process and general program requirements, and to explain changes to the program for the coming year.

Ecology is now transitioning to an earlier funding cycle to provide money to recipients sooner and also provide the Washington State Legislature with a representation of the state’s water quality needs as it considers the capital budget appropriations for the 2005-2007 biennium.

It is anticipated that the FY 2006 funding cycle will begin in early September, 2004. Ecology will provide adequate notice to potential applicants and other interested persons when dates and places are scheduled.

After the application deadline, staff at Ecology’s headquarters office in Lacey will complete a cursory review of all applications for eligibility. Next, staff in Ecology’s four regional offices will evaluate and prioritize all of the eligible projects. The regional evaluators will be assisted by recommendations from other staff, both inside Ecology and with other state agencies. After evaluation of all applications, headquarters office staff will prepare a combined Draft Offer List of projects proposed to receive financial assistance from the Centennial, Section 319, and SRF funds and Draft SRF IUP. Ecology will send this document to applicants and other interested parties for a 30-day public review and comment period.

Public Review and Requests for Reconsideration. During the public review and comment period, Ecology staff will hold one or more public meetings to present the Draft Offer List and SRF Draft IUP, development of the lists, and allow applicants and the public a chance to discuss the Draft Offer List, the SRF Draft IUP, or any other aspect of the funding programs. During the public comment period, applicants may request that their project proposal(s) be reconsidered based on one or more of the following reasons:

1. Adequate information was provided in the project proposal, but the applicant believes that Ecology staff misunderstood it as they assigned priority points. Point assignments will generally be reconsidered only if the project was not proposed to be funded on the Draft Offer List, and if the reconsideration could result in the project being offered funding via the Final Offer List or the SRF Final IUP.
2. Documented substantive information is provided to evidence misinformation given to the applicant by Ecology’s Water Quality Program staff.

3. Ecology's Water Quality Program staff did not follow laws, guidelines, or procedures during the evaluation process.

After the comment period, Ecology will publish the *Final Offer List* and *SRF Final Intended Use Plan*. If needed, a responsiveness summary (responding to any written comments Ecology has received on the Draft Offer List and SRF Draft IUP), will also be published.

How to Apply

Applicants should obtain an application packet from Ecology. The application packet (including: application form, guidelines, agenda, etc.) can be obtained at the workshops or by request to Ecology staff. The application form and Program guidelines are available on the web at:

<http://www.ecy.wa.gov/programs/wq/funding/2005/index.htm>

The application form contained in the application packet is used to apply for all three funding programs. Applicants need not specify a funding program in the application. After determining funding priority, Ecology will determine which program a proposed project is best suited for based on eligibility, the type of project, the applicant's financial assistance request, and Ecology's need to maximize the use of the funding available. Applicants should be knowledgeable about the basic eligibility of the project and project components.

The application has three parts. Part 1 asks the applicant to provide general information, including funds requested and project location. Part 2 asks the applicant to provide detailed information about the project and the water quality results envisioned. Ecology staff use Part 2 for the evaluation process. Part 3 is used only for refinance applications.

Each applicant must submit a signed original of the completed application plus four (4) copies and a disc (see below). The signature must be that of a person who is authorized to sign on behalf of the applicant organization. Ecology must receive these applications by the application deadline.

No facsimile or electronic applications will be accepted. However, to expedite our data processing of essential application information, Ecology wants applicants to submit the application via floppy disk (or CD) along with your paper submittal. Discs should be marked with the project title and applicant name. Blank discs will be available at the application workshops.

The applications must be delivered (by hand, mail, or package delivery service) to Ecology's headquarters building in Lacey.

Ecology cannot accept applications by fax or through the Internet, because valid original signatures are required. Please refer to the Application - Part 1 for submittal information. If the application is hand delivered, consult the map in the guidelines, Appendix Q, "Map and Directions to the Ecology Building," showing the location of the Ecology Building in Lacey.

General Application Recommendations

General recommendations that will help make a clearer application and will facilitate the evaluation process:

- Read all Application Instructions and use them as you answer each question.
- Make answers specific and concise.
- Label answers to correspond with the questions.
- Number the pages for easier reference.
- Letters of support for the proposed project are considered only if tangible local commitment, such as: identification of local resolutions or ordinances, documentation of cash contributions, and donated volunteer in-kind match, has been identified.
- Be sure to check for double-sided documents and irregular page sizes when photocopies are made.

Evaluation criteria for the major question areas are in Part 2 of the application. Along with each question, specific areas that the applicant should address are listed. In addition, the applicant may provide other information to further support the project in the priority consideration.

Local Priority – Setting Process

The local priority-setting process allows applicants applying for funding to receive up to 100 “local priority points” based on locally derived priorities. These local priority points are added to the project evaluation points assigned by Ecology. Local priority setting is elective and applicants do not need to complete this process to be eligible for funding consideration. However, projects will not be awarded local priority points if the process described in Appendix B, “Local Priority Setting Process,” is not followed.

These points are awarded to recognize that local agencies and other groups may have water quality priorities that should be considered in the final ranking of projects, and to recognize regions of the state where local governments, Tribes, and special districts are working cooperatively to prioritize water quality funding needs.

The local priorities are submitted as a “Statement of Agreed Priority,” in accordance with Appendix B, “Local Priority Setting Process,” and are due approximately four to six weeks after the application due date.

Project Selection Process

Eligibility Review. With the exception of the Statement of Agreed Priority for the local priority-setting process, Ecology will not accept any unsolicited additional or revised project information after the application deadline. Ecology staff will make an eligibility determination for the project based on applicable state and federal statutes, regulations, and/or funding program guidelines. Staff may contact applicants or other federal, state, or local agencies to clarify or verify application information. If a proposed project does not appear to meet eligibility criteria,

Ecology will notify applicants of potential disqualifying factors, and applicants will then have two weeks to submit a request for reconsideration. The request for reconsideration should demonstrate that the project meets the eligibility criteria.

For a facilities project, an initial eligibility determination for the project will be made in the facilities plan approval letter and a revised eligibility determination will be made at the time of bid award of the construction contract. The basis for eligibility determination and percentage of eligible cost for the project will be determined. In the absence of eligibility determination and percentage of eligible project cost, potential applicants should contact the regional project manager or regional engineering staff.

When submitting an application for a construction project, all correspondence associated with project eligibility determination and percentage of eligible costs information must be included with any funding application. The eligibility determination and percentage information will be applied to all project elements (e.g., administration, construction cost, and construction management) and will be the basis of any funding offer and subsequent loan or grant agreement.

Evaluation Review. Water quality specialists in the Ecology region where the project is located will evaluate each project application and give it a numerical score. In addition to the regional water quality specialist, at least one other Ecology staff person located in a different part of the state will evaluate each project. This person will also give it a numerical score. These two scores are used as the basis for the rating of the project.

Ecology requests that staff with water quality expertise from other state agencies review certain types of projects and, if necessary, make comments and recommendations to the regional water quality specialists who will be conducting the actual project evaluation, but do not give the projects numerical scores. The potential outside review groups are shown below:

Project Type:	Potential Additional Review by:
Applicant is a Conservation District	State Conservation Commission
Applicant is located within the designated Puget Sound National Estuary	Puget Sound Water Quality Action Team
Proposed project is related to drinking water, shellfish, or on-site sewage treatment system	State Department of Health
Proposed project is within the boundaries of the Lower Columbia River National Estuary	Lower Columbia River Estuary Program

The basis for project review and rating is the information contained in the application. That information is also the basis for the scope of work that will be specified in a signed loan or grant agreement for approved projects. If the applicant is offered funding and later proposes significant changes to the scope of work during the negotiation process, the offer may be withdrawn.

Staff will also review each project proposal based on the likelihood that the proposed project will meet its stated objective and on whether the proposed outcome will result in a high priority water quality and/or public health benefit. For these reasons, a very important part of the application is the explanation of the overall water pollution control problem that will be solved or addressed by the project. The first section of the *FY 2005 Water Quality Financial Assistance Application* -

Part 2 addresses the problem and proposed solution. Clearly describe project objectives and water quality improvement expectations. Evaluators may not be familiar with the water quality project proposal or its specific circumstances.

Regional staff evaluate every eligible project proposal and assign priority points according to the allocations noted in the Application Instructions. Headquarters staff formulate the single combined list and decide how to allocate the various funds (Centennial, Section 319, SRF) to the priority list. This process reflects the many factors that influence what type of funding goes to an applicant. The major driver is the priority of the project, but other factors also have influences, including:

- Objectives of the project in relation to Ecology funding program objectives
- Whether a loan or grant is requested
- Legislative budget provisos
- Available funding
- Ceiling amounts for a funding category
- Financial hardship considerations

Funding Announcements

Ecology develops the Draft Offer List and the SRF Draft IUP after all eligible applications have been reviewed and evaluated. The lists will be issued in approximately mid-July (earlier if the Legislature develops a budget before the end of June) and will be available for public review and comment for 30 days.

The Final Offer List and the SRF Final IUP will be published approximately two weeks after the end of the 30-day public review and comment period. These documents will also include a summary of any comments on the draft documents and responses to the comments. Ecology submits the Final SRF IUP to EPA for review at the same time the Final Offer List is published. The SRF Final IUP is a formal document required by federal law. Applicants with the highest priority projects receive funding offers based on appropriated levels of funds and any additional directives or priorities established by the Legislature and the EPA.

Chapter 4: Developing a Loan or Grant Agreement

Financial Assistance Agreements Overview

The loan or grant agreement, referred to as the financial assistance agreement or agreement, is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. It includes at a minimum: an approved scope of work, total project costs, funding percentages, and a budget and performance schedule. Loan agreements will contain an interest rate, a repayment period, and an estimated repayment schedule.

Loan or Grant Offers

Ecology prepares and distributes the Final Offer List when funding priorities have been set. Once a project is listed on the fundable portion of the Final Offer List or the fundable portion of the SRF Final IUP, Ecology will assign a project manager and a financial manager, and, if necessary, a project engineer, to work with the applicant to develop a financial assistance agreement. The project manager will contact the financial manager and the applicant to discuss the development of a preliminary scope of work, as identified in the application, and any conditions of the offer, procedures and timeline of the agreement negotiations, time frame of the project, special conditions, and any additional information needed to begin developing the agreement.

Following the initial contact, the Ecology project manager, Ecology financial manager and applicant will confer by phone, e-mail or in a work session to resolve concerns and refine the scope of work, loan and grant requirements, and budget for the draft agreement. After the recipient and Ecology concur on the appropriate scope of work, schedule, eligible costs, and other details, Ecology's financial manager will prepare the final draft agreement.

Scope of Work

The agreement must contain a detailed scope of work describing the project work elements and measurable task objectives, including a performance schedule with specific milestones, regular reporting dates, and outcomes and/or deliverables related to project objectives. Ecology's project manager will contact the recipient and develop a schedule to negotiate the agreement.

Project Budget

The agreement must include a project budget that establishes eligible costs for task elements and/or budget objects. The budget will also detail funding sources, amounts, and type of matching requirements. Ecology's financial manager will help answer questions about budget development during project negotiations.

General Terms and Conditions

General Terms and Conditions are general requirements contained in all Ecology loan and grant agreements and are not negotiable. Some of those terms and conditions are explained more fully in the *Administrative Requirements for Grants and Loans*, Publication No. 91-18, and a copy of the current General Terms and Conditions is included in the guidelines, Appendix F.

Special Terms and Conditions

Special Terms and Conditions are written into an agreement to modify or clarify project elements that are specific to the project or to program guidelines. Special Terms and Conditions are consistent with the General Terms and Conditions, but may modify certain provisions of the General Terms and Conditions. Such Special Terms and Conditions take precedence over the General Terms and Conditions.

Required Performance

The agreement contains “Required Performance” milestones derived from the recipient’s application and are negotiated between Ecology’s project manager and the recipient. This list of objectives should ensure that Water Quality Goals, Milestones, and Outcomes are achieved.

Signature Process

Once a scope of work has been negotiated between the recipient and Ecology, the project manager provides the scope, and any other information needed to draft a financial assistance agreement, to the financial manager. The financial manager drafts a financial assistance agreement and routes it to staff at Ecology’s Headquarters office to check legality, cost coding, etc. Once it is returned to the financial manager, it is prepared as the final agreement and three original agreements are forwarded to the recipient for signature.

It is requested that the recipient thoroughly review the agreement and have all three copies signed by the authorized signatory or his/her designee, as appropriate, before returning them to the financial manager for final signature by the Water Quality Program Manager. One copy of the completed agreement is returned for the applicant’s files. The agreement becomes effective on the date of signature by the Water Quality Program Manager, unless otherwise stated in the agreement or the date of prior authorization provided in the letter from the Water Quality Program Manager, at which time reimbursable costs can be incurred to the project.

Important Dates

The time limits for starting and ending projects are based on the date of the Final Offer List which identified the project for funding.

- The **funding agreement for the project must be signed** by both parties no later than 12 months after the date of the Final Offer List or SRF Final IUP.
- **Actual work on the project must begin** no later than 16 months after the date of the Final Offer List or SRF Final IUP.
- **The project must be completed** no later than five years after the date of the Final Offer List. A one-time extension, totaling no more than one year, may be allowed if approved by the Water Quality Program Manager.

The **effective date** of a loan or grant agreement is the date it is signed by Ecology’s Water Quality Program Manager, unless otherwise stated in the agreement or the date of prior authorization provided in the letter from the Water Quality Program Manager. All costs incurred before the effective date of the agreement in the absence of written prior authorization are ineligible for reimbursement.

The **expiration date** (of an agreement or an amendment) is the last date on which costs may be incurred and be considered eligible. Any costs incurred after the expiration date are not eligible.

The **project completion date** is the last date that a funding recipient may incur loan or grant eligible costs and receive reimbursement under the financial assistance agreement. All items identified in the Scope of Work must be completed by this date. Costs incurred after the completion date will not be considered eligible. For loan projects, see Chapter 8, *Loans* for loan repayment provisions.

The **initiation of operation date** (facilities construction projects only) is the actual date the facility starts operation and begins being used for its intended purpose. This date may occur prior to final inspection. Ecology will determine the initiation of operation date after consultation with the recipient. This date may be the same as the date of project completion, or it may be earlier. For loan projects, see Chapter 8, *Loans* for loan repayment provisions.

Prior authorization is written authorization for the recipient to incur eligible project costs before the Water Quality Program Manager signs the agreement. Prior authorization can only be issued after the Final Offer List or the SRF Final IUP has been issued and the applicant has been offered funding. Reasons for granting prior authorization to incur expenses include, but are not limited to:

- Circumstances associated with a public health or environmental emergency requiring immediate corrective action.
- Circumstances associated with a permit schedule requiring immediate corrective action or binding permit requirements to proceed.
- Environmental conditions requiring a funding recipient to meet certain schedules. For example, the time of year for in-stream work or tidal considerations.

Process for Obtaining Prior Authorization:

- The applicant must write a letter to Ecology's Water Quality Program Manager requesting and justifying prior authorization with estimated costs to be incurred and the timeframe.
- Ecology cannot release funds until a loan or grant agreement is signed.
- Costs incurred before the prior authorization date are the sole responsibility of the public body.
- The applicant assumes responsibility for costs incurred before a loan or grant agreement has been signed, as Ecology cannot guarantee that a loan or grant will be awarded.
- Any work performed by the public body that is not consistent with the conditions specified in Ecology's prior authorization letter, financial assistance agreement, and applicable criteria will not be eligible for loan or grant funding.

Chapter 5: Project Types That Can and Cannot Be Funded

The Legislature and Congress specifically earmarked Centennial, Section 319, and SRF funds for projects that will improve or protect water quality through water pollution control and prevention. Many types of projects are eligible for loans, grants, or loan and grant combinations. Appendix A contains a matrix of project and project component eligibility covering many potential situations. If unsure whether the proposed project or a component of it is eligible for funding, contact Ecology headquarters staff or regional staff prior to completing an application.

Major Categories of Eligible Activities Projects

Certain types of projects are eligible for funding and may be offered funds. However, some projects are eligible only for loans, while others are eligible for loans or grants. Some examples of loan and grant eligible activities projects follow (See Chapter 10, *Activities Projects* for a detailed description):

- Watershed Planning and Implementation
- Lake Restoration Planning and Implementation
- Wellhead Protection
- Ground Water Management Area Planning
- Aquifer Protection Planning
- Water Quality Monitoring
- Education and Outreach

Stormwater Project Eligibility

Stormwater Projects Eligible for Loans or Grants

Stormwater projects not covered by a discharge permit and directed at non-facility stormwater needs are eligible for loan or grant funding if they directly address water quality improvements. Examples of these projects are:

- Education and communication;
- Establishment of stormwater utilities;
- Land use planning;
- Conducting inventories of stormwater sources;
- Mapping and geographic information system of stormwater sources;
- Source control activities, such as erosion control projects involving plantings, drain stenciling, etc.;
- Review existing local stormwater regulations.

Stormwater Projects Eligible for Loans Only

- Projects that are considered directly part of the actual preparation of a facilities plan (along with design and construction of stormwater facilities).
- Projects proposed by legally established stormwater utilities, except in the construction step where the project would otherwise cause a financial hardship. Stormwater utilities have a revenue base from which loans can be repaid.
- Stormwater activities and facilities required by a discharge permit (including monitoring).

Note: 1. Detention and treatment of stormwater from new, existing, and historic commercial and industrial sites is the legal responsibility of the property owner.

2. Projects located in the Puget Sound basin must comply with the Puget Sound Water Quality Management Plan, including meeting the requirements of the Basic Program and the Comprehensive Program.

Projects Eligible for Loans Only

The Legislature directed Ecology to work toward making the Centennial fund more self-sustaining and to identify the types of projects (and project elements) that are more suited to loans rather than grants. Accordingly, as noted above, Ecology limits some projects or project elements to loans. For more information about loan and grant eligibility for specific project types or project elements, see Appendix A – *Comparison of Eligibility of Costs in the Funding Programs*. Some examples of loan-eligible facilities projects follow (See Chapter 9, *Facilities Project Considerations* for a detailed description):

- General and/or Comprehensive Sewer and Stormwater Planning (stormwater facilities are within the definition of “wastewater facilities” according to RCW 70.146.020(4))
- Facilities Planning
- Design (preparation of plans and specifications)
- Construction (grants may be available in the case of hardship only)

Major Categories of Ineligible Projects

Certain types of projects and some project elements are specifically excluded from funding. Some eligible projects may also contain ineligible project components.

Acts of Nature: Projects that address acts of nature that alter the natural environment, thereby causing water quality problems (for example, a volcano erupting and filling a river with mud), are not eligible. However, projects may be eligible when addressing an act of nature that altered the human environment (for example, flood event damage to a sewer outfall).

Best Management Practices (BMPs) Implementation on Private Property: Only loans may be used for BMP implementation on private property, with two exceptions:

1. Stream bank revegetation or fence construction are eligible for grants and loans under the Centennial program and grants under the Section 319 program if a public easement is given by the landowner.
2. New innovative/alternative technology is eligible for loans and grants under the Centennial program and grants under the Section 319 program if the technology has not yet been demonstrated in the Ecology region where the project is located and if a public easement is given by the landowner.

Certain Lake Projects: Ecology will only distribute loan or grant funds for lake restoration projects that address water quality problems throughout the entire watershed and include a significant source control component. Funds are not available for projects that propose only to control conditions in the lake itself. A proposed Phase II implementation lake project on any lake without public access will not be eligible for funding (see Lake Restoration Projects in Chapter 10, *Activities Projects*).

Commercial, Industrial, or Institutional Flows: The portion of a project designed to serve the needs of commercial, industrial, and institutional customers may be funded using SRF loans only. Eligibility for an SRF loan is based on the 20-year projected need for residential, commercial, industrial and institutional flows. Wastewater facilities that are solely dedicated to address commercial, industrial, and institutional (such as schools, hospitals, and prisons) needs are not eligible for financial assistance.

Concentrated Animal Feeding Operations: Local loan funds for best management practices (BMPs) funded through SRF may not provide assistance for waste management systems that are considered to be concentrated animal feeding operations (CAFOs). An exception is made for projects proposed in areas covered by federally designated “National Estuaries” (only Puget Sound and the Lower Columbia River, currently). Ecology will provide CAFO guidance on request.

Engineering Reports: Engineering Reports are ineligible for funding if requirements for facilities plans are not met.

Excess Capacity: Centennial and SRF funds are intended to be used for existing residential need and a limited amount of growth. The Centennial program allows for funding up to 110 percent of existing need, with the portion above 110 percent being considered excess capacity. A percentage of existing need may be grant eligible in cases of demonstrated financial hardship. The SRF program allows loans for existing need, plus capacity for an estimated 20 years of growth (based on Growth Management Act-compliant comprehensive plans), with the capacity beyond 20 years being considered excess capacity.

Flood Control (including storm drainage): Flood control structures and stormwater conveyance facilities are typically intended to reduce flooding and have minimal benefit to water

quality. Therefore, Ecology generally will not fund these facilities. **Note:** In some cases, stormwater conveyance and other facilities may serve to prevent pollution; for example, by reducing flooding of a contaminated area or by reducing stream erosion. Ecology may fund these portions of a proposed flood control/storm drainage project. Eligibility will be determined for these projects on a case-by-case basis. Ecology staff will provide additional guidance on eligibility of stormwater facilities if needed.

Growth: The Growth Management Act (GMA) requires that infrastructure improvements related to development must be funded by development-related fees. However, Ecology may assist in projects designed to help local governments comply with GMA comprehensive plan requirements through sewer comprehensive plans and stormwater comprehensive plans (see Chapter 9, *Facilities Project Considerations*, “Growth Management Act Compliance”).

Side Sewer Laterals or Individual Pump Stations on Private Property: Side sewer laterals, individual pump stations, or other appurtenances where the facilities are not owned and maintained by a public body, and there is not a public easement, are eligible for loans only. Such proposed projects may only be funded under the Centennial program. If there is a public easement, such projects are also eligible for loans under the SRF program.

Solid and Hazardous Wastes: Ecology’s Solid Waste and Financial Assistance Program provide funding for projects that address solid and hazardous wastes. Water pollution control projects that deal primarily with water quality, but also affect the control of solid and hazardous substances, such as projects related to biosolids from sewage sludge or septage, may be eligible for funding consideration. However, loan and grant funds were not intended to fund projects that are primarily related to solid and hazardous substances as defined in RCW 70.105(C), *Hazardous Waste Cleanup*.

State Agencies and State and Local Educational Institutions: State agencies may receive direct appropriations from the Legislature. For this reason, Ecology no longer funds state agency and school district projects. However, state-run institutions of higher education may apply for loan or grant funds for activities that are not part of the school’s statutory responsibilities.

Water Supply: The Legislature and EPA established the Centennial and SRF programs to fund projects that will improve or protect water quality through the control and prevention of water pollution. Projects intended to provide or enhance a water supply that do not address specific water pollution are ineligible for funding. However, Ecology may fund all or part of projects intended to protect a water supply source through water pollution control or prevention. Water conservation or water reclamation and reuse projects may also be eligible if shown to be the affordable, cost-effective alternative to correct or prevent a water pollution problem.

Projects primarily designed to provide, treat, or transport domestic drinking water or water for agricultural uses are not eligible for loan or grant funding. There are other programs, including a State Revolving Fund for drinking water (administered by the Department of Health) and the Public Works Trust Fund (administered by the Department of Community, Trade, and Economic Development) that may fund these types of projects.

Special Limitations - Previously Funded Objectives

If a public body has received full funding for a project or objective(s) from Ecology's Water Quality Program-administered state and/or federal funding programs, that project is considered to have been previously funded and therefore ineligible for additional Water Quality Program funding. Funds from the Centennial, SRF, and Section 319 programs are "seed money," helping to pay for the initial project costs and eventually enabling the local agency to proceed with its own resources. Water quality objectives previously funded with an Ecology grant are not grant eligible, however, they may be eligible for an SRF loan.

Applicants may show that an activity is in a different phase of a project than it was when funded before, that it targets a different audience, or that it occurs in a different geographic area. Applicants must adequately document how a proposed project differs materially from one that has been funded before in order for the project to be eligible.

Methodologies and Technologies - Pollutant Source Identification (DNA Typing)

Some project proposals may include DNA-typing as one of the tasks or methods within the task. Ecology's Environmental Assessment Program has studied the processes over the past several years, and it concluded that the method has *potential* value under certain limited conditions. Please note the protocol developed below for *possible* eligibility. Specific eligibility decisions must be made prior to the submission of project proposals after discussions between the grant applicant and the Environmental Assessment Program's DNA specialist. Concurrence of Ecology's DNA specialist must be documented in the application.

1. First define location of bacterial sources through monitoring:
Establish where sources of fecal coliform loading are occurring. This means conducting monitoring of possible inputs like tributaries and stormwater and segmenting areas of the main stem. It also means obtaining flow measurements so loading estimates can be obtained.
2. Prioritize; look at highest loading sources first.
3. Make clearly-identified pollution control corrections in these areas.
4. If there is still a bacteria problem, consider source identification tools. For example, DNA typing, chemical indicators, antibiotic resistance analyses, species-specific indicators, etc.

Chapter 6: The Step Process

The Step Process for Facilities

To be eligible for funding, facilities projects must proceed according to a systematic method known as the Step Process. Before a local government with a facilities project is eligible to apply for funds, all previous “Steps” must be approved by Ecology. All documents, such as site-specific facilities planning, and design plans and specifications must be approved by the application deadline and a copy of Ecology’s signed approval letter must be included with the application.

Special FY 2005 Provision for Approval of Facilities Plans and Designs

For applicants that propose to design or construct facilities and that are already on schedule to complete the approval process of prerequisite documents using the old schedule, the Water Quality Program will extend the deadline for its approval to **March 1, 2004**. Applicants will be responsible for ensuring that copies of those approval letters issued after the application deadline are delivered to Dan Filip (address at Ecology on inside cover) no later than March 15, 2004.

Funding for planning (Step 1) or design (Step 2) does not guarantee the awarding of future funding for construction (Step 3). For additional technical requirements related to each step, see Chapter 9, *Facilities Projects*.

Planning (Step 1): Step 1 involves the preparation of a site-specific facilities plan that identifies and prioritizes the cost-effective alternatives for addressing a water pollution control problem. Even when an engineering report has been prepared and approved by Ecology, the applicant must upgrade the report to meet facilities planning requirements for SRF and Centennial eligibility. Facilities planning projects are eligible for loans only.

Design (Step 2): Step 2 includes the preparation of plans and specifications for use in construction. These must be based on the preferred cost-effective alternative identified in the facilities plan that has been approved by Ecology. Design projects are eligible for loans only.

Construction (Step 3): Step 3 includes the actual building of a facility based on the approved design. Facilities construction projects are eligible for loans only, unless Ecology has determined that a financial hardship to residential ratepayers exists.

Design/Construction (Step 4): Applicants may combine requests for funding of design and construction into one application, which is called Step 4. Ecology accepts applications for Step 4 loans if the applicant can demonstrate that Design (Step 2) can be completed and approved by Ecology within one year of the date of the Final Offer List or Final IUP. The total project cost, not the total eligible costs, under Step 4 cannot exceed \$1,000,000. The design portion of the project is loan eligible only, even in cases of financial hardship.

Step Deviations for Facilities Projects: Ecology can allow deviation from the Step Process if the Washington State Department of Health has declared a public health emergency, and the proposed project would remedy the situation causing that emergency. In this situation, Ecology will accept applications for funding consideration that do not follow the Step Process. Project

eligibility remains the same; however, no agreement will be signed until all previous steps have been completed and approved by Ecology. This deviation from the Step Process will only allow an application to be *considered* for funding; it does not guarantee funding.

Where deviation is allowed, an applicant may deviate by only one step. For instance, Ecology could accept an application for design if planning was not complete or an application for construction if design was not complete. However, Ecology could not accept an application for construction if planning was not complete.

Alternative Contracting/Service Agreements (e.g., Design/Build - Special Step): In accordance with “pilot” SRF rulemaking provisions for Alternative Contracting/Service Agreements, a facilities project will not be required to proceed according to the Step Process if the applicant is eligible for an Alternative Contracting/Service Agreements SRF loan. Such projects are to comply with the pilot rule and an Alternative Contracting and/or Service Agreement process (see Appendix L “*Pilot Regulation and Guidelines for Alternative Contracting/Service Agreement SRF Provisions*”) and must be authorized by and comply with Chapter 39.10 RCW, *Alternative Public Works Contracting Procedures* and/or Chapter 70.150 RCW, *Water Quality Joint Development Act*.

Applicants for these projects must be able to assume significantly greater responsibilities in accordance with delegation provisions for the review of design of their own facilities to participate in the “pilot rule process.” Ecology would need to be certain that applicants have specific and substantial legal, public works and financial management qualifications to participate (see Appendix L for details).

The Step Process for Activities

Ecology encourages the Step Process be followed for activities projects, but it is not required in every case. Additional consideration is given, however, in the evaluation process to those applications proposing to implement a specific project identified in a completed comprehensive plan.

Planning (Step 1): Step 1 involves the identification of problems and evaluation of cost-effective alternatives based on environmental and economic considerations for correcting and preventing water quality problems. Specific activities may include planning for watershed management, ground water management areas, lake restoration, water quality assessment, farm planning, and other related activities.

Implementation (Step 2): Step 2 includes the actual implementation of the project based on the planning document formally accepted by the applicant, and approved by other agencies, if approval is ultimately required.

Ecology will require the Step Process be followed for the following two types of activities projects:

- Best management practices that involve improvements on private property, under the provisions for BMPs, where the BMP has not been recommended by the local conservation district; and
- Lake restoration projects.

Chapter 7: Project Management Considerations

Project management is a very important part of a successful environmental outcome and refers to the day-to-day decisions that are made on loan or grant projects. Project management responsibilities range from making staff assignments; monitoring progress; coordinating the development of payment requests for reimbursement; preparation and submittal of progress reports; organizing and facilitating necessary public meetings/involvement process; and the submittal of any required project products to Ecology. The recipient of any loan or grant has the full responsibility for performance.

Accounting Standards

All loan and grant recipients must maintain accounting records in accordance with generally accepted government accounting standards. These standards include those contained in the most recent edition of the United States General Accounting Office publication, *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*. Recipients must also follow Ecology's *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18, which is available upon request from Ecology's Publications Office, P.O. Box 47600, Olympia, WA 98504-7600 or from its Web page at <http://www.ecy.wa.gov>. In addition, loan and grant recipients are required to maintain an accounting system that can track project expenditures separately from general local government expenses. The recipient of any loan or grant has the full responsibility for financial management.

Ecology may also require the recipient to comply with other conditions, including but not limited to, environmental review, procurement, discrimination, labor, job safety, drug-free environments, prevailing wage rates, and anti-lobbying requirements. Recipients of SRF and Section 319 funds must also comply with the federal regulations governing Minority and Women-owned Business Enterprises (MBE/WBEs). For Centennial agreements, MBE/WBE participation is encouraged, and participation forms are also requested. A list of some of the related state and federal laws can be found in the FY 2005 guidelines, Volume Two, *Statutes and Regulations*.

Recipients must complete the required performance elements or risk repayment of loan or grant funds for non-compliance.

Advisory Committee Time

When provided for in a loan or grant agreement, time spent by advisory councils, including costs incurred by advisory councils or committees established according to federal or state requirements, to carry out projects is allowable.

Amendment Process

For some loan and grant projects, modifications and changes to the funding agreement may become necessary because of climatic impacts, changes in site conditions, a loss of staff expertise, or a variety of other reasons. Changes must be negotiated and established in writing as

amendments to the agreement. Amendments are done either formally (Formal Amendments), or informally (Letter Amendments).

Letter Amendments are generally used in financial assistance agreements to realign task or object amounts in the project budget of the agreement when the agreement does not specify that Ecology's fiscal office will track to the total eligible project cost. The recipient initiates the amendment process through a written request to Ecology's project manager. If the project manager concurs with the request, the financial manager is notified and a Letter Amendment is prepared. The financial manager signs and dates the Letter Amendment and the amendment becomes effective. A copy of the signed amendment is sent to the recipient's contact for project files.

Formal amendments are used for:

- Budget increases or decreases;
- Scope of work changes;
- Changes to required performance
- Additional time for performance (see Extension Provisions and Project Completion on page 28)

The recipient initiates the amendment process through a written request to Ecology's project manager. If the project manager concurs with the request, the financial manager is notified and a Formal Amendment is prepared. Three original amendments are sent to the recipient for signature and returned to Ecology. The Ecology Water Quality Program Manager signs the Formal Amendment, at which time the amendment becomes effective, unless otherwise specified. A copy of the signed amendment is sent to the recipient's contact for project files.

Appeals Process

Loan or grant recipients may formally appeal a written decision made by Ecology staff involved with the project. A written appeal must be sent to Ecology's Water Quality Program Manager within 30 days from the date of the Ecology staff decision. The Water Quality Program Manager will appoint an appeals panel and members will hear testimony and make a recommendation to the Water Quality Program Manager. The Water Quality Program Manager will make a ruling on the appeal request and will notify both the appellant and Ecology staff of the decision. Ecology's appeal determination is considered final and conclusive. Any appeal of Ecology's final determination must be brought to the Superior Court of Thurston County.

Following a final decision of a dispute, Ecology and the recipient will proceed with the project in accordance with the decision rendered. Administrative or legal costs and other expenses incurred as part of an appeal are ineligible for reimbursement under the funding programs.

Certifications

All negotiated interlocal agreements necessary for the project must be consistent with the terms of the loan or grant agreement, the DEPARTMENT's current edition of Administrative

Requirements for Ecology Grants and Loans, Publication No. 91-18 (October 2000), and Chapter 39.34 RCW Interlocal Cooperation Act.

The recipient must also certify that all requirements of Chapter 39.80 RCW Contracts for Architectural and Engineering Services have been met in selecting qualified architectural/engineering services. Eligible and ineligible project costs must be clearly identified in the architectural and engineering contract and a copy submitted to Ecology.

All invoice voucher submittals, progress reports, and copies of professional services contracts or interlocal agreements shall be submitted to Ecology's financial manager.

Delegation

For **facilities projects**, Ecology may allow recipients with adequate resources and expertise to self-certify compliance with selected program requirements for wastewater and stormwater treatment facilities. Contact Ecology's project engineer for the list of requirements that may be delegated and for the procedures to request delegation authority.

For **activity projects**, Ecology may delegate authority to recipients to certify compliance with selected program requirements. The recipient must submit a written request for delegation authority and include supporting documentation at the time of application. Documentation should consist of a demonstration by the recipient that it has the capability and resources to undertake delegation that it is in the best interest of the state, and the request is consistent with applicable local, state, and federal laws and regulations. If the recipient has received approval for delegation authority in past funding cycles, documentation of previous approval must also be provided.

Disbursements of Loan and Grant Funds

The methods used to disburse funds to loan and grant recipients varies depending on the nature of the project, whether it is a grant or a loan, and the source of the funds. In some cases there may be a choice of methods available to the recipient. Section 319 grants and SRF loan funds are only disbursed on a cost-reimbursable basis. Where there is a choice, the recipient will select the disbursement plan during the agreement negotiations. The *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18 explains all the requirements pertaining to payment requests.

Funding Source and Type of Project	Grants	Loans
Centennial Facilities Projects	Plan A or Plan B	Plan D
Centennial Activities Projects	Plan B or Plan C	Plan D
Section 319 Activities Projects	Plan B	N/A
SRF Facilities or Activities Projects	N/A	Plan D

Grant Options:

Plan A (facilities hardship grant only): Fifty percent of the grant amount shall be disbursed to the recipient upon submittal of a completed State of Washington Invoice Voucher Form A19-1A, along with verification that a construction contract agreement(s) has been fully executed and a copy has been received by Ecology, if applicable.

The remainder of the grant will be drawn down on a cost-reimbursable basis for eligible costs incurred. For SRF loans the recipient may draw down SRF moneys on a cost-reimbursable basis as eligible costs are incurred.

Plan B, Disbursement as costs are incurred: Recipients submit requests for payment at least quarterly, but not more than monthly. An incurred cost is defined as one that is due and payable. The project files must include supporting documentation of all costs incurred.

Plan C, 50 percent up-front; 50 percent disbursement: Recipient receives 50 percent of the agreed-upon grant amount when Ecology and the recipient agree that the project is ready to proceed. Ecology disburses the other 50 percent on a cost-reimbursable basis. The schedule of payments must be in the grant agreement. The project files must include supporting documentation of all costs incurred.

Loan Options:

Plan D, Disbursement as costs are incurred: Recipients submit requests for payment at least quarterly, but not more than monthly. An incurred cost is defined as one that is due and payable. Interest begins to accrue on each disbursement at the time it is paid to the recipient. The project files must include supporting documentation of all costs incurred.

Ecology Staff Contacts

The names and telephone numbers of all Ecology staff assisting with the project are identified in the loan or grant agreement. Recipients will be notified of any Ecology staff changes.

Equipment Purchase/Equipment Fees

Equipment may be purchased for use on the project if it is approved by Ecology's project manager, and is included in the financial assistance agreement. If equipment is owned by the recipient, appropriate use fees (see definition below) acceptable to Ecology's project manager and financial manager may be charged as an eligible cost. Use fees must follow *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18. If the equipment was donated to the project, the recipient must complete Form I: Valuation of Donated Property, found in the *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18.

A use fee (or use allowance) for equipment or facilities owned by the recipient or utilized through a valid interlocal agreement is allowable with DEPARTMENT approval.

A use fee:

- Must be justifiable, fair, and reasonably attributed to the project.

- Must directly satisfy the project scope of work.
- Must be shown to be cost effective.
- Cannot exceed the acquisition cost of the equipment or facilities.
- Cannot exceed the rental rate or purchase price for comparable equipment or facilities in the recipient's market.

Extension Provisions and Project Completion

Negotiated timeframes must be appropriate for the project. Only one time extension for up to twelve months is allowed if adequately justified in writing to and approved by the Water Quality Program Manager. The extension should be requested no less than three months before the funding agreement is due to expire. Valid reasons for a time extension are limited to:

- Schedules included in water quality permits, consent decrees, or enforcement orders, or
- An agreement between the recipient and Ecology where there is a need to do work during an environmental window in a specific season of the year.

Financial Managers/Management

Ecology financial managers have the responsibility to review loan and grant recipient expenditures and to determine if the costs incurred are eligible and reasonable.

Financial management refers to the financial accounting of project related costs and issues that are needed to ensure completion of the project according to the terms of the signed agreement. Financial responsibilities range from oversight of accounting procedures, organization of payment documentation, review of sub-contract performance and reimbursement. Financial managers are also responsible for payment request preparation and processing, as well as general financial inquiries.

Force Accounts/Staffing Plans

“Force account work” is defined as a local government using its own staff to complete a facilities project (for the purpose of this program). For activity projects it is referred to as a “staffing plan.” Costs associated with force accounts/staffing plans may be eligible project expenses if:

- The work is performed by qualified employees of the public body;
- The work is accomplished more economically than if procured competitively; and
- The work is consistent with other state and local requirements.

Force accounts/staffing plans do not include administrative services. As with other forms of direct labor, recipients must comply with all state laws pertaining to discrimination, wages, job safety, insurance, licenses and certifications, etc. Eligibility determination on the scope of services will be made by Ecology’s project manager. Recipients must maintain separate and identifiable records for force account work, and will be responsible for ensuring that only eligible costs are charged to the projects. Overtime differential is not allowed.

Indirect/Overhead

An indirect rate of up to 25 percent of salaries and benefits of the recipient's employee(s) can be charged to cover overhead costs that benefit more than one activity of the recipient, and that are not directly assignable to a particular objective of the project. Recipients may be required to submit documentation at the time of negotiating the agreement as to what is included in the indirect rate or what items will be direct billed.

Match Requirements (Local Share or Recipient Share)

All water pollution control activity grants must be matched with local funds, or other eligible grant or loan funds. Local funds are often in the form of cash, but may be in the form of loans or grants from other funding sources, through in-kind contributions such as local volunteer time or donated materials, or through "Interlocal" (a type of in-kind) Contributions through an interlocal agreement. All in-kind contributions must meet the requirements in the *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18.

The basic grant share for **water pollution control activity projects**, funded through the Centennial or Section 319 programs, is 75 percent of the total eligible costs. For projects where the Ecology share is \$250,000 or less, the match may be composed of any combination of cash, interlocal contributions, and in-kind contributions, and may include funds from loans or from other grants that are not derived from the Water Quality Account. For projects where the Ecology share is more than \$250,000, up to the activities ceiling amount of \$500,000, the match must be all cash.

The only grants for **water pollution control facilities projects** are if a construction project has been determined to cause a financial hardship on the residential ratepayer. The maximum grant share for construction of facilities under the Centennial program if a hardship has been determined is 50 percent of the total eligible cost (TEC) (plus an unemployment differential percentage in some cases) or \$5,000,000, whichever is less. Section 319 grants are not available for facilities projects.

The unemployment differential is only available when the three-year average county unemployment rate exceeds the three-year average statewide unemployment rate by at least one full percentage point. In these cases, the "differential" is the entire three-year average county unemployment rate. For example, if the three-year average statewide unemployment rate was 5 percent and the three-year average county unemployment rate was 12 percent, the applicant might be eligible for a grant of up to 62 percent of the eligible project cost for construction. Applicants offered a grant for a water pollution control facilities project under the financial hardship provisions are required to accept an SRF low interest loan as match for the grant. Total assistance may be limited by ceiling provisions and funding available based on the priority order.

Cash Match is that portion of cash expenditures paid by the recipient. Some projects may require that a specific percentage of the match consist of cash expenditures on the part of the recipient. Generally, a cash match requirement cannot be met with in-kind contributions. However, the costs of goods and services provided to a project by another governmental entity, pursuant to an interlocal agreement, may be used to satisfy the cash matching requirement, if specified in the financial assistance agreement.

Interlocal Contributions as Match is a type of in-kind contribution made to a project by another government pursuant to an interlocal agreement between the recipient and the contributing entity. The interlocal agreement should detail the work to be accomplished, the goods and services to be provided, and the value thereof. Eligible costs incurred for a project pursuant to an interlocal agreement can be used to satisfy cash matching requirements, if specified in the financial assistance agreement. A signed interlocal agreement must be in place before the recipient incurs eligible costs. Copies of the interlocal agreement are to be sent to Ecology's financial manager.

By signing the financial assistance agreement, the recipient certifies that all interlocal agreements are consistent with Chapter 39.34 RCW, *Interlocal Cooperation Act*. All interlocal costs must be fully documented and verification provided to Ecology's financial manager upon request.

Interlocal contributions differ from other in-kind contributions, in that the following are eligible match:

- An indirect rate of up to 25 percent of salaries and benefits can be billed to a grant through a valid interlocal agreement; however, the recipient may be required to document what is included in the indirect rate or what items will be direct billed. The rate cannot exceed that allowed to the recipient.
- Cost of transportation can be recovered through mileage or an indirect/overhead rate. Mileage may only be charged to the project at the current state mileage rate.
- Per diem, travel, and subsistence expenses are allowable at state travel rates.
- Prevailing wages of the public body providing the services may be used, if wages are documented.

In-Kind Contributions as Match is property or services that benefit a project and is contributed to the recipient (or any contractor under the agreement) by a third party without direct monetary compensation. In-kind contributions must be fully documented and reported separately when requesting reimbursement. In-kind contributions include donated or loaned real or personal property, volunteer services, and employee services donated by a third party.

When a third party employer (i.e., not the recipient or a contractor under the agreement) contributes the services of an employee, in the employee's normal line of work, to the project at no charge to the recipient, the services will be valued at the employee's regular rate of pay if salaries and wages are documented.

The current in-kind rate for volunteer services includes the value of travel expenses contributed by volunteers:

- Adults: \$15.00 per hour.
- Children (under 18): Washington State minimum wage at the time the service is provided.

The following are not eligible in-kind contributions:

- Contributions of overhead costs, per diem, travel and subsistence expenses.
- Contributed time from individuals receiving compensation through the grant, except when that individual is off duty, or contributing on their “own time.”
- Time spent at advisory groups or meetings.
- Studies conducted by other state or federal agencies.

Small Towns Environment Program (STEP) Program Match Applicants may not use in-kind contributions as a percentage of the local share for any facilities projects except where the project is part of an Ecology-designated STEP effort. However, the local share may come from any combination of cash, other grants, or loans.

Non-Ecology Grants used to Match an Ecology Grant is allowed with specific criteria:

- The scope of work on the matching grant must directly satisfy the scope of work on the Ecology grant.
- The date that the costs for the matching grant were incurred must fall within the effective and expiration dates of the Ecology grant.
- The costs incurred under the matching grant must be eligible according to all criteria set forth for the Ecology grant.
- The matching grant cannot originate from the same funding source as the Ecology grant.

Donations that become the long-term property of the recipient and are used to directly satisfy the project scope of work are considered a cash expenditure made by the recipient.

Light Refreshments

Coffee (and any other non-alcoholic beverage such as tea, soft drinks, juice or milk) and snacks that may be served at meetings or conferences are considered to be “light refreshments”. Light refreshments are eligible when specifically allowed by the conditions of the agreement and when permitted by Ecology travel policies (See Ecology Travel Policies §§ 15-17 and Appendix Page E-1 in *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18).

Payment Holds or Termination

If a recipient does not satisfy all conditions contained in the agreement, Ecology may withhold the payment, decrease the payment by the amount proportionate to the costs associated to the incomplete work, or terminate the agreement. Following termination, Ecology may require repayment of all or part of the funds disbursed to a recipient.

Termination may also result in a financial settlement, reflected in an amendment to the loan or grant agreement. In such a settlement, the recipient must demonstrate to Ecology’s satisfaction that a specific portion of the project’s agreed-upon scope of work was accomplished. The Water Quality Program Manager must issue a written notice of termination at least five working days prior to the effective date of the termination.

Payment Processing

The recipient submits to the Ecology financial manager a completed A19-1A Invoice Voucher and all required forms (fully-completed). The recipient's authorized signatory must sign the A19-1A Invoice Voucher preferably in blue ink. The Ecology financial manager verifies that the correct loan or grant number and sequential invoice number has been used. Costs reflected on Form C (C1 or C2) are checked and verified for eligibility against the loan or grant agreement, funding program guidelines or *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18. Using the task element or budget object totals reflected on Form C, previous costs are then added to current costs on Form B (B1 or B2) for a cumulative summary. Costs are compared against the task element or budget object ceiling amounts reflected on the budget page of the loan or grant agreement. Eligible costs are then carried forward to the A19-1A form and the current payment amount is calculated. The Ecology financial manager then completes the payment request and certifies it for payment.

The Ecology financial manager forwards the completed and certified payment request to the Ecology fiscal office. The Ecology fiscal office tracks the current payment amount and verifies that loan or grant funding remains available for this current payment request.

Payment Requests

All payment requests must use the procedures described in *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18.

Payment requests must include the following required forms:

- A State of Washington Invoice Voucher Form A19-1A,
- Running Budget Summary Form B1 (ECY 060-3) or B2 (ECY 060-7), and
- Voucher Support Form C1 (ECY 060-8) or C2 (ECY 060-9),

Where applicable, payment requests also need to include the following supplemental forms:

- Contractor Participation Report Form D (ECY 060-11),
- Monthly Time Sheet Form E (ECY 060-12),
- Record of Meeting Attendance Form F (ECY 060-13),
- Sales and Use Tax Report Form G (ECY 060-14) (projects funded with Centennial funds only),
- Conversion to a Composite Hourly Billing Rate for an Employee Form H (F-21), and
- Valuation of Donated Property Form I (ECY 060-15).

Documentation in addition to the required and supplemental forms is not currently required as part of the payment request submittal. However, the Ecology financial manager may request additional documentation to support the costs reflected in a payment request. Recipients must keep supportive documentation available in project files for the duration of the project and for five years following project completion.

Permits

Recipients must secure any necessary permits required by authorities having jurisdiction over the project and must provide documentation to Ecology upon request. Work on the preparations and negotiations is an eligible cost, but the permit fees are considered a normal operating expense and are, therefore, ineligible for funding.

Procuring Goods and Services

The loan or grant recipient is responsible for the procurement of goods and professional, personal, and other services in a manner consistent with all applicable federal, state, and local laws, orders, regulations, and permits, including those related to discrimination, labor and job safety.

Minority and Women's Business Participation. The RECIPIENT agrees to solicit and recruit, to the maximum extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this Agreement.

In the absence of more stringent goals established by the RECIPIENT's jurisdiction, the RECIPIENT agrees to utilize the DEPARTMENT'S goals for minority- and women-owned business participation in all bid packages, request for proposals, and purchase orders. These goals are expressed as a percentage of the total dollars available for the purchase or contract and are as follows:

Construction/Public Works	10% MBE	6% WBE
Architecture/Engineering	10% MBE	6% WBE
Purchased Goods	8% MBE	4% WBE
Purchased Services	10% MBE	4% WBE
Professional Services	10% MBE	4% WBE

No contract award or rejection shall be made based on achievement or non-achievement of the goals. Achievement of the goals is encouraged, however, and the RECIPIENT and ALL prospective bidders or persons submitting qualifications shall take the following affirmative steps in any procurement initiated after the effective date of this Agreement:

1. Include qualified minority and women's businesses on solicitation lists.
2. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
3. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
4. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.

5. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

By signing this Agreement, the RECIPIENT certifies that the above steps were, or will be followed. Any contractor engaged by the RECIPIENT under this agreement shall be required to follow the above five affirmative steps in the award of any subcontract(s).

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. The report will address:

1. Name and state OMWBE certification number of any qualified firm receiving funds under the voucher, including any sub-and/or sub-subcontractors.
2. The total dollar amount paid to qualified firms under this invoice.

Procurement. The RECIPIENT is responsible for procuring professional, personal, and other services using sound business judgment and good administrative procedures. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of subagreements and other related procurement matters. The RECIPIENT shall follow State procurement laws.

Certifications. The RECIPIENT certifies by signing this AGREEMENT that all negotiated interlocal agreements necessary for the PROJECT are, or will be, consistent with the terms of this AGREEMENT and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the PROJECT to the DEPARTMENT.

The RECIPIENT certifies by signing this AGREEMENT that all **applicable requirements have been satisfied** in the procurement of professional services and that eligible and ineligible costs are separated and identifiable. The RECIPIENT shall submit a copy of the final negotiated agreement to the DEPARTMENT for eligibility determination.

The RECIPIENT certifies by signing this AGREEMENT that the requirements of Chapter 39.80 RCW, "Contracts for Architectural and Engineering Services," have been met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final negotiated agreement and submit a copy of the agreement to the DEPARTMENT.

Progress Reports

Loan and grant recipients are required to submit progress reports following the schedule outlined in the loan or grant agreement. With the exception of Section 319-funded projects, progress reports (typically) must be prepared and submitted quarterly: January – March; April – June;

July – September; October – December. Reports are due thirty (30) days following the end of the reporting period. In addition to a description of the progress being made, the progress reports should include the date and the quarter in which the recipient is reporting and a description of any problems, delays, or adverse conditions that might affect the project objectives, time schedules, or required performance items. Where there are such problems, recipients also need to include a statement of the corrective or compensatory actions taken or proposed and identify any Ecology assistance that may be needed.

Progress reports are to be submitted to the Ecology financial manager identified in the loan or grant agreement. The financial manager is responsible for making a copy of the progress report and sending it to the Ecology project manager. Payment will be withheld if required progress reports are not submitted.

Public Awareness

Ecology requires recipients of loans and grants to inform the public about the project and Ecology's and/or EPA's participation. This is an eligible activity for funding in all the programs. Specifically recipients must:

- Under all the funding programs, any site-specific project, such as a facilities project or a BMP implementation project, must have signs acknowledging state and/or federal participation. Logos are available from Ecology financial managers for use on the signs.
- Under all the funding programs, all publications (brochures, reports, etc.) using Ecology funding must include acknowledgment of state and/or federal participation.
- Under Section 319 grants, the funding recipient is required to notify the public about the project. Requirements for the notification usually include: the goals of the project; total cost; the involvement of Ecology and the federal government; the EPA grant number provided to the recipient; etc.

Transportation Costs

Cost of transportation can be recovered through mileage, a use fee (see definition below), or an indirect rate. Mileage may be charged to the project at the current state mileage rate. This mileage charge includes all travel related needs (gas, tires, insurance, maintenance, etc.). To find the current state of Washington mileage rate, go to: <http://www.ofm.wa.gov>; then click in the following order:

- State Financial Policies and Guidelines
- State Administrative and Accounting Manual (SAAM)
- Table of Contents
- 10.90 Travel Rates
- 10.90.10.b Schedule A: Lodging, Subsistence, And Mileage Continental USA – PDF File

A use fee (or use allowance) for equipment or facilities owned by the recipient or utilized through a valid interlocal agreement is allowable with DEPARTMENT approval.

A use fee:

- Must be justifiable, fair, and reasonably attributed to the project.
- Must directly satisfy the project scope of work.
- Must be shown to be cost effective.
- Cannot exceed the acquisition cost of the equipment or facilities.
- Cannot exceed the rental rate or purchase price for comparable equipment or facilities in the recipient's market.

Chapter 8: Loans

Loans are available for up to 100 percent of the total eligible project costs (TEC) provided that this amount does not exceed the ceiling amount per project. Centennial or SRF loans may be used to match Centennial and Section 319 grants. Ecology's Water Quality financial assistance may also be used to match grants and loans provided by other state or federal agencies for water quality projects, as allowed by the eligibility and priority criteria of these programs.

Fund Limitations

Chapter 173-98 WAC, *Uses and Limitations of the Water Pollution Control Revolving Fund*, requires Ecology to distribute money according to the following category allocations: eighty percent of the fund is to be used for water pollution control facilities, while 20 percent of the fund is reserved for nonpoint source pollution control planning and implementation projects, and comprehensive estuary conservation and management projects. Unless the demand for funds is limited, not more than 50 percent of each funding category allocation can be awarded to any one public body. In addition, if requests for SRF assistance in one category do not result in the offer of all available funds, any remaining funds are transferred to the other category. Loans may be provided for up to 100 percent of the TEC.

Chapter 173-95A WAC, *Uses and Limitations of the Centennial Clean Water Fund*, also identifies ceiling amounts for loan funds distributed from this account. Where financial hardship cannot be shown, the total Centennial loan amount for any project cannot exceed 100 percent of the TEC or \$5,000,000 whichever is less. Provided, that this amount does not exceed one-third of the available funds for competitive projects for a single funding cycle. Where financial hardship can be shown, the total Centennial grant amount cannot exceed 50 percent of the TEC or \$5,000,000, whichever is less. Furthermore, this amount cannot exceed one-third of the available funds for competitive projects for a single funding cycle. For design/construction (Step 4) projects, the total project cost cannot exceed \$1,000,000 and the loan amount may be up to 100 percent of the TEC.

Refinancing Existing Debt

Applicants may apply for SRF loans to refinance existing debt for wastewater and stormwater facilities projects that were financed with non-SRF loans **that have met federal SRF requirements**. Activity projects are not eligible for refinance. There are two kinds of refinance – interim refinance or standard (traditional) refinance.

Interim Refinance:

Interim refinance is for projects that are still in progress and where the applicant went forward on its own accord, and used funding from a source other than Ecology. Interim refinance project applications are evaluated like any other application. Applicants need to apply for funding in the same manner as any new project and need to clearly state that the project is underway. Applicants should also note that the loan request is to retire an existing debt as well as fund all or part of the rest of the project, and should make sure that all prerequisite documents have been secured. Applicants for these projects need to fill out and submit Part 1 and Part 2 of the application.

Standard Refinance:

Standard refinance is for those projects that are successfully completed and were accomplished using non-Ecology funding sources. Standard refinance projects will not be offered funding unless there is insufficient demand for funding for new projects and interim refinance projects. Applicants must specifically explain where funds for the project were originally obtained (e.g., internal funds, other specific agencies, bond issuance, etc). Ecology cannot refinance prior SRF debt. Applicants must also explain the specific provisions for repayment. The debt for the project must still be outstanding, bonds must be callable, and the refinance application must be intended to entirely or partially retire the debt, presumably with more beneficial terms for the applicant public body. Ecology will not advance refund a prior debt. Applicants for standard refinance projects need to **only** submit **Parts 1 and 3** of the Application Form.

When funds are available for standard refinance projects, the recipient will be ranked by financial need, using the information on Part 3 of the application, with the standard refinance projects causing the greatest financial burden on ratepayers receiving the highest priority for funding.

Loan Terms and Interest Rates

Ecology bases interest rates for projects on the average market interest rate for tax exempt municipal bonds (as published in the *Bond Buyer's Index*). According to Chapter 173-95A WAC and Chapter 173-98 WAC, Ecology calculates the average market rate, based on the daily market interest rate for the period 60 to 30 days before the start of the application cycle. The rates are determined based on repayment time. For a repayment period of up to five years, the rate is determined to be 30 percent of market rate for tax exempt municipal bonds. For a repayment period of more than 5 years, but no more than 20 years, the rate is determined to be 60 percent of market rate for tax exempt municipal bonds. The SRF rule also allows Ecology to set interest rates lower than this in certain situations.

For FY 2005, Ecology has set lower rates. The rates are shown below:

Repayment Period	Interest Rate
Up to five years:	0.5 percent
More than 5, but no more than 20, years:	1.5 percent

If financial hardship is established, Ecology may provide lower interest rates, longer loan terms, or both.

Interest is compounded monthly.

Reserve Requirement

For loans that are revenue-secured debt with terms greater than five years, the recipient is required to commit to accumulating a reserve equivalent to at least the average annual debt service on the loan during the first five years of the repayment period of the loan. This amount is to be deposited in a reserve account in the loan fund in approximately equal annual payments

beginning within one year after the initiation of operation or the project completion date, whichever date comes first. The reserve account for a loan that constitutes revenue-secured debt is an account created to secure the payment of the principal of and interest on the loan. The amount on deposit in the reserve account may be applied by the recipient to:

- Make, in part or in full, the final repayment to Ecology of the loan amount, or
- Be used for any other lawful purpose of the recipient once the loan amount, plus interest, has been paid in full.

Loan Disbursement

Recipients submit requests for payment at least quarterly but not more than monthly unless an alternative disbursement schedule is negotiated and included in the agreement. An incurred cost is defined as one that is due and payable. Interest begins to accrue on each disbursement at the time it is paid to the recipient. The project files must include supporting documentation of all costs incurred.

Loan Repayment

Semi annual loan repayment begins one year after the project completion date or initiation of operation date, or five years after the first disbursement, whichever date comes first. There is no restriction or penalty for early loan repayment.

Special Provisions for Loan Agreements

Authorizing Ordinance or Resolution Applicants must provide an authorizing ordinance or resolution regarding the final draft of the loan agreement that is signed by the governing board or council to the effect that the respective public body accepts its responsibilities to repay the loan and abide by other provisions of the agreement.

Insurance Recipients must maintain comprehensive insurance coverage on all projects in amounts equal to the funds disbursed.

Opinion of Recipient's Legal Counsel Applicants must provide a statement from legal counsel regarding the final draft of the loan agreements. (See Appendix K, "Opinion of Recipient's Legal Counsel").

Pledge of Net Revenue (and, if appropriate, Utility Local Improvement District (ULID) Assessments in the ULID) Applicants need to agree that for as long as the loan is outstanding, the recipient must irrevocably pledge the net revenue of the utility (and, if applicable, ULID assessments in the ULID) to pay when due the principal of and interest on the loan.

Maintenance and Operation of Utility Applicants need to agree to maintain and keep the utility at all times in good repair, working order and condition, and also operate the utility and the business in connection there within in an efficient manner and at a reasonable cost.

Local Loan Funds

Ecology may provide loans to local governments to establish local loan funds. These loan programs should assist private citizens and small commercial enterprises by providing loans for water quality improvement projects. Local governments may lend money to rehabilitate on-site septic systems, to implement some BMPs, to rehabilitate community stormwater systems, and to alleviate other local water quality problems.

Side sewer repair or replacement is eligible for loan funding under the Centennial program only (as a local loan fund or as a direct loan for an entire project). Under the SRF program, federal law precludes funding side sewer repair or replacement unless there is a public easement. Local loan funds for BMPs funded through SRF may not provide assistance for waste management systems that are considered to be concentrated animal feeding operations (CAFOs).

Before signing a loan agreement, the Water Quality Program must review and approve:

- The priority system used by a local government to identify and fund projects with the most critical water quality and public health problems;
- The local government's dedicated source of revenue to repay the loan to Ecology;
- Procedures to ensure that the citizens repay their loans to the local governments;
- Procedures to ensure adequate inspection of the project by the local governments during implementation;
- Assurances that citizens receiving local loan funds will properly operate and maintain the systems that are constructed.

If local loan funds are used for on-site sewage system repair and replacement, side-sewer connections, or any other facilities projects, the public body administering the loan must be in compliance with the GMA at the time of the loan award to the public body.

The following guidelines must be used when local governments consider providing loans from local loan funds to small commercial enterprises for on-site septic tank rehabilitation or replacement:

- No more than one-third of the local loan fund may be used by small commercial enterprises for on-site wastewater treatment corrections.
- No more than half of this one-third amount (one-sixth) may be loaned to any single individual or business, up to a maximum of \$50,000.
- The average daily flows for any one single individual or business cannot exceed 3500 gallons per day.
- These enterprises may include public lodging (including motels, hotels, and bed and breakfast establishments), rentals (apartments, duplexes or houses), small restaurants, stores, or taverns.

Chapter 9: Facilities Projects

Capacity Limitations

The eligibility for capacity for growth differs between the Centennial and SRF programs.

Under the Centennial program, the eligibility of capacity of a water pollution control facility will be based on the following:

- One hundred (100) percent of residential flows (existing at the time that a Step 3 or Step 4 application is submitted to Ecology) is eligible for a loan, or, if financial hardship has been determined, a loan/grant combination.
- An additional 10 percent of residential flows (capacity for growth) will be eligible for a 100 percent Centennial loan.
- The capacity of the facility to treat infiltration/inflow (I/I) after cost-effective removal of I/I flows is eligible for a loan, or, if financial hardship has been determined, a loan/grant combination.
- The capacity above 110 percent of existing residential flows is excess capacity under the Centennial program and is ineligible for funding under the Centennial program. However, it may be eligible for funding under the SRF program.

Under the SRF program, reserve capacity to accommodate flows associated with up to 20-year projected growth within defined service areas is SRF loan eligible.

Ecology establishes capacity limits and funding eligibility of a stormwater control facility consistent with the limits for other water pollution control facilities. Ecology will not participate in the cost of reserve capacity of a stormwater control facility to accommodate development or to mitigate flood control problems (see *Stormwater Project Eligibility*, page 45).

Change Orders

A change order is a formal document that alters some condition(s) of the original construction contract document. Ecology reviews all construction change orders and approves or disapproves them. The reviews cover technical merit, impact on the construction schedule, and compliance with other regulatory program requirements. The funding recipient must execute a change order any time there is a variation in an original construction contract document. Variations typically include changes in scope of work, contract price, construction methods, times to complete the work, and major design or process changes (such as changes in location, size, capacity, or quality of major equipment). Ecology may require a final quantity adjustment at the end of each contract to reconcile the originally contracted quantities with the quantities actually used.

The SRF program may provide a five percent contingency for change orders. The five percent contingency will be based on the total eligible cost of the actual bid award amount. Centennial and Section 319 funds may not be used for cost increases due to change orders.

Commercial, Industrial, or Institutional Flows

The portion of a project designed to serve the needs of commercial, industrial, and institutional customers may be funded using SRF loans only. Eligibility for an SRF loan is based on the 20-year projected need for residential, commercial, industrial and institutional flows. Wastewater facilities that are solely dedicated to address commercial, industrial, and institutional (such as schools, hospitals, and prisons) needs are not eligible for financial assistance.

Construction

In order to make money available to other high priority projects, Ecology may reduce a facilities construction loan or grant by amendment in order to meet the low, responsive, responsible bid. Likewise, depending on the availability of funding, and upon receiving a request from a recipient, Ecology may consider increasing its eligible share of a loan or in the case of hardship a grant award not to exceed the ceiling amount in order to assist the recipient in meeting the low, responsive, responsible bid (or bids) for a specific construction project.

Ecology will meet its loan or grant share of the actual eligible bid amount if it falls within the existing loan or grant award amount. The recipient and Ecology should initiate the amendment process as soon as possible after the completion of the bid process in order to make the funds available to other public bodies.

Construction Bid Overruns

The additional costs of bid overruns under the SRF program are eligible. The additional costs of bid overruns in excess of 110 percent of the estimated construction bid amount shown in the application are not eligible for loan or grant participation under the Centennial program.

Engineering Reports and Facilities Plans

Applicants must comply with “facilities planning” requirements in order to be eligible for financial assistance from Ecology and other state and federal agencies. Engineering reports do not satisfy all of the eligibility requirements for these loan and grant programs. Therefore, applications to prepare facilities plans are eligible for funding, whereas applications to prepare engineering reports are not.

Ecology and the Department of Health (DOH) jointly review and approve engineering reports or facilities plans. The reviews are intended to ensure that applicants include consideration of opportunities for the use of reclaimed water as defined in RCW 90.46 *Reclaimed Water Use*, as well as meet the requirements of Chapter 173-240 WAC, *Submission of Plans and Reports for Construction of Wastewater Facilities*, and that the most appropriate, cost-effective technology is being proposed. Ecology and DOH also jointly review design documents (plans and specifications) if the project includes reclaimed water facilities.

Facilities plans approved by Ecology for purposes other than the securing of a loan from Ecology will not be accepted for design purposes due to specific loan review criteria. In addition, facilities plans and engineering reports approved by Ecology more than two years prior to the close of a loan and grant application period must contain evidence of a recent review by Ecology to ensure the document reflects current conditions.

Facilities plans must address the requirements of Chapter 90.46 RCW, Chapter 173-240 WAC, and 40.CFR part 35 State and Local Assistance, as well as the State Environmental Review Process (SERP), and generally recognized engineering standards and good practices.

Facilities Design

The plans and specifications must be consistent with Chapter 173-240 WAC, *Submission of Plans and Reports for Construction of Wastewater Facilities*, the approved facilities plan, Ecology's *Criteria for Sewage Works Design*, and other specified requirements. The plans and specifications must be based on the preferred cost-effective alternative identified in the approved facilities plan.

Financial Hardship Assistance for Facilities Construction

Applicants may only apply for loans for facilities planning, design, and construction projects. However, for facilities construction projects that are offered loan funding, Ecology may offer grants in cases where the applicant is able to demonstrate that the project causes excessive financial burden to the residential ratepayer. Before grant money can be offered, Ecology will attempt to use other methods to relieve the financial hardship on the ratepayer, including longer loan terms and lower interest rates. Ecology will attempt to minimize the financial burden, but cannot guarantee specific results.

If grant funds are offered to offset financial hardship, the project cannot exceed ceiling amounts for facilities grants. Where financial hardship is determined by Ecology, the total eligible costs (TEC) for facilities construction using Centennial funds cannot exceed \$10,000,000, and the grant amount cannot exceed 50 percent of the TEC (plus an unemployment differential percentage in some cases) or \$5,000,000, whichever is smaller. When funded with an SRF loan, the TEC cannot exceed 50 percent of the amount available in the Water Pollution Control Facilities category per funding cycle and the loan may be for up to 100 percent of the TEC (see Chapter 7, *Project Management Considerations*, for more detail on ceiling amounts and match for Centennial grants).

The unemployment differential is only available when the three-year average local unemployment rate exceeds the three-year average statewide unemployment rate. In these cases, the differential is the entire three-year average local unemployment rate. For example, if the three-year average statewide unemployment rate was 5 percent and the three-year average county unemployment rate was 12 percent, the applicant might be eligible for a grant of up to 62 percent the of eligible project cost.

When Ecology has determined that financial hardship exists and agrees to award grant funds for a facilities project, the match must come from an SRF loan from Ecology. This loan must be for

at least an amount equal to the amount of grant funds offered. An exception will be made if the grant is for more than 50 percent of the total eligible costs that included an unemployment differential, in which case the match from an SRF loan must be for the remaining amount of the TEC.

Ecology calculates the need for hardship assistance based on water pollution control facilities construction costs associated with existing residential need at the time an application for funding is received by Ecology. Hardship is demonstrated if the project will cause a residential sewer user charge in excess of 1.5 percent of the median household income. Existing residential need is the work required on the recipient's water pollution control facilities for the existing residential population in order to meet the recipient's National Pollutant Discharge Elimination System (NPDES) or state waste discharge permit. The analysis does not include costs for growth. A simplified example is: an applicant applies for \$10 million to finance facilities construction costs, \$6 million is for existing residential need, and the remaining \$4 million is for growth. Ecology bases the hardship analysis on the \$6 million for existing residential need.

The following methods for lowering the financial burden on the ratepayer will be used in this order:

- Longer loan terms (to a maximum of 20 years)
- Lower interest rates (as low as zero percent interest)
- Partial grants (for the existing residential need portion of the project)

In rare circumstances, financial hardship for facilities projects cannot be established using residential user fees as a percent of median household income. In these situations, Ecology determines financial hardship on a case-by-case basis.

An applicant requesting financial hardship assistance should submit a completed Financial Hardship Analysis Form with its financial assistance application. See Appendix G, "Financial Hardship Analysis Form."

Growth Management Act Compliance

To be eligible for Centennial and SRF funding, certain applicants for facilities projects must be in compliance with the Growth Management Act (GMA). The GMA prohibits the distribution of Centennial funds for certain facilities projects. The prohibition applies to counties, cities, and towns that have failed to comply with GMA requirements. For Ecology's purposes, applicants must comply with the requirements for comprehensive planning and development regulations (see RCW 36.70A, *Growth Management-Planning by Selected Counties and Cities*, and RCW 70.146.070 *Water Pollution Control Facilities Financing*). Ecology may make exceptions in situations involving a public health need or a significant environmental degradation.

Ecology includes the SRF in this prohibition because:

- The state's match for the federal funds comes from the Water Quality Account (source of the Centennial fund);
- There is a need for consistency between the funding programs; and

- Ecology must comply with legislative intent, and the statutory requirements of the GMA.

Any public body required to comply with the GMA, or any public body that has opted to comply with the GMA, must certify its compliance with the applicable GMA requirements at the time a loan or grant agreement is signed, unless exceptional situations exist. The public body certifies its compliance by signing the funding agreement.

The prohibition applies only to facilities projects proposed by public bodies that are required to comply with the GMA. It does not affect activity project applications, such as watershed planning, water quality monitoring, public information and education, etc. Facilities projects proposed by local governments not planning under the GMA and facilities projects proposed by special districts (such as sewer districts or public utility districts) are also unaffected.

Ecology implements GMA compliance in several ways:

1. GMA compliance status may have an impact on the priority evaluation of proposed facilities projects, because facilities projects in areas out of compliance with the GMA may be less ready to proceed.
2. Ecology will coordinate with the Washington State Department of Community, Trade and Economic Development to help ensure that the applicants are in compliance when the financial assistance agreement is signed. Centennial loan and grant offers and SRF loan offers are effective for one year from the date of the Final Offer List and the SRF Final Intended Use Plan. If GMA compliance is achieved during that time period, the agreement may be signed.
3. Ecology actions do not relieve applicants of their responsibilities to comply with GMA requirements. However, under certain circumstances Ecology will make temporary exceptions to the GMA compliance requirement if the proposed projects are required to address a “serious public health need” or a “significant environmental degradation.” Such determinations based on designations proposed by applicants are scrutinized very carefully, and determinations are made on a case-by-case basis. For details on the processes for determining these situations, see Chapter 173-95A-070 WAC, *Uses and Limitations of Centennial Clean Water Funds*, and Chapter 173-98-075 WAC, *Uses and Limitations of the Water Pollution Control Fund*.

Planning and Design Document Reviews

In accordance with Chapter 90.46 RCW, Chapters 173-95A WAC, 173-98 WAC, and 173-240 WAC, the following are general requirements for review of planning and design documents:

- All environmental reviews must be completed.
- At least two copies of draft documents and three copies of final documents should be submitted to the appropriate regional office of Ecology. Additional copies of a document may be requested by the Ecology project manager, who will also advise and coordinate Department of Health (DOH) review requirements, as applicable.

- Any documents (draft or final) submitted to Ecology for review and approval must be submitted by the recipient, not by the consultant working for the recipient.
- Applicants need to allow adequate time for review and approval of technical documents. Applicants should allow at least 60 days for the review and approval process.
- Ecology’s regional engineer will make a preliminary eligibility determination for the projects proposed in the facilities plan. The final determination of eligibility will be updated at the time of bid award of the construction contract.
- Before facilities planning or design can be approved, the eligibility determination must be completed.

Applicants planning to submit facilities planning and design documents to Ecology for review and approval should discuss details and timelines with DOH and Ecology regional engineering staff very early in the preparation process.

Sewer Planning (Comprehensive)

Comprehensive sewer plans, also known as general sewer plans, are eligible for loan funding. These plans must comply with Chapter 173-240 WAC, *Submission of Plans and Reports for Construction of Wastewater Facilities*.

State Environmental Review Process (SERP)

The State Environmental Review Process (SERP) helps to ensure that SRF recipients with a facilities project select environmentally sound and cost-effective alternatives. All recipients must comply with State Environmental Policy Act (SEPA) and other applicable state and federal environmental statutes, regulations, and executive orders. SERP requirements must be complied with prior to the approval of the facilities plan.

To complete SERP, the applicant must receive Ecology’s concurrence on all SEPA documents and the *Washington State Water Pollution Control Revolving Fund (SRF) Environmental Information Document (EID)*. In addition, if other funding agencies are involved, the applicant needs to coordinate with those other funding agencies to avoid duplication of SERP or National Environmental Policy Act review process. For further information on SERP and on completing the EID, the applicant should contact the engineering staff of the applicable Ecology regional office.

Stormwater Project Eligibility

Stormwater Projects Eligible for Loans or Grants

Stormwater projects directed at non-facility stormwater needs are eligible for loan or grant funding if they directly address water quality improvements. Examples are projects for:

- Education and communication;
- Establishment of stormwater utilities;

- Land use planning;
- Conducting inventories of stormwater sources;
- Mapping and geographic information system of stormwater sources;
- Source control activities, such as erosion control projects involving plantings, storm drain stenciling, etc.; and
- Review existing local stormwater regulations.

Stormwater Projects Eligible for Loans Only

- Projects that are considered directly part of the actual preparation of a facilities plan (along with design and construction of stormwater facilities).
- Projects proposed by legally established stormwater utilities, except in the construction step where the project would otherwise cause a financial hardship. Stormwater utilities have a revenue base from which loans can be repaid.
- Stormwater activities and facilities required by a discharge permit (including monitoring).

Note: 1. Detention and treatment of stormwater from new, existing, and historic commercial and industrial sites is the legal responsibility of the property owner.

2. Projects located in the Puget Sound basin must comply with the Puget Sound Water Quality Management Plan, including meeting the requirements of the Basic Program and the Comprehensive Program.

Chapter 10: Activities Projects

Water pollution control activities include a wide variety of projects that are not involved with constructing or preparing to construct a facility. The review and approval processes for these kinds of projects may be less extensive than for projects involving facilities planning, design, or construction. However, other specific review and approval requirements may be specified by Ecology in the individual loan or grant agreements.

Best Management Practices (BMP) Projects

Implementation of BMPs on private property, public property, public easements, or public rights-of-way through private property are eligible for loan funding. Some BMP implementation projects may be eligible for grant funding. Before a BMP implementation project may be approved, the local conservation district must have completed a farm plan that identifies the site-specific requirements for the implementation.

In addition, the BMPs must provide public benefits through improved water quality. Concentrated animal feeding operations (CAFOs) are eligible only for loans for BMP implementation, and only under the Centennial program, except those projects proposed in areas covered by federally designated National Estuaries may be eligible for SRF loans. See Appendix I, "Financial Assistance for BMPs," for specific information on the requirements for BMPs. A public body must administer all funds and contracts.

Ground Water Management Area Programs

Ground Water Management Area (GWMA) programs are eligible for loan or grant funding. A public body applying for funds to develop GWMA programs must be a lead agency for an Ecology-designated GWMA as defined in Chapter 173-100 WAC, *Guidelines for Development of Ground Water Management Areas and Programs*. A GWMA must be developed cooperatively by a local agency and Ecology and must be structured to address local needs. A guidance document, *Guidelines for Development of Ground Water Management Areas and Programs* (Ecology Publication 86-2, August 1988), is available from Ecology's Publications Office, P.O. Box 47600, Olympia, WA 98504-7600.

Lake Restoration Projects

Lake restoration projects are eligible for loan or grant funding. These fall into three categories, discussed below.

- **Phase I - Lake Restoration Planning Projects:** Lake restoration planning projects must identify the relationships between existing lake water quality and nutrients from internal (in-lake) and external (watershed) sources. Funding recipients must perform a minimum of 12 continuous months of monitoring and investigations and must address physical, chemical, and biological relationships. The plan must evaluate potential lake restoration techniques for applicability and cost-effectiveness. The lake restoration plan must include a comprehensive approach for implementing both internal and external nutrient

controls. If planning calls for methods that include structural or mechanical alternatives applicants must plan to follow the Step Process for facilities (see Chapter 6, *The Step Process*).

- **Phase II - Lake Restoration Implementation Projects:** Phase II lake restoration implementation projects must implement elements of an approved (Phase I) lake restoration plan. Funding recipients should implement and sequence restoration efforts in a manner that effects maximum nutrient reduction from both watershed and in-lake sources. The project should include water quality monitoring to determine whether the implementation efforts are meeting the stated goals and objectives.

Phase II funding recipients that include structural or mechanical alternatives must follow the Step Process for facilities. All lakes involved in Phase II lake restoration projects must have public access. For specific public access needs, see Appendix O, “Lake Public Access Requirements.”

- **Phase III – Post-Restoration Lake Monitoring Projects:** Post-restoration lake monitoring projects are conducted at least three and preferably five years after the completion of a Phase II lake restoration project. These projects are intended to evaluate the effectiveness and longevity of an implemented project and may include water quality monitoring, a comparison of water quality indicators, evaluations of the effectiveness of the restoration techniques, implementation programs, operation and maintenance of structures, and new developments. All completion reports for lake water quality projects must be submitted to Ecology for review and approval.

Public Communication and Education (C&E) Projects

Projects with public communication (including information) and education (C&E) components are eligible for loan or grant funding. Please refer to Appendix J, “Developing Public Communications Project Proposals,” for further guidance on how to develop C&E project proposals. *Please note that this information is provided as a resource or checklist and is not to be submitted.*

Quality Assurance Project Plan (QAPP)

Prior to initiating any water quality monitoring activities, the applicant needs to prepare a Quality Assurance Project Plan (QAPP). Development of the QAPP may be a component of the full project and is eligible for funding. The QAPP must follow Ecology’s *Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies*, February 2001, (Ecology Publication No. 01-03-003). The applicant may also reference the *Technical Guidance for Assessing the Quality of Aquatic Environments*, revised, February 1994, (Ecology Publication No. 91-78) or more current revision, in developing the QAPP.

The QAPP must:

- Describe in detail the monitoring and data quality objectives, procedures, and methodologies that will be used to ensure that all environmental data generated will meet the QAPP requirements.

- Describe in detail the water quality monitoring approach and laboratory protocols, including types of data and samples to be collected, sample location, sampling frequency, sampling procedures, analytical methods, quality control procedures, and data handling protocols.
- Describe data assessment procedures.
- Explain how the project will yield sufficient information to achieve the purpose and intent of monitoring.
- Discuss data accuracy and statistical requirements.

The recipient must submit the QAPP to Ecology for review, comment, and approval before starting the environmental monitoring activities.

The recipient must use an environmental laboratory accredited by Ecology to analyze water samples that require bench testing. Fulfilling this requirement may place a hardship upon the applicant due to the fact that an accredited laboratory is not locally available. In this situation, the recipient must submit a laboratory quality assurance plan for review and approval by Ecology. This plan must include laboratory operations, data quality objectives, analytical procedures, internal quality control checks, data assessment procedures, performance audits, and quality assurance reports.

The recipient should manage all monitoring data collected or acquired under this agreement in order to be available to secondary users and meet the “ten-year rule.” The ten-year rule means that data documentation is sufficient to allow an individual not directly familiar with the specific monitoring effort to understand the purpose of the data set, methods used, results obtained, and quality assurance measures taken ten years after data are collected.

The recipient must submit all monitoring data to Ecology, including meta-data (data about the data) and a complete data-dictionary. Common standards must be used for infrastructure details, such as geographic names, Geographic Information System (GIS) coverage, list of methods, and reference tables. To facilitate data exchange, Ecology has a Data Submittal Guide available via the Internet, which assists with the necessary formats and requirements for tabular data. If GIS data is collected, Ecology data standards are encouraged. An Ecology Focus Sheet entitled *GIS Data and Ecology Grants* (Publication No. 98-1812-SEA) outlines the standards.

Total Maximum Daily Loads (TMDL) Support Projects

Projects that support the planning and implementation of Total Maximum Daily Load (TMDL) programs are eligible for funding. Project participation must be working directly with Ecology’s TMDL coordinators. Projects must be housed in a governmental or nonprofit agency.

Water Quality Monitoring

Water quality monitoring before, during, and after implementation and project completion is critical for tracking environmental and project results.

Loan or grant funding may be provided for water quality monitoring projects. Typically, a recipient undertakes monitoring to characterize the existing conditions of ground and surface waters, to identify or quantify pollutant sources or loads, and to establish the effectiveness of BMPs. Monitoring may be the entire project and/or a component of a larger project. Short- and long-term monitoring should be a component of all projects to ensure that project results are achieved and environmental results are addressed and ultimately achieved.

Watershed Planning Projects

Watershed planning projects are eligible for loan or grant funding. If the project is located in the 12 counties that border Puget Sound, it must comply with planning criteria contained in Chapter 400-12 WAC, “*Local Planning and Management of Nonpoint Source Pollution.*” Ecology provides guidance for other jurisdictions. All watershed plans must comply with the State Environmental Policy Act (SEPA), and must be submitted to Ecology for review and approval.

Wellhead Protection Projects

Wellhead protection implementation projects are eligible for loan or grant funding. These are projects undertaken to protect the water quality of ground water used as a public drinking water supply.

Glossary

303(d) List: The list required by Section 303(d) of the Clean Water Act, and published by the State of Washington that lists all bodies of water in the state known to have impaired water quality. The 303(d) List is available from Ecology. See Appendix D for more details.

Activity or Activities: See “Water Pollution Control Activity.”

Allowable Costs: Costs that meet all eligibility requirements established in the terms of the financial assistance agreement.

Alternative Sewer: Technological alternatives to conventional sewers, including pressure (which utilizes septic tank effluent pumps (STEP) or grinder pumps), vacuum, and small diameter gravity (SDG) sewers.

Applicant: The public body or not-for-profit organization that has applied or is applying for funding.

CAFO: Concentrated animal feeding operation.

Centennial: The Centennial Clean Water Fund.

Change Order: A written order to the contractor authorizing an addition, deletion, or revision in the work within the general scope of the construction contract documents, or a written order authorizing an adjustment in the contract price or contract time.

Cost-effective Alternative: That alternative with the lowest present worth or equivalent annual value that achieves the requirements of the projects and that recognizes environmental and other non-monetary considerations.

CWA: The (federal) Clean Water Act.

Director: The Director of the Washington State Department of Ecology or an authorized designee.

Easement: An agreement between a public entity and an individual landowner that allows the public entity to have access to the property at any time to inspect the condition or status of a best management practice, or to hold occasional public tours or visitation of the site for education purposes with adequate notice to the landowner. The easement must be in writing and it needs to cover the time period associated with the life of the practice.

Effective Date: The date on which a loan or grant agreement becomes effective, which is also the date it is signed by the Water Quality Program Manager, unless otherwise stated in the letter of prior authorization and subsequent agreement.

Eligible Construction Cost: That portion of the estimated construction cost that has been established as eligible for loan or grant funding.

Eligible Cost: The portion of the cost of the facilities or activity project that can be financed under the provisions of Chapter 173-95 WAC, Chapter 173-98 WAC, or Clean Water Act Section 319.

Enforcement Order: An administrative order that is a document issued by Ecology under the authority of RCW 90.48.120, *Notice of department's determination that violation has or will occur*, and that directs a public body to complete a specified course of action within an explicit period of time to achieve compliance with the provisions of Chapter 90.48 RCW, *Water Pollution Control*.

Engineering Design Services: All professional services required to be furnished by the prime engineering consultant and sub-consultants or by the public body by force account during the design phase and that are necessary for the preliminary and final design of the proposed project elements and facilities.

Engineering Report: A report evaluating engineering and other alternatives that meet the requirements set forth in Chapter 173-240 WAC, *Submission of Plans and Reports for Construction of Wastewater Facilities*.

Environmental Emergency: A problem that the public body and Ecology agree poses a serious, immediate threat to the environment or to the health or safety of a community, and requires immediate corrective action.

Environmental Results: Tangible environmental changes for the better, to be achieved or directly addressed by the project proposed.

Specifically, they are:

- a. **Designated beneficial uses restored or protected** -- i.e., Water Quality Standards met. Provide clear documentation (data) showing surface or ground water quality standard violations or seriously threatened (e.g., 303(d) listing or data showing probable listing) or
- b. **“Severe Public Health Hazard” or “Public Health Emergency”** eliminated (see glossary for definitions) or
- c. **Regulatory compliance achieved** to address a compliance order, consent decree, etc. or action taken to avert imminent compliance order.

EPA: The (federal) U.S. Environmental Protection Agency.

Estimated Construction Cost: The estimated sum of monies to be paid to construction contractors and suppliers for all labor, materials, equipment, and other related work necessary to construct the proposed project elements and facilities.

Excess Capacity: The portion of the capacity limits of water pollution control facilities that exceeds the maximum eligibility for funding under the Centennial and SRF programs.

Expiration Date: (of an agreement or an amendment) is the last date on which costs may be incurred (accrued) and be considered eligible. Any costs incurred after the expiration date are not eligible.

Extended Grant Payments: Cash disbursements made under a grant agreement that do not follow the normal process of reimbursement for actual costs incurred under the Centennial program.

Facility or Facilities: See “Water Pollution Control Facility”

Facilities Plan or Facility Plan: Plans and studies necessary for treatment work to comply with enforceable requirements of the act and with state statutes. Facilities plans must include a systematic evaluation of alternatives that are feasible in light of the unique demographic, environmental or ecological, topographic, hydrologic and institutional characteristics of the area. Facilities plans must also demonstrate that the selected alternative is cost-effective.

Financial Manager: The financial manager helps negotiate a funding agreement with the funding recipient, is the main contact for payment information, and processes all payment requests. A financial manager will work closely with the loan and grant recipient and coordinate closely with the Ecology’s project manager.

Flow: The rate of water discharged from a source, expressed as volume per unit time.

Force Account: Loan or grant project work performed more efficiently and economically using labor, materials, and/or equipment of a public body.

Funding Cut-off Line: The position on a Final Offer List or Final Intended Use Plan above which the sum of requested financial assistance from the applicants is approximately equal to the amount of money being offered for that funding category (see Offer List and Intended Use Plan)

Funding List: The list of projects approved by the Water Quality Program Manager that can receive funding from the Centennial, SRF, and Section 319 programs during the time period in which the Offer List is effective.

GMA: Washington State’s *Growth Management Act*, including provisions codified in Chapter 36.70.A RCW, *Growth Management - Planning by Selected Counties and Cities*, and Chapter 70.146.070 RCW, *Water Pollution Control Facilities Financing*. In relation to grants and loans from Ecology, see also Chapter 173-95A and 173-98 WAC.

Grant Agreement: A contractual arrangement between a public body and Ecology that includes an approved scope of work, total project cost, set grant percentage, eligible costs, budget, and a schedule for project completion (in addition to other requirements); may be combined with a loan agreement.

Ground Water: Waters that exist beneath the land’s surface or beneath the bed of any stream, lake, reservoir, or other body of surface water.

Immediate Corrective Action: Ecology’s Water Quality Program Manager has determined that the project must proceed to correct the problem in a timely manner before funds are available during the next regular funding cycle. This usually would involve a Public Health Emergency or an Environmental Emergency.

Indirect Rate: A rate that covers costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Please refer to *Administrative Requirements for Ecology Grants and Loans*, Publication No. 91-18.

Initiation of Operation Date: The actual date the facility initiates operation and is being used for its intended purpose. This date may occur prior to final inspection and will be determined by Ecology after consultation with the recipient. This date may be the same as or earlier than the date of project completion.

In-Kind Contributions: The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project.

Infiltration/Inflow Correction: The cost-effective alternative (s) identified in an approved facilities plan or engineering report for eliminating or reducing the infiltration and inflow (water, other than wastewater that enters a sewer system) from an existing sewer system.

Intended Use Plan (IUP): A plan identifying the intended uses by Ecology of the amount of funds available for financial assistance from the State Revolving Fund (SRF) for that fiscal year. The IUP includes a list of projects that may receive financial assistance. The position of projects on the IUP list will be based on the selection process described in these guidelines.

Interlocal Costs: The cost of goods or services provided to a project by a public entity under the terms of an interlocal agreement.

Lake Restoration: Any action taken to prevent lake deterioration or return a lake system to an unimpaired state or condition.

Loan Agreement: A contractual arrangement between a public body and Ecology that involves a disbursement of funds that must be repaid. The agreement includes an approved scope of work, budget, loan terms (including interest rates) and a repayment schedule; may be combined with a grant agreement.

Loan Default: Failure to make a loan repayment within 60 days after the payment was due.

Local Share: (See Match)

Match: The portion of the project costs borne by recipient funds and the value of the eligible in-kind contributions applied to the project, if any.

Maximum Eligible Costs: The ceiling limit on the costs that are eligible.

Nonpoint Source Water Pollution: Pollution that enters any waters from widespread water or land-based activities, including but not limited to atmospheric deposition; surface water runoff from agricultural lands, urban areas, and forest lands; subsurface or underground sources; and discharges from boats or other marine vessels.

Offer List: A list of projects prioritized for receiving financial assistance from the Centennial, Section 319, or SRF programs.

On-site sewage system (OSS): An integrated arrangement of components for a residence, building, industrial establishment or other places not connected to a public sewer system which

convey, store, treat, and/or provide subsurface soil treatment and disposal on the property where it originates, upon adjacent or nearby property; and includes piping, treatment devices, other accessories, and soil underlying the disposal component of the initial and reserve areas.

Overhead: See definition for indirect rate.

Prior Authorization: A written agreement between Ecology and the recipient allowing the recipient to begin incurring costs related to a loan or grant for which there is not yet a signed loan or grant agreement.

Prior Authorization Date: The date specified in a letter from Ecology's Water Quality Program Manager authorizing the funding recipient to begin incurring costs related to a loan or grant for which there is not a signed loan or grant agreement. This date will also be noted in the signed loan or grant agreement.

Project: A water pollution control facilities or activity for which a loan or grant is awarded by Ecology.

Project Completion Date: The last date that a funding recipient may incur loan or grant eligible costs. All items identified in the Scope of Work must be completed by this date.

Project Manager: The project manager provides technical assistance, helps negotiate a funding agreement with the funding recipient, and manages most of the communication related to the project. A project manager will work closely with the loan and grant recipient and coordinate closely with the financial manager.

Project Results: Quantitative results realistically anticipated that will directly lead to the environmental results.

Public Body: The state of Washington or any agency, county, city or town, conservation district, other political subdivision, municipal corporation, quasi-municipal corporation, and those Indian Tribes now or hereafter recognized by the federal government.

Public Health Emergency: A situation in which illness or exposure known to cause illness is occurring or is imminent (as determined by the Washington State Department of Health).

Public Health Need: A situation documented by a loan or grant recipient and determined as a Public Health Need by the Washington State Department of Health, used only in allowing funding of facilities projects in non-GMA-compliant jurisdictions (see WAC 173-95A-070).

RCW: The Revised Code of Washington.

Recipient: The public body or not-for-profit organization that applied for funding, has been offered funding, and has signed a financial assistance agreement with Ecology.

Scope of Work: A detailed description of the project, including measurable objectives useful for determining successful completion that identified all work to be performed. The scope of work is negotiated between Ecology and the loan or grant recipient.

Section 319 Program: The Nonpoint Source Grants Program authorized by Section 319 of the Clean Water Act.

Septage: The residue pumped from a septic tank.

Service Provider: Any privately owned or publicly owned profit or nonprofit corporation, partnership, joint venture, association, or other person or entity that is legally capable of contracting for and providing services with respect to the design, financing, ownership, construction, operation, or maintenance of water pollution control facilities in accordance with Chapter 70.150 RCW.

Severe Public Health Hazard: A situation declared by the Department of Health and Ecology in which the potential for illness exists, even if the illness is not currently occurring or imminent. There must be contamination of drinking water or contamination must be present on the surface of the ground in such quantities and locations to create a potential for public contact. The problem must generally involve a serviceable area including, but not limited to, a subdivision, town, city, or county. Also, the problem must be one which cannot be corrected through more efficient operation and maintenance of the wastewater disposal system(s).

Sewer: A pipe and related pump stations located on public property, or on public right(s)-of-way and easements that convey wastewater from individual buildings or groups of buildings to a treatment plant.

Side Sewer: Sanitary sewer service extension from the point of terminus of the building drain (said terminus being measured at a point five [5] feet outside the building foundation) to the publicly owned collection sewer.

Sole-Source Aquifer: The sole or principal source of public drinking water for an area designated by the Administrator of the Environmental Protection Agency pursuant to Public Law 93-523, Sec. 1424(e).

State Revolving Fund Loan: A loan from the Washington State Water Pollution Control Revolving Fund (SRF) established by Section 212 (Title VI) of the 1987, *Amendments to the Federal Water Pollution Control Act*, and by Chapter 90.50(A) RCW, *Water Pollution Control Facilities -Federal Capitalization Grants*.

Step Process: A systematic process that facilities projects must follow to be eligible for grants or loans. The process requires the applicant for loan or grant funding to proceed according to certain steps, which include planning, design, and construction. See Chapter 6, *The Step Process* for a more details.

Substantial Environmental Degradation: A situation documented by a loan or grant recipient and determined as a substantial environmental degradation by Ecology, used only in allowing funding of facilities projects in non-GMA-compliant jurisdictions. See Chapter 173-95A WAC, *Uses and Limitations of Centennial Clean Water Funds*.

Total Eligible Project Cost: The sum of all costs associated with a water quality project that have been determined to be eligible for loan or grant funding.

Total Project Cost: The sum of all costs associated with a water quality project, including costs that are not eligible for loan or grant funding.

WAC: Washington Administrative Code

Wastewater Treatment Plant: See Water Pollution Control Facilities.

Water Pollution: Contamination or other alteration of the physical, chemical, or biological properties of any waters of the state, including change in temperature, taste, color, turbidity, or odor of the waters; or any discharge of a liquid, gas, solid, radioactive substance, or other substance into any waters of the state that creates a nuisance or renders such waters harmful, detrimental, or injurious to the public, to beneficial uses, or to livestock, wild animals, birds, fish, or other aquatic life.

Water Pollution Control Activities or “Activities”: Actions taken by a public body to prevent or mitigate pollution of underground water; to control nonpoint sources of water pollution; to restore the water quality of freshwater lakes; and to maintain or improve water quality through the use of water pollution control facilities or other means. Some examples of activities are comprehensive planning, research, stream bank restoration, water quality monitoring, technical assistance, and public information and education. An example of a facilities component of an activity project is a mechanical aerator that is part of a lake restoration project.

Water Pollution Control Facilities or “Facilities”: Any facilities or systems for the control, collection, storage, treatment, disposal, or recycling of wastewater, including, but not limited to, sanitary sewage, stormwater, residential, commercial, industrial, and agricultural wastes, which are causing water quality degradation due to concentrations of conventional, non-conventional, or toxic pollutants. Water pollution control facilities include all equipment, utilities, structures, real property, and interests in and improvements on real property necessary for or incidental to such purpose. Water pollution control facilities also include such facilities, equipment, and collection systems as are necessary to protect federally designated sole source aquifers.

Wetlands: The transition zone between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. Wetlands must have one or more of the following attributes: (1) at least periodically, the land predominantly supports hydrophilic plants; (2) the substrate is predominantly undrained hydric soil; and (3) the substrate is non-soil and is saturated with water or covered by shallow water at some time during the year.

Appendices

- Appendix A: Comparison of Eligibility of Costs in the Funding Programs
Appendix A, Part One - Eligibility of Project Types:
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- Appendix B: Local Priority-Setting Process
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- Appendix D: 303(d)-Listed Waterbodies in Washington State
- Appendix E: Map of Water Resource Inventory Areas (WRIAs) in Washington
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- Appendix N: Washington's Water Quality Management Plan to Control Nonpoint Sources of Pollution – Appendix A
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- Appendix P: Water Quality Loan and Grant Contact List, October 2003
- Appendix Q: Map and Directions to Ecology Building

APPENDIX A: Comparison of Eligibility of Costs in the Funding Programs

Notes:

- **Where an item is shown as “N **” under Centennial Grant, it may be eligible for a grant in cases of demonstrated financial hardship; otherwise it is loan-only.**
- Not all potential situations are covered here - if you are in doubt, talk to an Ecology staff person about your proposed project.
- Some other items may be declared eligible or ineligible on a case-by-case basis.
- See footnotes after Part Two.

Contents:

- **Part One - Eligibility of Project Types (may also be components of a project):**
- **Part Two - Eligibility of Project Components:**

Appendix A, Part One - Eligibility of Project Types (May also be components of a project)

Item Description	Centennial Grant	Centennial Loan	SRF Loan	319 Grant
Acts of nature: Projects related to acts of nature that alter the natural environment, thereby causing water quality problems	N	N	N	N
Aquatic plant control for aesthetic reasons, navigational improvements, or other purposes unrelated to water quality	N	N	N	N
Aquatic plant control when it has been established that water quality degradation is due to the presence of aquatic plants, and sources of pollution have been addressed sufficiently to assure that pollution being remediated does not recur	Y	Y	Y	Y
Best management practices implementation on private property (see footnotes 1 and 2)	Y	Y	Y	Y
Best management practices implementation on public property	Y	Y	Y	Y
Best management practices: monitoring	Y	Y	Y	Y
Combined sewer overflow abatement	N*	Y	Y	N
Comprehensive basin, watershed, and area-wide water quality planning	Y	Y	Y	Y
Comprehensive sewer planning including wastewater element of capital facilities planning under the Growth Management Act	N	Y	Y	N
Comprehensive stormwater planning examining facilities needs (such as conveyance and treatment)	N	Y	Y	N
Drinking water, agricultural water, or other water supplies	N	N	N	N
Education and stewardship programs	Y	Y	Y	Y
Engineering reports	N	N	N	N
Facilities for the control, storage, treatment, disposal, or recycling of domestic wastewater	N *	Y	Y	N

Item Description	Centennial Grant	Centennial Loan	SRF Loan	319 Grant
Facilities to address primary treatment	N	N	N	N
Facilities to meet existing need (subject to eligibility of project specifics such as previously funded objectives and project element eligibility)	N *	Y	Y	N
Facilities with reserve capacities to accommodate flows associated with 20-year projected growth	N	N	Y	N
Facilities with reserve capacities to meet up to 110 percent of existing needs	N	Y	Y	N
Facility plans	N	Y	Y	N
Farm planning	Y	Y	Y	Y
Flood control	N	N	N	N
Ground water protection	Y	Y	Y	Y
Interim refinancing for construction of facilities, provided SRF requirements are met	N	N	Y	N
Lake restoration implementation (see footnote 3)	Y	Y	Y	Y
Lake restoration implementation where there is no public access	N	N	N	N
Lake water quality planning	Y	Y	Y	Y
Local loan fund	N	Y	Y	N
On-site system rehabilitation and replacement programs for residential and small commercial system	N	Y	Y	N
On-site wastewater systems maintenance programs (see footnote 4)	Y	Y	Y	Y
Plans and specifications	N	Y	Y	N
Reclamation of abandoned mine land if undertaken to protect water quality	N	N	N	Y
Riparian and wetlands habitat restoration and enhancement, including revegetation	Y	Y	Y	Y
Scientific research unrelated to a specific activity or facility	N	N	N	N
Sediment reduction	Y	Y	Y	Y
Septic system surveys	Y	Y	Y	Y
Sewer laterals, individual pump stations, or other appurtenances on private residential property, where the facilities are not owned and maintained by a public body; e.g., Septic Tank Effluent Pump (STEP) systems	N	Y	N	N
Sewer laterals, individual pump stations, or other appurtenances on private residential property, where the facilities are owned and maintained by a public body; e.g., Septic Tank Effluent Pump (STEP) systems	N *	Y	Y	N
Sewer systems, including collection to eliminate failing or failed on-site septic systems, where a public health emergency or severe public health hazard has been declared by the Washington State Department of Health or a similar advisory issued by a local health	N *	Y	Y	N

department or district				
Item Description	Centennial Grant	Centennial Loan	SRF Loan	319 Grant
Sewers and side sewer laterals on public property for infiltration and inflow correction projects (when documented to be the cost effective alternative for wastewater treatment in the facilities plan approved by Ecology)	N *	Y	Y	N
Solid and hazardous waste	N	N	N	N
Standard refinancing for construction of facilities initiated after March 7, 1985, provided SRF requirements are met	N	N	Y	N
State and federal agencies, normal duties	N	N	N	N
Stormwater activities and facilities required by stormwater permits	N*	Y	Y	N
Stormwater projects not related to provision of stormwater facilities (such as, land use planning, public education and communication, source control, mapping, GIS work) not required by stormwater permits)	Y	Y	Y	Y
Stream restoration projects or other bioengineering for water quality purposes	Y	Y	Y	Y
Total Maximum Daily Load (Water Cleanup Plan) development and implementation	Y	Y	Y	Y
Transferring ownership of a small wastewater system to a public entity (costs associated with) (see footnote 5)	N *	Y	Y	N
Water quality monitoring	Y	Y	Y	Y
Water quality objectives previously funded with an Ecology grant, including but not limited to, continued monitoring	N	N	Y	N
Water quality objectives previously funded with an Ecology loan	N	N	N	N
Watershed plan implementation	Y	Y	Y	Y
Wellhead protection	Y	Y	Y	Y

See footnotes after Appendix A, Part Two

Appendix A, Part Two - Eligibility of Project Components:

Note - components will not be eligible for grant funding if overall project is not eligible, even if this table says the specific component is grant eligible.

Item Description	Centennial Grant	Centennial Loan	SRF Loan	319 Grant
Abandonment of existing structures or demolition of structures that are not interfering with proposed construction	N	N	N	N
Bond costs for debt issuance	N	N	N	N
Bonus or acceleration payments to contractors to meet contractual completion dates for construction	N	N	N	N
Computer equipment specific to a funded project and identified in grant or loan agreement	Y	Y	Y	Y
Construction claims and associated costs determined to be non-meritorious	N	N	N	N
Construction claims, meritorious, in excess of the maximum allowable grant or loan amount	N	N	N	N
Cost-plus-a-percentage-of-cost contracts (also know as multiplier contracts), time and materials contracts, and percent-of-construction contracts	N	N	N	N
Culvert repair or replacement when existing culverts do not impair water quality	N	N	N	N
Diagnostic studies to assess current water quality	Y	Y	Y	Y
Easement fees	N	N	N	N
Equipment and/or tools specific to a funded project as identified in a funding agreement	Y	Y	Y	Y
Equipment required for site and building maintenance	N	N	N	N
Fees for permits	N	N	N	N
Fines and penalties due to violations of or failures to comply with federal, state, or local laws	N	N	N	N
Grant or loan application preparation	N	N	N	N
Interest on bonds, interim financing, and associated costs to finance projects	N	N	N	N
Land acquisition as an integral part of the treatment process (e.g., land application) or for prevention of water pollution	N	Y	Y	N
Land acquisition for siting of wastewater treatment plants, sewer rights-of-way and easements, and associated costs	N	Y	N	N
Land acquisition for wetland habitat preservation	N	Y	Y	N
Landscaping for aesthetic reasons	N	N	N	N
Landscaping for erosion control directly related to a project	Y	Y	Y	Y
Legal expenses associated with development of local ordinances for water quality protection	Y	Y	Y	Y
Legal expenses associated with use of a bond counsel in developing a loan agreement	N	Y	Y	N
Light refreshments for advisory group meetings if specified in grant or loan agreement	Y	Y	Y	Y
Lobbying or expenses associated with lobbying	N	N	N	N

Item Description	Centennial Grant	Centennial Loan	SRF Loan	319 Grant
Model ordinances to prevent or reduce pollution from nonpoint sources, development/dissemination of	Y	Y	Y	Y
Monitoring equipment used by an industry for sampling and analyses of industrial discharges to municipal water pollution control facilities	N	N	N	N
Monitoring equipment used in a funded project for water quality assessment	Y	Y	Y	Y
Office furniture	N	N	N	N
Operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc.	N	N	N	N
Overhead costs at a rate of up to 25 percent, or as defined in the most recent edition of <i>Administrative Requirements for Ecology Grants and Loans</i> , Publication No. 91-18, where other aspects of project are eligible for funding type	Y	Y	Y	Y
Overtime differential paid to employees of local government to complete administrative or force account work	N	N	N	N
Personal injury compensation or damages arising out of the project, whether determined by adjudication, arbitration, negotiation, or other means	N	N	N	N
Preparation of environmental checklists, assessments, and impact statements necessary to satisfy requirements for the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA)	Y	Y	Y	N
Professional dues	N	N	N	N
Project administration and management	Y	Y	Y	Y
Public participation and public awareness directly related to the project	Y	Y	Y	Y
Replacement parts, for an initial set of spare parts for equipment that is critical for a facility to operate in compliance with discharge permit requirements	N *	Y	Y	N
Replacement parts, other than those for an initial set of spare parts for equipment that is critical for a facility to operate in compliance with discharge permit requirements	N	N	N	N
Rework costs associated with any project	N	N	N	N
Routine or ongoing operation and maintenance costs	N	N	N	N
Sales tax	Y	Y	Y	Y
Sewer to replace an existing wastewater treatment plant	N *	Y	Y	N
Site-specific landscaping in order to mitigate site conditions and comply with requirements in SEPA/NEPA directly related to a project	Y	Y	Y	Y
Statewide meetings or national conference registration fees where attendee is making a formal presentation about the project results and/or findings	Y	Y	Y	Y
Statewide meetings or national conference registration fees where attendee is not making a formal presentation about the project results and/or findings	N	N	N	N
Stormwater activities and facilities required by stormwater permits	N*	Y	Y	N

Item Description	Centennial Grant	Centennial Loan	SRF Loan	319 Grant
Stormwater activities tasks not related to provision of stormwater facilities (see Appendix A Part 1) and not required by stormwater permits	Y*	Y	Y	Y
Training recipient staff to develop skills not identified in the grant or loan agreement	N	N	N	N
Training recipient staff to develop skills specific and necessary to the funded project and where the training is identified in the loan or grant agreement	Y	Y	Y	Y
User charge system development	Y	Y	Y	N
Value Engineering	N	Y	Y	N
Vehicle purchase for the transportation of liquid or dewatered sludge or septage and specialized vehicles used and stored at the project site or recipient offices (e.g. carts for transporting samples, large tools, pumps)	Y	Y	Y	Y
Vehicle purchase (general purpose) such as cars, pickup trucks, vans	N	N	N	N
Wastewater or stormwater utility rate studies	Y	Y	Y	N

- **Note: Where an item is shown with “*”, it may be eligible for a grant funding in some cases. Check with Brian Howard at (360) 497-6510 (brho461@ecy.wa.gov) or Dan Filip at (360) 407-6509 (dfil461@ecy.wa.gov).**

Footnotes:

1: Agricultural best management practices on private property: Centennial and Section 319 grants to local governments may be available for the following projects only:

- Riparian revegetation or fence construction if a public easement is given by the landowner
- New innovative/alternative technology if they have not yet been demonstrated in the Washington State Department of Ecology Region in which they are proposed

2: Agricultural best management practices on private property: Concentrated animal feeding operations (CAFOs) are eligible only for loans, and only under the Centennial program, except that the SRF program can fund loan projects proposed in areas covered by federally designated National Estuaries (only Puget Sound and Lower Columbia River, currently). Ecology will provide CAFO guidance on request.

3: Facilities elements within a lake implementation project will be eligible for loans only.

4: Costs associated with the establishment of an area-wide program for ongoing maintenance of on-site wastewater systems: Such costs could include associated planning and start-up implementation costs, costs of a feasibility study, preparation of an implementation plan, facility construction and equipment acquisition necessary to allow system implementation, educational materials and informational announcements, workshops, sanitary surveys.

5: Costs associated with transferring a small wastewater system to a public entity: Costs associated with the establishment of a satellite support system for facilities management that would provide for the transfer, through ownership or contract, of the operation and maintenance responsibilities from the owner of a small wastewater system to a public entity capable of providing these services (such costs could include associated planning and start-up implementation costs, costs of a feasibility study, preparation of an implementation plan, and facility construction and equipment acquisition necessary to permit system implementation)

APPENDIX B: Local Priority – Setting Process

Introduction: The local priority-setting process allows applicants for funding to receive up to 100 “local priority points” based upon locally derived priorities, which would be added to the project evaluation points assigned by Ecology. Local priority-setting is elective and applicants do not need to complete this process to be eligible for funding consideration. However, projects will *only* be awarded local priority points if the process described below is followed.

These points are awarded to recognize that local agencies and other groups may have water quality priorities that should be considered as statewide priorities are determined. The points also reward regions of the state where local governments, tribes, and special districts are working cooperatively to prioritize water quality funding needs.

The local priorities, submitted as a “Statement of Agreed Priority,” are due to Ecology Headquarters in Lacey on or before 5:00 p.m. on March 25, 2004, (See Statement of Agreed Priority, below). If you’d like confirmation that the statement was received, please email Dan Filip at dfil461@ecy.wa.gov on or near the estimated delivery date.

Groups That May Facilitate the Process: One group must assume the lead role and oversee the local priority-setting process. This group may be an applicant, the county government, a watershed group, a regional governmental entity, or some other group.

Ecology does not require that any particular criteria are used in determining local priorities, but local groups should be familiar with Ecology’s water quality criteria and any legislative mandates for funding consideration. These will be discussed at the annual funding workshops, and are reflected in the funding application questions.

Local Priority Area: The area used for the local priority-setting process must be one entire Water Resource Inventory Area (WRIA). See Appendix N, Map of Water Resource Inventory Areas in Washington in Volume Two of these guidelines.

Ecology will publish a list of all applications we receive, sorted by WRIA. This will be placed on the Internet as soon as possible after the application deadline. Whatever group is coordinating the local effort (see below) should look at this list to make certain that all projects in their WRIA are included in the priority-setting. Even if there is only one local agency applicant in the WRIA, the process needs to be followed for that agency to receive points. Application project lists can also be obtained by contacting Ecology directly.

Local Priority-Setting Group: In each water resource inventory area (WRIA) one group must coordinate the local priority-setting effort and one team of representatives must sign the priority list. Ecology will not accept local priorities from more than one source in a single WRIA. If it is not logistically practical to have all agencies sign one statement, original signatures on multiple copies of statements may be submitted to Ecology from the agency coordinating the process. Statements must be sent to that agency. Coordinating with the applicants will ensure that only one group facilitates the local priority-setting in each WRIA. The representatives signing the priority list must be one of the two types of groups described here:

1. An ad hoc group consisting of a representative of all the required signatories shown below;
or
2. A local watershed planning group organized under RCW 90.82.060 (the Watershed Planning Act), only if it includes at least three of the required groups described below and communicates the priorities to each of the required groups.

The required signatories for the ad hoc group local priority-setting option are:

- The incorporated city, town, or municipal corporation with the largest population in the WRIA; and
- All counties with responsibility for at least 25 percent of the area in the WRIA; and
- The Washington State conservation district with the largest service area in the WRIA; and
- The special purpose district providing wastewater services with the largest population within the WRIA (districts that might meet this description include, but are not limited to, sewer districts, water and sewer districts, and public utility districts); and
- All federally recognized Washington State tribes having reservations or fishing rights within the WRIA.

For the convenience of the groups doing the local priority-setting, Ecology provides a matrix showing the required signatories for each WRIA. It is included as Appendix C, "Matrix of Required Signatures for Local Priority Process," in Volume Two of these guidelines.

Statement of Agreed Priority: The "Statement of Agreed Priority" is a written document showing a numeric priority ranking for all eligible projects in a water resource inventory area. A sample is included in this appendix. A version in MS Word is available from the FY 2003 Funding pages on the Internet. The Statement of Agreed Priority must be signed by the representative of the lead agency of a local watershed planning group if a watershed planning group is used, or if an ad hoc group is used, it must be signed by the authorized representatives of each of the required organizations. Signatures indicate that the represented group agrees with or at least does not object to the specific priority ranking.

If a required signatory refuses to participate, does not respond to the request to participate, or agrees to participate but doesn't, the ad hoc group may certify via signature on the Statement of Agreed Priority letter that a concerted effort was made to secure signatures from specific signatories at the other agency (see sample letter with the Statement of Agreed Priority below). Ecology will not award local priority points if the letter does not have all signatures required or if documented attempts to secure all signatures were not included.

Evaluation Points for Local Priorities: All proposed projects in a given WRIA must be assigned a numeric priority (1, 2, 3, etc., to the number of proposed projects in the WRIA). Only one project per WRIA shall be given a unique ranked number -- only one number 1 priority project, only one number 2, etc. Where the priority-setting is completed successfully, Ecology will assign 100 points to the number one priority in the WRIA, 90 to the number two, and so on, to 10 points for the number 10 local priority. If a group gives priority to more than ten projects,

each project below number ten will be assigned 5 points. Ecology will add these points to the averaged score of the agency evaluators, resulting in the final score for the project.

STATEMENT OF AGREED PRIORITY

(Sample that may be used as template)

Date

Dan Filip
Financial Management Section
Water Quality Program
Department of Ecology
PO Box 47600
Olympia, Washington 98504 - 7600

Re: FY 2005 or 06 Loan and Grant Application - Statement of Agreed Priority for WRIA # _____

Dear Mr. Filip:

We hereby submit the following list of projects in Water Resource Inventory Area (WRIA) # _____ for consideration of local priority points for Ecology’s FY 2003 water quality loan and grant programs.

Our locally ranked project priority is as follows:

Locally-Assigned Priority	Application Number	Project Title	Applicant
# 1			
# 2			
# 3			
# 4			
# 5			
# 6			
# 7			
# 8			
# 9			
# 10			
> #10			
> #10			

*Attach additional information, if needed. All the signatories below certify that we are legally authorized to sign for the entity we represent. We certify that we agree with, or that we do not

object to, the numeric priority ranking for proposals given in this letter. Additionally, we certify that no other eligible water quality project for the proposed project area has been or will be submitted to the Department of Ecology with the same priority ranking given in this letter.

Signed:

Title of Local Watershed Planning Group *(delete this line if not using a Local Watershed Planning Group)*

And/Or

County

Second County, if required

City

Conservation District

Special Purpose District

Tribe

Additional Tribes (add more lines if needed)

(If any signatories did not respond), I hereby certify that the following were contacted and did not object to the ranking above:

Name of Agency:	Name of Contact(s):	How they were contacted (letter, e-mail, telephone, etc):
1.		
2.		

(Note: If contact could not be established, please explain your efforts.)

Signed:

Facilitating Agency

APPENDIX C: Matrix of Required Signatures for Local Priority-Setting Process

(Please note that Ecology has attempted to verify the information below; however, it is difficult to completely guarantee accuracy. Therefore, please note any inconsistencies with your Statement of Agreed Priority).

Note on Special Districts:

- Special Purpose Districts in addition to those shown should be considered in determining the largest wastewater service provider in the project proposal Water Resource Inventory Area.
- Where more than one is shown, Ecology has had no response on size and you should clarify locally which is bigger.
- County-owned or municipal-owned systems are not considered Special Purpose Districts.
- District size is determined based upon Equivalent Residential Units (ERUs).

WRIA #/Name	City (Largest)	County(ies)	Conservation District (Largest Area)	Special Purpose District (See Note)	Indian Tribes w/ Reservations or Fishing Rights
1 – Nooksack	Bellingham	Whatcom	Whatcom	Birch Bay Water & Sewer District	Nooksack; Lummi
2 – San Juan	Friday Harbor	San Juan	San Juan Co	Eastsound Sewer & Water District	Lummi; Swinomish
3 – Lower Skagit/Samish	Mount Vernon	Skagit	Skagit	None Identified	Swinomish; Upper Skagit; Sauk-Suiattle
4 - Upper Skagit	Darrington	Whatcom, Skagit	Whatcom	None Identified	Sauk-Suiattle; Swinomish; Upper Skagit
5 – Stillaguamish	Arlington	Snohomish, Skagit	Snohomish	None Identified	Stillaguamish; Tulalip
6 – Island	Oak Harbor	Island	Whidbey Island	Holmes Harbor Sewer District	Swinomish; Tulalip; Port Gamble; S'Klallam
7 – Snohomish	Everett	Snohomish, King	Snohomish	Snohomish PUD	Tulalip
8 - Cedar/Sammamish	Seattle	King	King	Sammamish Plateau Water & Sewer District	Muckleshoot; Suquamish
9 – Duwamish/ Green	Seattle	King	King	Soos Creek Water & Sewer District	Muckleshoot; Puyallup
10 - Puyallup/ White	Tacoma	Pierce	Pierce County	Crystal Mountain Sewer District	Puyallup; Muckleshoot
11 - Nisqually	Yelm	Pierce, Lewis	Pierce County	Elbe Water & Sewer District	Nisqually
12 - Chambers/Clover	Tacoma	Pierce	Pierce County	None Identified	Puyallup; Nisqually
13 - Deschutes	Olympia	Thurston	Thurston	Thurston Co PUD #1	Nisqually; Squaxin Island
14 - Kennedy/ Goldsborough	Shelton	Mason	Mason	None Identified	Squaxin Island; Skokomish
15 - Kitsap	Bremerton	Kitsap	Kitsap	Kitsap County Sewer Dist #5	Port Gamble S'Klallam; Suquamish; Skokomish; Squaxin Island; Puyallup; Muckleshoot
16 - Skokomish/ Dosewallips	None Identified	Mason, Jefferson	Mason	None Identified	Skokomish; Port Gamble S'Klallam

WRIA #/Name	City (Largest)	County(ies)	Conservation District (Largest Area)	Special Purpose District (See Note)	Indian Tribes w/ Reservations or Fishing Rights
17 - Quilcene/Snow	Port Townsend	Jefferson	Jefferson Co	Jefferson Co PUD	Port Gamble S'Klallam; Jamestown S'Klallam; Skokomish; Pt. No Pt. Treaty Council
18 - Elwha/Dungeness	Port Angeles	Clallam	Clallam	Sunland Water & Sewer District	Elwha S'Klallam; Jamestown S'Klallam; Lower Elwha Klallam
19 - Lyre/Hoko	None Identified	Clallam	Clallam	Clallam County PUD	Makah; Elwha, S'Klallam
20 - Solduc	Forks	Clallam, Jefferson	Clallam	Clallam County PUD	Hoh; Makah; Quileute
21 - Queets/Quinault	None Identified	Jefferson, Grays Harbor	Jefferson Co	Jefferson County PUD	Quinault
22 - Lower Chehalis	Aberdeen	Grays Harbor	Grays Harbor	None Identified	Quinault
23 - Upper Chehalis	Centralia	Lewis	Lewis County	Lewis Co Sewer Dist 1 Lewis Co Sewer Dist 2	Chehalis Confederated; Quinault
24 - Willapa	Raymond	Pacific	Pacific	None Identified	Shoalwater Bay
25 - Grays/Elochoman	Longview	Wahkiakum, Cowlitz	Wahkiakum	Skamokawa Water & Sewer District	None Identified
26 - Cowlitz	Kelso	Lewis, Cowlitz	Lewis	Beacon Hill Sewer District	Yakama Nation
27 - Lewis	Woodland	Skamania, Cowlitz, Clark	Underwood	Clark County PUD	Yakama Nation
28 - Salmon/Washougal	Vancouver	Clark, Skamania	Clark	Hazel Dell Sewer District, Clark County PUD	Yakama Nation
29 - Wind/White Salmon	White Salmon	Skamania, Klickitat	Underwood	Klickitat County PUD, Skamania County PUD	Yakama Nation
30 - Klickitat	Goldendale	Klickitat, Yakima	Central Klickitat	Klickitat County PUD	Yakama Nation
31 - Rock/Glade	Kennewick	Benton, Klickitat	Benton	Poplar Heights Sewer District, Klickitat Co PUD	Yakama Nation
32 - Walla Walla	Walla Walla	Walla Walla, Columbia	Walla Walla Co	None Identified	None Identified
33 - Lower Snake	None Identified	Franklin, Walla Walla	Franklin	None Identified	None Identified
34 - Palouse	Pullman	Whitman	Whitman	Steptoe Sewer & Water District #1	None Identified
35 - Middle Snake	Clarkston	Garfield, Asotin	Pomeroy	None Identified	None Identified
36 - Esquatzel Coulee	Pasco	Franklin, Adams	Franklin	None Identified	Yakama Nation
37 - Lower Yakima	Yakima	Yakima	South Yakima	Terrace Heights Sewer District	Yakama Nation
38 - Naches	Yakima	Yakima	North Yakima	Cowiche Sewer District	Yakama Nation
39 - Upper Yakima	Ellensburg	Kittitas	Kittitas County	Kittitas County Water & Sewer District #1	Yakama Nation
40 - Alkali/ Squilchuck	None Identified	Kittitas, Benton	Kittitas County	None Identified	Yakama Nation
41 - Lower Crab	Moses Lake	Grant, Adams	Moses Lake*	None Identified	Yakama Nation
42 - Grand Coulee	Soap Lake	Grant	Upper Grant	None Identified	None Identified
43 - Upper Crab/ Wilson	Wilbur	Lincoln	Lincoln	None Identified	None Identified

WRIA #/Name	City (Largest)	County(ies)	Conservation District (Largest Area)	Special Purpose District (See Note)	Indian Tribes w/ Reservations or Fishing Rights
44 - Moses Coulee	E. Wenatchee	Douglas	South Douglas	Douglas Co Sewer Dist #1	Yakama Nation
45 - Wenatchee	Wenatchee	Chelan	Chelan County	Stevens Pass Sewer & Water District, Chelan County PUD	Yakama Nation
46 - Entiat	Entiat	Chelan	Chelan County	Chelan County PUD	Yakama Nation
47 - Chelan	Chelan	Chelan	Chelan County	Lake Chelan Sewer District, Chelan Co PUD	Yakama Nation
48 - Methow	Twisp	Okanogan	Okanogan	None Identified	Yakama Nation; Colville Confederated
49 - Okanogan	Omak	Okanogan	Okanogan	None Identified	Colville Confederated
50 - Foster	Bridgeport	Douglas, Okanogan	Foster Creek	None Identified	Colville Confederated; Yakama Nation
51 - Nespelem	Nespelem	Okanogan	Okanogan	None Identified	Colville Confederated
52 - Sanpoil	Republic	Ferry, Okanogan	Ferry	None Identified	Colville Confederated
53 - Lake Roosevelt	Davenport	Lincoln	Lincoln	None Identified	Colville Confederated
54 - Lower Spokane	Spokane	Stevens, Spokane	Stevens County	PUD #1 of Stevens Co	Spokane
55 - Little Spokane	Spokane	Spokane, Pend Oreille	Spokane County	Whitworth Water Dist #2	None Identified
56 - Hangman	Spokane	Spokane	Spokane County	None Identified	None Identified
57 - Middle Spokane	Spokane	Spokane	Spokane County	Liberty Lake Sewer & Water District	None Identified
58 - Middle Lake Roosevelt	None Identified	Ferry, Stevens	Ferry	None Identified	Colville Confederated,; Spokane
59 - Colville	Colville	Stevens	Stevens County	PUD #1 of Stevens Co	None Identified
60 - Kettle		Ferry	Ferry	None Identified	Colville Confederated
61 - Upper Lake Roosevelt	Kettle Falls	Stevens	Stevens County	Town of Northport	None Identified
62 - Pend Oreille	Newport	Pend Oreille	Pend Oreille	Lenora Sewer District, Chippewa Water & Sewer District, Sacheen Lake Sewer & Water District	Kalispel

APPENDIX D: 303(d)-Listed Waterbodies in Washington State

Information on the 1998 303(d) List (official list of impaired waterbodies in Washington) can be obtained in several ways. Here are some good ways to find out whether the waterbody in which the applicant's project is located is on the list, and for what parameters it is listed:

1. Look on the Internet at this address: <http://www.ecy.wa.gov/programs/wq/303d>

This page will give information on the list and allow the applicant to look up the waterbody and print the information about it.

2. Contact Ecology's Publications Office for a copy of the printed 303(d) List. The applicant will be charged by the page. The Publications Office may be reached at:

<http://www.ecy.wa.gov/pubs.shtm>

Department of Ecology
Publications Distribution
P.O. Box 47600
Olympia, WA 98504-7600
FAX: (360) 407-6989
Telephone: (360) 407-7472

3. For specific 303(d) List questions, contact the Water Quality Program at (360) 407- 6386.

APPENDIX E: Map of Water Resource Inventory Areas (WRIAs) in Washington



APPENDIX F: General Terms and Conditions Pertaining to Grant and Loan Agreements of the Department of Ecology

A. Recipient Performance

All activities for which grant/loan funds are to be used shall be accomplished by the RECIPIENT and RECIPIENT's employees. The RECIPIENT shall not assign or subcontract performance to others unless specifically authorized in writing by the DEPARTMENT.

B. Subgrantee/Contractor Compliance

The RECIPIENT must ensure that all subgrantees and contractors comply with the terms and conditions of this agreement.

C. Third Party Beneficiary

The RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this agreement, the state of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

D. Contracting For Services (Bidding)

Contracts for construction, purchase of equipment and professional architectural and engineering services shall be awarded through a competitive process, if required by State law. RECIPIENT shall retain copies of all bids received and contracts awarded, for inspection and use by the DEPARTMENT.

E. Assignments

No right or claim of the RECIPIENT arising under this agreement shall be transferred or assigned by the RECIPIENT.

F. Compliance with All Laws

1. The RECIPIENT shall comply fully with all applicable Federal, State and local laws, orders, regulations and permits.

Prior to commencement of any construction, the RECIPIENT shall secure the necessary approvals and permits required by authorities having jurisdiction over the project, provide assurance to the DEPARTMENT that all approvals and permits have been secured, and make copies available to the DEPARTMENT upon request.

2. Discrimination. The DEPARTMENT and the RECIPIENT agree to be bound by all Federal and State laws, regulations, and policies against discrimination. The RECIPIENT further agrees to affirmatively support the program of the Office of Minority and Women's Business Enterprises to the maximum extent possible. The RECIPIENT shall report to the DEPARTMENT the percent of grant/loan funds available to women or minority owned businesses.
3. Wages and Job Safety. The RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.

4. Industrial Insurance. The RECIPIENT certifies full compliance with all applicable state industrial insurance requirements. If the RECIPIENT fails to comply with such laws, the DEPARTMENT shall have the right to immediately terminate this agreement for cause as provided in Section K.1, herein.

G. Kickbacks

The RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this project to give up any part of the compensation to which he/she is otherwise entitled, or receive any fee, commission or gift in return for award of a subcontract hereunder.

H. Audits and Inspections

1. The RECIPIENT shall maintain complete program and financial records relating to this agreement. Such records shall clearly indicate total receipts and expenditures by fund source and task or object.

All grant/loan records shall be kept in a manner which provides an audit trail for all expenditures. All records shall be kept in a common file to facilitate audits and inspections.

Engineering documentation and field inspection reports of all construction work accomplished under this agreement shall be maintained by the RECIPIENT.

2. All grant/loan records shall be open for audit or inspection by the DEPARTMENT or by any duly authorized audit representative of the State of Washington for a period of at least three years after the final grant payment/loan repayment or any dispute resolution hereunder. If any such audits identify discrepancies in the financial records, the RECIPIENT shall provide clarification and/or make adjustments accordingly.
3. All work performed under this agreement and any equipment purchased, shall be made available to the DEPARTMENT and to any authorized state, federal or local representative for inspection at any time during the course of this agreement and for at least three years following grant/loan termination or dispute resolution hereunder.
4. RECIPIENT shall meet the provisions in OMB Circular A-133 (Audits of States, Local Governments & Non Profit Organizations), including the compliance Supplement to OMB Circular A-133, if the RECIPIENT expends \$300,000 or more in a year in Federal funds. The \$300,000 threshold for each year is a cumulative total of all federal funding from all sources. The RECIPIENT must forward a copy of the audit along with the RECIPIENT'S response and the final corrective action plan to the DEPARTMENT within ninety (90) days of the date of the audit report.

I. Performance Reporting

The RECIPIENT shall submit progress reports to the DEPARTMENT with each payment request or such other schedule as set forth in the Special Conditions. The RECIPIENT shall also report in writing to the DEPARTMENT any problems, delays or adverse conditions which will materially affect their ability to meet project objectives or time schedules. This disclosure shall be accompanied by a statement of the action taken or

proposed and any assistance needed from the DEPARTMENT to resolve the situation. Payments may be withheld if required progress reports are not submitted.

Quarterly reports shall cover the periods January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be due within twenty (20) days following the end of the quarter being reported.

J. Compensation

1. **Method of Compensation.** Payment shall normally be made on a reimbursable basis as specified in the grant agreement and no more often than once per month. Each request for payment will be submitted by the RECIPIENT on State voucher request forms provided by the DEPARTMENT along with documentation of the expenses. Payments shall be made for each task/phase of the project, or portion thereof, as set out in the Scope of Work when completed by the RECIPIENT and certified as satisfactory by the Project Officer.

The payment request form and supportive documents must itemize all allowable costs by major elements as described in the Scope of Work. Instructions for submitting the payment requests are found in “Administrative Requirements for Ecology Grants and Loans,” part IV, published by the DEPARTMENT. A copy of this document shall be furnished to the RECIPIENT. When payment requests are approved by the DEPARTMENT, payments will be made to the mutually agreed upon designee.

Payment requests shall be submitted to the DEPARTMENT and directed to the Project Officer assigned to administer this agreement.

2. **Budget Deviation.** Deviations in budget amounts are not allowed without written amendment(s) to this agreement. Payment requests will be disallowed when the RECIPIENT’s request for reimbursement exceeds the State maximum share amount for that element, as described in the Scope of Work.
3. **Period of Compensation.** Payments shall only be made for action of the RECIPIENT pursuant to the grant/loan agreement and performed after the effective date and prior to the expiration date of this agreement, unless those dates are specifically modified in writing as provided herein.
4. **Final Request(s) for Payment.** The RECIPIENT must submit final requests for compensation within forty-five (45) days after the expiration date of this agreement and within fifteen (15) days after the end of a fiscal biennium. Failure to comply may result in delayed reimbursement.
5. **Performance Guarantee.** The DEPARTMENT may withhold an amount not to exceed ten percent (10%) of each reimbursement payment as security for the RECIPIENT’s performance and a financial bond. Monies withheld by the DEPARTMENT may be paid to the RECIPIENT when the project(s) described herein, or a portion thereof, have been completed if, in the DEPARTMENT’s sole discretion, such payment is reasonable and approved according to this agreement and, as appropriate, upon completion of an audit as specified under section J.6. herein.

6. Unauthorized Expenditures. All payments to the RECIPIENT shall be subject to final audit by the DEPARTMENT and any unauthorized expenditure(s) charged to this grant/loan shall be refunded to the DEPARTMENT by the RECIPIENT.
7. Mileage and Per Diem. If mileage and per diem are paid to the employees of the RECIPIENT or other public entities, it shall not exceed the amount allowed under state law for state employees.
8. Overhead Costs. No reimbursement for overhead costs shall be allowed unless provided for in the Scope of Work hereunder.

K. Termination

1. For Cause. The obligation of the DEPARTMENT to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of the DEPARTMENT, to perform any obligation required of it by this agreement, the DEPARTMENT may refuse to pay any further funds thereunder and/or terminate this agreement by giving written notice of termination.

A written notice of termination shall be given at least five working days prior to the effective date of termination. In that event, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT under this agreement, at the option of the DEPARTMENT, shall become Department property and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Despite the above, the RECIPIENT shall not be relieved of any liability to the DEPARTMENT for damages sustained by the DEPARTMENT and/or the State of Washington because of any breach of agreement by the RECIPIENT. The DEPARTMENT may withhold payments for the purpose of setoff until such time as the exact amount of damages due the DEPARTMENT from the RECIPIENT is determined.

2. Insufficient Funds. The obligation of the DEPARTMENT to make payments is contingent on the availability of state and federal funds through legislative appropriation and state allotment. When this agreement crosses over state fiscal years the obligation of the DEPARTMENT is contingent upon the appropriation of funds during the next fiscal year. The failure to appropriate or allot such funds shall be good cause to terminate this agreement as provided in paragraph K.1 above.

When this agreement crosses the RECIPIENT's fiscal year, the obligation of the RECIPIENT to continue or complete the project described herein shall be contingent upon appropriation of funds by the RECIPIENT's governing body; provided, however, that nothing contained herein shall preclude the DEPARTMENT from demanding repayment of ALL funds paid to the RECIPIENT in accordance with Section O herein.

3. Failure to Commence Work. In the event that the RECIPIENT fails to commence work on the project funded herein within four months after the effective date of this

agreement, or by any date mutually agreed upon in writing for commencement of work, the DEPARTMENT reserves the right to terminate this agreement.

L. Waiver

Waiver of any RECIPIENT default is not a waiver of any subsequent default. Waiver of a breach of any provision of this agreement is not a waiver of any subsequent breach and will not be construed as a modification of the terms of this agreement unless stated as such in writing by the authorized representative of the DEPARTMENT.

M. Property Rights

1. Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property, the RECIPIENT may copyright or patent the same, but the DEPARTMENT retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes.

Where federal funding is involved, the federal government may have a proprietary interest in patent rights to any inventions that are developed by the RECIPIENT as provided in 35 U.S.C. 200-212.

2. Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish information of the DEPARTMENT; present papers, lectures, or seminars involving information supplied by the DEPARTMENT; use logos, reports, maps or other data, in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to the DEPARTMENT.
3. Tangible Property Rights. The DEPARTMENT'S current edition of "Administrative Requirements for Ecology Grants and Loans," Part V, shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by the DEPARTMENT in the absence of state, federal statute(s), regulation(s), or policy(ies) to the contrary or upon specific instructions with respect thereto in the Scope of Work.
4. Personal Property Furnished by the DEPARTMENT. When the DEPARTMENT provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to the DEPARTMENT prior to final payment by the DEPARTMENT. If said property is lost, stolen or damaged while in the RECIPIENT's possession, the DEPARTMENT shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
5. Acquisition Projects. The following provisions shall apply if the project covered by this agreement includes funds for the acquisition of land or facilities:
 - a. Prior to disbursement of funds provided for in this agreement, the RECIPIENT shall establish that the cost of land/or facilities is fair and reasonable.
 - b. The RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this agreement. Such evidence may include title insurance policies; Torrens certificates or abstracts; and attorney's opinions establishing that the land is free from any

impediment, lien, or claim which would impair the uses contemplated by this agreement.

6. Conversions. Regardless of the contract termination date shown on the cover sheet, the RECIPIENT shall not at any time convert any equipment, property or facility acquired or developed pursuant to this agreement to uses other than those for which assistance was originally approved without prior written approval of the DEPARTMENT. Such approval may be conditioned upon payment to the DEPARTMENT of that portion of the proceeds of the sale, lease or other conversion or encumbrance which monies granted pursuant to this agreement bear to the total acquisition, purchase or construction costs of such property.

N. Recycled/Recyclable Paper

All documents and materials published under this agreement shall be produced on recycled paper containing the highest level of post consumer and recycled content that is available. At a minimum, paper with 10 percent post consumer content and 50 percent recycled content shall be used. Whenever possible, all materials shall be published on paper that is unbleached or has not been treated with chlorine gas and/or hypochlorite.

As appropriate, all materials shall be published on both sides of the paper and shall minimize the use of glossy or colored paper and other items which reduce the recyclability of the document.

O. Recovery of Payments to Recipient

The right of the RECIPIENT to retain monies paid to it as reimbursement payments is contingent upon satisfactory performance of this agreement, including the satisfactory completion of the project described in the Scope of Work. In the event the RECIPIENT fails, for any reason, to perform obligations required of it by this agreement, the RECIPIENT may, at the DEPARTMENT'S sole discretion, be required to repay to the DEPARTMENT all grant/loan funds disbursed to the RECIPIENT for those parts of the project that are rendered worthless in the opinion of the DEPARTMENT by such failure to perform.

Interest shall accrue at the rate of twelve percent (12%) per annum from the time the DEPARTMENT demands repayment of funds. If payments have been discontinued by the DEPARTMENT due to insufficient funds as in Section K.2 above, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination. Any property acquired under this agreement, at the option of the DEPARTMENT, may become the DEPARTMENT'S property and the RECIPIENT'S liability to repay monies shall be reduced by an amount reflecting the fair value of such property.

P. Project Approval

The extent and character of all work and services to be performed under this agreement by the RECIPIENT shall be subject to the review and approval of the DEPARTMENT through the Project Officer or other designated official to whom the RECIPIENT shall report and be responsible. In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the Project Officer or other

designated official as to the extent and character of the work to be done shall govern. The RECIPIENT shall have the right to appeal decisions as provided for below.

Q. Disputes

Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement which is not disposed of in writing shall be decided by the Project Officer or other designated official who shall provide a written statement of decision to the RECIPIENT. The decision of the Project Officer or other designated official shall be final and conclusive unless, within thirty days from the date of receipt of such statement, the RECIPIENT mails or otherwise furnishes to the Director of the DEPARTMENT a written appeal.

In connection with appeal of any proceeding under this clause, the RECIPIENT shall have the opportunity to be heard and to offer evidence in support of this appeal. The decision of the Director or duly authorized representative for the determination of such appeals shall be final and conclusive. Appeals from the Director's determination shall be brought in the Superior Court of Thurston County. Review of the decision of the Director will not be sought before either the Pollution Control Hearings Board or the Shoreline Hearings Board. Pending final decision of dispute hereunder, the RECIPIENT shall proceed diligently with the performance of this agreement and in accordance with the decision rendered.

R. Conflict of Interest

No officer, member, agent, or employee of either party to this agreement who exercises any function or responsibility in the review, approval, or carrying out of this agreement, shall participate in any decision which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested; nor shall he/she have any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.

S. Indemnification

1. The DEPARTMENT shall in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.
2. To the extent that the Constitution and laws of the State of Washington permit, each party shall indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this agreement.

T. Governing Law

This agreement shall be governed by the laws of the State of Washington.

U. Severability

If any provision of this agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this agreement which can be given effect without the invalid provision, and to this end the provisions of this agreement are declared to be severable.

V. Precedence

In the event of inconsistency in this agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable Federal and State statutes and regulations; (b) Scope of Work; (c) Special Terms and Conditions; (d) Any terms incorporated herein by reference including the “Administrative Requirements for Ecology Grants and Loans,” and (e) the General Terms and Conditions.

SS-010 Rev. 05/02

APPENDIX G: Financial Hardship Analysis Form

Applicant _____
ECY 040-32, Revised October, 2003

Financial Hardship Analysis Form Centennial Clean Water Fund (Centennial) State Revolving Fund (SRF) FY 2005

Purpose: Ecology staff will use the information provided on this form to determine if your water pollution control facilities project will cause a financial hardship on residential sewer users. Financial hardship assistance may be available to recipients when a water pollution control facilities construction project will result in a residential user charge in excess of 1.5 percent of the median household income. If Ecology determines that financial hardship exists, reduced interest rates as low as zero percent, and/or extended terms to 20 years, and partial grant funding may be made available to reduce residential user charges. Please direct any questions or comments to the staff of the Financial Management Section of Ecology's Water Quality Program.

I. ROLES AND RESPONSIBILITIES

This section is intended to summarize the key management agencies, the roles they will be assigned, and the agreements that will be needed to provide for continued cooperation in the management of the facility.

A. Will any other agencies or jurisdictions, beside the applicant, be responsible for the facility in terms of:

1. Ownership _____
2. Operation _____
3. Financing _____

B. If so, please describe:

1. The type and amount of the contribution(s):

2. The nature of the cooperative agreement(s):

II. COST ESTIMATE AT TODAY’S PRICES

This section is intended to provide a realistic picture of all of the costs that will be incurred, including management, overhead, outside services, and equipment related to the project.

A. Construction Cost Estimates for Facilities

• Treatment Plant	\$ _____
• Pump Stations	\$ _____
• Interceptor Sewers	\$ _____
• Combined Sewer Overflow Reduction Measures	\$ _____
• Collection Sewers	\$ _____
• Land Acquisition	\$ _____
• Other (Specify)	\$ _____
 Total Construction Costs	 \$ _____

B. Estimated Annual Operation, Maintenance, and Equipment Replacement Costs for the Proposed Facilities (Do not include depreciation on equipment or buildings)

• Labor	\$ _____
• Utilities	\$ _____
• Materials and Supplies	\$ _____
• Outside Services	\$ _____
• Miscellaneous Expenses	\$ _____
• Equipment Replacement (e.g., Pumps, Vehicles)	\$ _____
• Other (Specify)	\$ _____
 Annual Operation, Maintenance and Equipment Replacement Costs	 \$ _____

III. FINANCING

A. Breakdown of Funding Committed to and/or the SRF/Centennial Loan Request to Support Facilities Planning, Design, and Construction Costs for the Project

System Components	Estimated Cost	Local Contributions	Ecology Loan Share	Ecology Grant Share	Other Grants (Specify)	Other Loans (Specify)
• Facilities Planning	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Facilities Design	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Treatment Plant	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Pump Stations	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Interceptors	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Collectors	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Land Acquisition	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
• Other (Specify)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
 Totals	 \$ _____	 \$ _____	 \$ _____	 \$ _____	 \$ _____	 \$ _____

B. Methods of Financing the Amount to be Borrowed from the SRF or Centennial Programs and the Amount Borrowed from Other Lenders, if Any (from III A)

Financing Method	Amount to be Borrowed or Borrowed	Interest Rate	Term of Maturity	Annual Debt Service Payment
SRF Loan	\$ _____	_____	_____	\$ _____
CCWF Loan	\$ _____	_____	_____	\$ _____
General Obligation Bond	\$ _____	_____	_____	\$ _____
Revenue Bond	\$ _____	_____	_____	\$ _____
Other Loan(s) (specify)	\$ _____	_____	_____	\$ _____
	\$ _____	_____	_____	\$ _____
	\$ _____	_____	_____	\$ _____
Totals	\$ _____	_____	_____	\$ _____

C. Estimated Annual Water Pollution Control Facilities Costs

Existing annual operation, maintenance and equipment replacement costs
Do not include depreciation on equipment or buildings)

• Labor	(+) \$ _____
• Utilities	(+) \$ _____
• Materials and Supplies	(+) \$ _____
• Outside Services	(+) \$ _____
• Miscellaneous Expenses	(+) \$ _____
• Equipment Replacement (e.g., Pumps, Vehicles)	(+) \$ _____
• Other (Specify)	(+) \$ _____
1. Discontinued portion of above costs as a result of proposed projected	(-) \$ _____
2. Estimated annual operation and maintenance and equipment replacement costs for proposed facilities (from II-B)	(+) \$ _____
3. Annual debt service on existing and proposed wastewater facilities, if any (from III B)	(+) \$ _____
Total Estimated Annual Water Pollution Control Facilities Costs	= \$ _____

IV. DEMOGRAPHIC INFORMATION

A. Population Estimates

1. Population in 2000: _____
2. Current Population: _____
3. Estimated Population in 2004: _____
4. Planning Year: _____
5. Planning Year Population: _____

Source of Estimates: _____

6. Sewer Users:	a. Number of Existing	b. Number of Proposed
Residential Customers:	_____	_____
Commercial Customers:	_____	_____

B. Median Household Income (MHI)

- (1) 2000: _____
(2) Current MHI: _____

(See Appendix H, Median Household Income Table for information on 2004 estimated median household income)

MHIs have been updated from 2000 census levels available for many communities in the state. If public bodies believe calculated levels do not adequately reflect existing circumstances, Ecology may accept adequate surveys or other documentation to accurately determine the MHI.

V TOTAL ANNUAL COST PER HOUSEHOLD

This section is intended to measure the financial burden imposed on each household by the addition of the proposed project.

- | | | |
|----|--|--------------|
| A. | Total Estimated Annual Water Pollution Control Facilities Costs (from III C) | \$ _____ |
| B. | Non-Residential Share of Total Annual Charges | (-) \$ _____ |
| C. | Remaining Residential Share of Total Annual Facilities Charges | (=) \$ _____ |
| D. | Number of Households | _____ |
| | Total Annual Costs Per Household | \$ _____ |

Signature of Person Responsible for Completing This Form.

(Date)

Signature of Authorized Representative.

(Date)

APPENDIX H: Median Household Income Table

Estimated Median Household Incomes and Financial Hardship Levels For Communities in Washington State, Updated for Use With the Fiscal Year 2005 Funding Cycle

Notes:

- CDP is “Census Designated Place”
- Figures from 2000 Census are updated using the CPI-U percentage for inflation.

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Aberdeen City	\$30,683	\$33,746	\$506	\$42.18
Aberdeen Gardens CDP	\$38,403	\$42,237	\$634	\$52.80
Acme CDP	\$41,964	\$46,154	\$692	\$57.69
Ahtanum CDP	\$48,352	\$53,179	\$798	\$66.47
Airway Heights City	\$29,829	\$32,807	\$492	\$41.01
Albion Town	\$40,179	\$44,190	\$663	\$55.24
Alderwood Manor CDP	\$61,199	\$67,309	\$1,010	\$84.14
Alger CDP	\$13,542	\$14,894	\$223	\$18.62
Algona City	\$50,833	\$55,908	\$839	\$69.89
Allyn-Grapeview CDP	\$46,224	\$50,839	\$763	\$63.55
Almira Town	\$30,208	\$33,224	\$498	\$41.53
Amboy CDP	\$50,896	\$55,977	\$840	\$69.97
Ames Lake CDP	\$93,224	\$102,532	\$1,538	\$128.16
Anacortes City	\$41,930	\$46,116	\$692	\$57.65
Arlington City	\$46,302	\$50,925	\$764	\$63.66
Arlington Heights CDP	\$60,518	\$66,560	\$998	\$83.20
Artondale CDP	\$63,500	\$69,840	\$1,048	\$87.30
Ashford CDP	\$27,917	\$30,704	\$461	\$38.38
Asotin City	\$35,083	\$38,586	\$579	\$48.23
Auburn City	\$39,208	\$43,123	\$647	\$53.90
Ault Field CDP	\$24,406	\$26,843	\$403	\$33.55
Bainbridge Island City	\$70,110	\$77,110	\$1,157	\$96.39
Bangor Trident Base CDP	\$32,246	\$35,465	\$532	\$44.33
Banks Lake South CDP	\$37,500	\$41,244	\$619	\$51.56
Barberton CDP	\$64,779	\$71,247	\$1,069	\$89.06
Baring CDP	\$40,875	\$44,956	\$674	\$56.19
Basin City CDP	\$29,444	\$32,384	\$486	\$40.48
Battle Ground City	\$45,070	\$49,570	\$744	\$61.96
Bay Center CDP	\$38,409	\$42,244	\$634	\$52.80
Bay View CDP	\$27,250	\$29,971	\$450	\$37.46
Beaux Arts Village Town	\$96,916	\$106,592	\$1,599	\$133.24
Bellevue City	\$62,338	\$68,562	\$1,028	\$85.70
Bell Hill CDP	\$66,442	\$73,076	\$1,096	\$91.34
Bellingham City	\$32,530	\$35,778	\$537	\$44.72
Benton City	\$33,636	\$36,994	\$555	\$46.24
Bickleton CDP	\$34,500	\$37,944	\$569	\$47.43
Big Lake CDP	\$57,500	\$63,241	\$949	\$79.05
Bingen City	\$24,375	\$26,809	\$402	\$33.51
Birch Bay CDP	\$40,040	\$44,038	\$661	\$55.05
Black Diamond City	\$67,092	\$73,790	\$1,107	\$92.24
Blaine City	\$36,900	\$40,584	\$609	\$50.73
Blyn CDP	\$38,750	\$42,619	\$639	\$53.27

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Bonney Lake City	\$60,282	\$66,301	\$995	\$82.88
Bothell City	\$59,264	\$65,181	\$978	\$81.48
Brady CDP	\$67,386	\$74,114	\$1,112	\$92.64
Bremerton City	\$30,950	\$34,040	\$511	\$42.55
Brewster City	\$21,556	\$23,708	\$356	\$29.64
Bridgeport City	\$25,531	\$28,080	\$421	\$35.10
Brier City	\$73,558	\$80,902	\$1,214	\$101.13
Brinnon CDP	\$27,885	\$30,669	\$460	\$38.34
Brush Prairie CDP	\$59,408	\$65,339	\$980	\$81.67
Bryn Mawr-Skyway CDP	\$47,385	\$52,116	\$782	\$65.14
Buckley City	\$49,453	\$54,390	\$816	\$67.99
Bucoda Town	\$34,286	\$37,709	\$566	\$47.14
Burbank CDP	\$50,522	\$55,566	\$833	\$69.46
Burien City	\$41,577	\$45,728	\$686	\$57.16
Burlington City	\$37,848	\$41,627	\$624	\$52.03
Camano CDP	\$54,262	\$59,680	\$895	\$74.60
Camas City	\$60,187	\$66,196	\$993	\$82.75
Carbonado Town	\$50,250	\$55,267	\$829	\$69.08
Carlsborg CDP	\$28,103	\$30,909	\$464	\$38.64
Carnation City	\$60,156	\$66,162	\$992	\$82.70
Carson River Valley CDP	\$33,598	\$36,952	\$554	\$46.19
Cascade-Fairwood CDP	\$57,996	\$63,786	\$957	\$79.73
Cascade Valley CDP	\$37,344	\$41,072	\$616	\$51.34
Cashmere City	\$34,854	\$38,334	\$575	\$47.92
Castle Rock City	\$37,212	\$40,927	\$614	\$51.16
Cathan CDP	\$58,875	\$64,753	\$971	\$80.94
Cathcart CDP	\$65,357	\$71,882	\$1,078	\$89.85
Cathlamet Town	\$33,409	\$36,745	\$551	\$45.93
Centerville CDP	\$31,250	\$34,370	\$516	\$42.96
Centralia City	\$30,078	\$33,081	\$496	\$41.35
Central Park CDP	\$45,719	\$50,284	\$754	\$62.85
Chehalis City	\$33,482	\$36,825	\$552	\$46.03
Chehalis Village CDP	\$30,357	\$33,388	\$501	\$41.73
Chelan City	\$28,047	\$30,847	\$463	\$38.56
Cheney City	\$22,593	\$24,849	\$373	\$31.06
Cherry Grove CDP	\$58,750	\$64,616	\$969	\$80.77
Chewelah City	\$25,238	\$27,758	\$416	\$34.70
Chinook CDP	\$30,417	\$33,454	\$502	\$41.82
Clarkston City	\$25,907	\$28,494	\$427	\$35.62
Clarkston Heights-Vineland CDP	\$48,306	\$53,129	\$797	\$66.41
Clear Lake CDP	\$37,143	\$40,851	\$613	\$51.06
Cle Elum City	\$28,144	\$30,954	\$464	\$38.69
Clinton CDP	\$43,625	\$47,981	\$720	\$59.98
Clyde Hill City	\$132,468	\$145,694	\$2,185	\$182.12
Cohasset Beach CDP	\$26,490	\$29,135	\$437	\$36.42
Colfax City	\$36,622	\$40,278	\$604	\$50.35
College Place City	\$30,330	\$33,358	\$500	\$41.70
Colton Town	\$47,500	\$52,242	\$784	\$65.30
Colville City	\$27,988	\$30,782	\$462	\$38.48
Conconully Town	\$23,214	\$25,532	\$383	\$31.91
Concrete Town	\$29,375	\$32,308	\$485	\$40.38

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Connell City	\$33,992	\$37,386	\$561	\$46.73
Conway CDP	\$33,750	\$37,120	\$557	\$46.40
Copalis Beach CDP	\$33,194	\$36,508	\$548	\$45.64
Cosmopolis City	\$41,106	\$45,210	\$678	\$56.51
Cottage Lake CDP	\$92,388	\$101,612	\$1,524	\$127.02
Coulee City Town	\$25,938	\$28,528	\$428	\$35.66
Coulee Dam Town	\$37,391	\$41,124	\$617	\$51.41
Country Homes CDP	\$36,630	\$40,287	\$604	\$50.36
Coupeville Town	\$33,938	\$37,326	\$560	\$46.66
Covington City	\$63,711	\$70,072	\$1,051	\$87.59
Creston Town	\$25,417	\$27,955	\$419	\$34.94
Cusick Town	\$14,583	\$16,039	\$241	\$20.05
Custer CDP	\$22,500	\$24,746	\$371	\$30.93
Dallesport CDP	\$36,250	\$39,869	\$598	\$49.84
Darrington Town	\$32,813	\$36,089	\$541	\$45.11
Davenport City	\$37,900	\$41,684	\$625	\$52.10
Dayton City	\$31,409	\$34,545	\$518	\$43.18
Deer Park City	\$32,470	\$35,712	\$536	\$44.64
Deming CDP	\$52,292	\$57,513	\$863	\$71.89
Desert Aire CDP	\$35,719	\$39,285	\$589	\$49.11
Des Moines City	\$48,971	\$53,860	\$808	\$67.33
Dishman CDP	\$32,512	\$35,758	\$536	\$44.70
Dixie CDP	\$33,125	\$36,432	\$546	\$45.54
Dollar Corner CDP	\$56,875	\$62,553	\$938	\$78.19
DuPont City	\$52,969	\$58,257	\$874	\$72.82
Duvall City	\$71,300	\$78,419	\$1,176	\$98.02
East Cathlamet CDP	\$40,000	\$43,994	\$660	\$54.99
Eastgate CDP	\$65,598	\$72,147	\$1,082	\$90.18
East Hill-Meridian CDP	\$65,721	\$72,283	\$1,084	\$90.35
Easton CDP	\$37,708	\$41,473	\$622	\$51.84
East Port Orchard CDP	\$42,571	\$46,821	\$702	\$58.53
East Renton Highlands CDP	\$65,268	\$71,784	\$1,077	\$89.73
East Wenatchee City	\$34,919	\$38,405	\$576	\$48.01
East Wenatchee Bench CDP	\$45,496	\$50,038	\$751	\$62.55
Eatonville Town	\$43,681	\$48,042	\$721	\$60.05
Echo Lake CDP	\$62,250	\$68,465	\$1,027	\$85.58
Edgewood City	\$56,658	\$62,315	\$935	\$77.89
Edison CDP	\$46,607	\$51,260	\$769	\$64.08
Edmonds City	\$53,522	\$58,866	\$883	\$73.58
Elbe CDP	\$13,750	\$15,123	\$227	\$18.90
Electric City Town	\$42,321	\$46,546	\$698	\$58.18
Elk Plain CDP	\$54,400	\$59,831	\$897	\$74.79
Ellensburg City	\$20,034	\$22,034	\$331	\$27.54
Elma City	\$32,031	\$35,229	\$528	\$44.04
Elmer City Town	\$32,500	\$35,745	\$536	\$44.68
Endicott Town	\$28,594	\$31,449	\$472	\$39.31
Entiat City	\$33,450	\$36,790	\$552	\$45.99
Enumclaw City	\$43,820	\$48,195	\$723	\$60.24
Ephrata City	\$35,060	\$38,560	\$578	\$48.20
Erlands Point-Kitsap Lake CDP	\$45,947	\$50,534	\$758	\$63.17
Eschbach CDP	\$37,708	\$41,473	\$622	\$51.84

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Esperance CDP	\$58,622	\$64,475	\$967	\$80.59
Everett City	\$40,100	\$44,104	\$662	\$55.13
Everson City	\$35,313	\$38,839	\$583	\$48.55
Fairchild AFB CDP	\$33,512	\$36,858	\$553	\$46.07
Fairfield Town	\$29,545	\$32,495	\$487	\$40.62
Fairwood CDP	\$59,682	\$65,641	\$985	\$82.05
Fall City CDP	\$61,848	\$68,023	\$1,020	\$85.03
Farmington Town	\$27,250	\$29,971	\$450	\$37.46
Federal Way City	\$49,278	\$54,198	\$813	\$67.75
Felida CDP	\$78,934	\$86,815	\$1,302	\$108.52
Ferndale City	\$36,375	\$40,007	\$600	\$50.01
Fife City	\$31,806	\$34,982	\$525	\$43.73
Finley CDP	\$42,820	\$47,095	\$706	\$58.87
Fircrest City	\$54,912	\$60,394	\$906	\$75.49
Five Corners CDP	\$51,688	\$56,849	\$853	\$71.06
Fords Prairie CDP	\$42,927	\$47,213	\$708	\$59.02
Forks City	\$34,280	\$37,703	\$566	\$47.13
Fort Lewis CDP	\$32,384	\$35,617	\$534	\$44.52
Fox Island CDP	\$69,135	\$76,037	\$1,141	\$95.05
Frederickson CDP	\$56,862	\$62,539	\$938	\$78.17
Freeland CDP	\$38,409	\$42,244	\$634	\$52.80
Friday Harbor Town	\$35,139	\$38,647	\$580	\$48.31
Garfield Town	\$36,250	\$39,869	\$598	\$49.84
Garrett CDP	\$38,750	\$42,619	\$639	\$53.27
Geneva CDP	\$65,324	\$71,846	\$1,078	\$89.81
George City	\$21,181	\$23,296	\$349	\$29.12
Gig Harbor City	\$43,456	\$47,795	\$717	\$59.74
Glacier CDP	\$10,875	\$11,961	\$179	\$14.95
Gleed CDP	\$44,161	\$48,570	\$729	\$60.71
Gold Bar City	\$45,714	\$50,278	\$754	\$62.85
Goldendale City	\$26,030	\$28,629	\$429	\$35.79
Graham CDP	\$52,824	\$58,098	\$871	\$72.62
Grand Coulee City	\$21,818	\$23,996	\$360	\$30.00
Grand Mound CDP	\$42,153	\$46,362	\$695	\$57.95
Grandview City	\$32,588	\$35,842	\$538	\$44.80
Granger Town	\$26,250	\$28,871	\$433	\$36.09
Granite Falls City	\$47,643	\$52,400	\$786	\$65.50
Grayland CDP	\$25,776	\$28,349	\$425	\$35.44
Green Acres CDP	\$36,290	\$39,913	\$599	\$49.89
Greenwater CDP	\$39,545	\$43,493	\$652	\$54.37
Hamilton Town	\$31,500	\$34,645	\$520	\$43.31
Harrah Town	\$36,875	\$40,557	\$608	\$50.70
Harrington City	\$29,792	\$32,766	\$491	\$40.96
Hartline Town	\$27,917	\$30,704	\$461	\$38.38
Hatton Town	\$29,375	\$32,308	\$485	\$40.38
Hazel Dell North CDP	\$43,063	\$47,362	\$710	\$59.20
Hazel Dell South CDP	\$36,571	\$40,222	\$603	\$50.28
Highland CDP	\$61,136	\$67,240	\$1,009	\$84.05
Hobart CDP	\$75,334	\$82,855	\$1,243	\$103.57
Hockinson CDP	\$69,757	\$76,722	\$1,151	\$95.90
Hoquiam City	\$29,658	\$32,619	\$489	\$40.77

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Humptulips CDP	\$26,000	\$28,596	\$429	\$35.74
Hunts Point Town	\$179,898	\$197,859	\$2,968	\$247.32
Ilwaco City	\$29,632	\$32,590	\$489	\$40.74
Inchelium CDP	\$24,375	\$26,809	\$402	\$33.51
Index Town	\$43,125	\$47,431	\$711	\$59.29
Indianola CDP	\$52,852	\$58,129	\$872	\$72.66
Inglewood-Finn Hill CDP	\$72,130	\$79,331	\$1,190	\$99.16
Ione Town	\$24,083	\$26,487	\$397	\$33.11
Issaquah City	\$57,892	\$63,672	\$955	\$79.59
John Sam Lake CDP	\$52,656	\$57,913	\$869	\$72.39
Jordan Road-Canyon Creek CDP	\$51,370	\$56,499	\$847	\$70.62
Junction City CDP	\$32,292	\$35,516	\$533	\$44.40
Kahlotus City	\$38,750	\$42,619	\$639	\$53.27
Kalama City	\$38,152	\$41,961	\$629	\$52.45
Kelso City	\$29,722	\$32,689	\$490	\$40.86
Kendall CDP	\$24,821	\$27,299	\$409	\$34.12
Kenmore City	\$61,756	\$67,922	\$1,019	\$84.90
Kennewick City	\$41,213	\$45,328	\$680	\$56.66
Kent City	\$46,046	\$50,643	\$760	\$63.30
Kettle Falls City	\$27,031	\$29,730	\$446	\$37.16
Kingsgate CDP	\$65,046	\$71,540	\$1,073	\$89.43
Kingston CDP	\$40,347	\$44,375	\$666	\$55.47
Kirkland City	\$60,332	\$66,356	\$995	\$82.94
Kittitas City	\$26,985	\$29,679	\$445	\$37.10
Klickitat CDP	\$28,750	\$31,620	\$474	\$39.53
Krupp Town	\$37,679	\$41,441	\$622	\$51.80
La Center City	\$55,333	\$60,857	\$913	\$76.07
Lacey City	\$43,848	\$48,226	\$723	\$60.28
La Conner Town	\$42,344	\$46,572	\$699	\$58.21
La Crosse Town	\$30,893	\$33,977	\$510	\$42.47
Lake Bosworth CDP	\$57,917	\$63,699	\$955	\$79.62
Lake Cavanaugh CDP	\$66,250	\$72,864	\$1,093	\$91.08
Lake Forest Park City	\$74,149	\$81,552	\$1,223	\$101.94
Lake Goodwin CDP	\$65,044	\$71,538	\$1,073	\$89.42
Lake Ketchum CDP	\$60,029	\$66,022	\$990	\$82.53
Lakeland North CDP	\$62,292	\$68,511	\$1,028	\$85.64
Lakeland South CDP	\$62,529	\$68,772	\$1,032	\$85.96
Lake McMurray CDP	\$65,536	\$72,079	\$1,081	\$90.10
Lake Marcel-Stillwater CDP	\$61,250	\$67,365	\$1,010	\$84.21
Lake Morton-Berrydale CDP	\$75,337	\$82,859	\$1,243	\$103.57
Lake Roesiger CDP	\$70,500	\$77,539	\$1,163	\$96.92
Lake Shore CDP	\$62,476	\$68,714	\$1,031	\$85.89
Lake Stevens City	\$65,231	\$71,744	\$1,076	\$89.68
Lakeview CDP	\$30,588	\$33,642	\$505	\$42.05
Lakewood City	\$36,422	\$40,058	\$601	\$50.07
Lamont Town	\$32,778	\$36,051	\$541	\$45.06
Langley City	\$34,792	\$38,266	\$574	\$47.83
Latah Town	\$40,417	\$44,452	\$667	\$55.57
Lea Hill CDP	\$65,706	\$72,266	\$1,084	\$90.33
Leavenworth City	\$35,692	\$39,255	\$589	\$49.07
Lebam CDP	\$33,125	\$36,432	\$546	\$45.54

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Lewisville CDP	\$65,221	\$71,733	\$1,076	\$89.67
Liberty Lake CDP	\$60,854	\$66,930	\$1,004	\$83.66
Lind Town	\$40,147	\$44,155	\$662	\$55.19
Lochsloy CDP	\$52,375	\$57,604	\$864	\$72.01
Long Beach City	\$23,611	\$25,968	\$390	\$32.46
Longview City	\$35,171	\$38,682	\$580	\$48.35
Longview Heights CDP	\$48,802	\$53,674	\$805	\$67.09
Lyle CDP	\$33,438	\$36,776	\$552	\$45.97
Lyman Town	\$34,318	\$37,744	\$566	\$47.18
Lynden City	\$42,767	\$47,037	\$706	\$58.80
Lynnwood City	\$42,814	\$47,089	\$706	\$58.86
Mabton City	\$26,650	\$29,311	\$440	\$36.64
McChord AFB CDP	\$35,319	\$38,845	\$583	\$48.56
McCleary City	\$30,769	\$33,841	\$508	\$42.30
Machias CDP	\$75,000	\$82,488	\$1,237	\$103.11
Malden Town	\$26,250	\$28,871	\$433	\$36.09
Malone-Porter CDP	\$37,875	\$41,656	\$625	\$52.07
Maltby CDP	\$77,534	\$85,275	\$1,279	\$106.59
Manchester CDP	\$52,213	\$57,426	\$861	\$71.78
Mansfield Town	\$28,750	\$31,620	\$474	\$39.53
Maple Falls CDP	\$41,250	\$45,368	\$681	\$56.71
Maple Heights-Lake Desire CDP	\$75,741	\$83,303	\$1,250	\$104.13
Maple Valley City	\$67,159	\$73,864	\$1,108	\$92.33
Marblemount CDP	\$25,156	\$27,668	\$415	\$34.58
Marcus Town	\$27,500	\$30,246	\$454	\$37.81
Marietta-Alderwood CDP	\$39,902	\$43,886	\$658	\$54.86
Markham CDP	\$63,750	\$70,115	\$1,052	\$87.64
Marrowstone CDP	\$38,182	\$41,994	\$630	\$52.49
Martha Lake CDP	\$57,568	\$63,316	\$950	\$79.14
Maryhill CDP	\$37,250	\$40,969	\$615	\$51.21
Marysville City	\$47,088	\$51,789	\$777	\$64.74
Mattawa Town	\$31,964	\$35,155	\$527	\$43.94
May Creek CDP	\$46,310	\$50,934	\$764	\$63.67
Meadow Glade CDP	\$67,230	\$73,942	\$1,109	\$92.43
Medical Lake City	\$42,159	\$46,368	\$696	\$57.96
Medina City	\$133,756	\$147,110	\$2,207	\$183.89
Mercer Island City	\$91,904	\$101,080	\$1,516	\$126.35
Mesa City	\$38,750	\$42,619	\$639	\$53.27
Metaline Town	\$22,981	\$25,275	\$379	\$31.59
Metaline Falls Town	\$17,083	\$18,789	\$282	\$23.49
Midland CDP	\$34,817	\$38,293	\$574	\$47.87
Mill Creek City	\$69,702	\$76,661	\$1,150	\$95.83
Mill Plain CDP	\$58,432	\$64,266	\$964	\$80.33
Millwood Town	\$34,565	\$38,016	\$570	\$47.52
Milton City	\$48,166	\$52,975	\$795	\$66.22
Minnehaha CDP	\$46,766	\$51,435	\$772	\$64.29
Mirrormont CDP	\$87,945	\$96,725	\$1,451	\$120.91
Moclips CDP	\$27,500	\$30,246	\$454	\$37.81
Monroe City	\$50,390	\$55,421	\$831	\$69.28
Montesano City	\$40,204	\$44,218	\$663	\$55.27
Morton City	\$31,063	\$34,164	\$512	\$42.71

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Moses Lake City	\$36,467	\$40,108	\$602	\$50.13
Moses Lake North CDP	\$26,645	\$29,305	\$440	\$36.63
Mossyrock City	\$29,750	\$32,720	\$491	\$40.90
Mountlake Terrace City	\$47,238	\$51,954	\$779	\$64.94
Mount Vernon City	\$37,999	\$41,793	\$627	\$52.24
Mount Vista CDP	\$66,406	\$73,036	\$1,096	\$91.29
Moxee City	\$32,500	\$35,745	\$536	\$44.68
Mukilteo City	\$67,323	\$74,045	\$1,111	\$92.56
Naches Town	\$42,083	\$46,285	\$694	\$57.86
Napavine City	\$40,966	\$45,056	\$676	\$56.32
Naselle CDP	\$35,769	\$39,340	\$590	\$49.18
Navy Yard City CDP	\$36,285	\$39,908	\$599	\$49.88
Neah Bay CDP	\$21,635	\$23,795	\$357	\$29.74
Neilton CDP	\$35,250	\$38,769	\$582	\$48.46
Nespelem Town	\$30,000	\$32,995	\$495	\$41.24
Nespelem Community CDP	\$39,688	\$43,650	\$655	\$54.56
Newcastle City	\$80,320	\$88,339	\$1,325	\$110.42
Newport City	\$25,709	\$28,276	\$424	\$35.34
Nisqually Indian Community CDP	\$35,000	\$38,494	\$577	\$48.12
Nooksack City	\$44,000	\$48,393	\$726	\$60.49
Normandy Park City	\$70,367	\$77,392	\$1,161	\$96.74
North Bend City	\$61,534	\$67,678	\$1,015	\$84.60
North Bonneville City	\$35,583	\$39,136	\$587	\$48.92
North Creek CDP	\$67,289	\$74,007	\$1,110	\$92.51
North Marysville CDP	\$56,699	\$62,360	\$935	\$77.95
North Omak CDP	\$25,500	\$28,046	\$421	\$35.06
Northport Town	\$21,719	\$23,887	\$358	\$29.86
North Stanwood CDP	\$58,194	\$64,004	\$960	\$80.01
North Sultan CDP	\$65,179	\$71,686	\$1,075	\$89.61
Northwest Snohomish CDP	\$67,167	\$73,873	\$1,108	\$92.34
North Yelm CDP	\$36,833	\$40,510	\$608	\$50.64
Oakesdale Town	\$31,094	\$34,198	\$513	\$42.75
Oak Harbor City	\$36,641	\$40,299	\$604	\$50.37
Oakville City	\$30,357	\$33,388	\$501	\$41.73
Ocean City CDP	\$17,813	\$19,591	\$294	\$24.49
Ocean Park CDP	\$22,932	\$25,222	\$378	\$31.53
Ocean Shores City	\$34,643	\$38,102	\$572	\$47.63
Odessa Town	\$34,038	\$37,436	\$562	\$46.80
Okanogan City	\$26,994	\$29,689	\$445	\$37.11
Olympia City	\$40,846	\$44,924	\$674	\$56.16
Omak City	\$24,089	\$26,494	\$397	\$33.12
Opportunity CDP	\$38,658	\$42,518	\$638	\$53.15
Orchards CDP	\$49,216	\$54,130	\$812	\$67.66
Oroville City	\$22,301	\$24,528	\$368	\$30.66
Orting City	\$53,464	\$58,802	\$882	\$73.50
Oso CDP	\$75,315	\$82,834	\$1,243	\$103.54
Othello City	\$30,291	\$33,315	\$500	\$41.64
Otis Orchards-East Farms CDP	\$46,946	\$51,633	\$774	\$64.54
Oyehut-Hogans Corner CDP	\$23,355	\$25,687	\$385	\$32.11
Pacific City	\$45,673	\$50,233	\$753	\$62.79
Paine Field-Lake Stickney CDP	\$40,831	\$44,908	\$674	\$56.13

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Palouse City	\$34,583	\$38,036	\$571	\$47.54
Parkland CDP	\$39,653	\$43,612	\$654	\$54.51
Parkwood CDP	\$41,869	\$46,049	\$691	\$57.56
Pasco City	\$34,540	\$37,988	\$570	\$47.49
Pateros City	\$30,938	\$34,027	\$510	\$42.53
Peaceful Valley CDP	\$32,357	\$35,588	\$534	\$44.48
Pe Ell Town	\$27,321	\$30,049	\$451	\$37.56
Picnic Point-North Lynnwood CDP	\$54,913	\$60,396	\$906	\$75.49
Pomeroy City	\$28,958	\$31,849	\$478	\$39.81
Port Angeles City	\$33,130	\$36,438	\$547	\$45.55
Port Angeles East CDP	\$34,730	\$38,197	\$573	\$47.75
Port Hadlock-Irondale CDP	\$32,202	\$35,417	\$531	\$44.27
Port Ludlow CDP	\$56,938	\$62,623	\$939	\$78.28
Port Orchard City	\$34,020	\$37,417	\$561	\$46.77
Port Townsend City	\$34,536	\$37,984	\$570	\$47.48
Poulsbo City	\$38,875	\$42,756	\$641	\$53.45
Prairie Ridge CDP	\$52,367	\$57,595	\$864	\$71.99
Prescott Town	\$39,500	\$43,444	\$652	\$54.30
Priest Point CDP	\$52,344	\$57,570	\$864	\$71.96
Prosser City	\$39,185	\$43,097	\$646	\$53.87
Pullman City	\$20,652	\$22,714	\$341	\$28.39
Puyallup City	\$47,269	\$51,988	\$780	\$64.99
Quilcene CDP	\$40,385	\$44,417	\$666	\$55.52
Quincy City	\$32,181	\$35,394	\$531	\$44.24
Rainier Town	\$42,955	\$47,244	\$709	\$59.05
Ravensdale CDP	\$44,850	\$49,328	\$740	\$61.66
Raymond City	\$25,759	\$28,331	\$425	\$35.41
Reardan Town	\$38,750	\$42,619	\$639	\$53.27
Redmond City	\$66,735	\$73,398	\$1,101	\$91.75
Renton City	\$45,820	\$50,395	\$756	\$62.99
Republic City	\$25,284	\$27,808	\$417	\$34.76
Richland City	\$53,092	\$58,393	\$876	\$72.99
Ridgefield City	\$46,012	\$50,606	\$759	\$63.26
Ritzville City	\$32,560	\$35,811	\$537	\$44.76
Riverbend CDP	\$69,716	\$76,676	\$1,150	\$95.85
River Road CDP	\$35,893	\$39,477	\$592	\$49.35
Riverside Town	\$23,125	\$25,434	\$382	\$31.79
Riverton-Boulevard Park CDP	\$39,034	\$42,931	\$644	\$53.66
Rochester CDP	\$43,090	\$47,392	\$711	\$59.24
Rockford Town	\$40,227	\$44,243	\$664	\$55.30
Rock Island City	\$33,618	\$36,974	\$555	\$46.22
Rockport CDP	\$48,750	\$53,617	\$804	\$67.02
Ronald CDP	\$39,063	\$42,963	\$644	\$53.70
Roosevelt CDP	\$45,694	\$50,256	\$754	\$62.82
Rosalia Town	\$33,214	\$36,530	\$548	\$45.66
Roslyn City	\$35,313	\$38,839	\$583	\$48.55
Roy City	\$32,727	\$35,994	\$540	\$44.99
Royal City	\$28,529	\$31,377	\$471	\$39.22
Ruston Town	\$48,393	\$53,225	\$798	\$66.53
St. John Town	\$33,393	\$36,727	\$551	\$45.91
Salmon Creek CDP	\$53,917	\$59,300	\$890	\$74.13

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Sammamish City	\$101,592	\$111,735	\$1,676	\$139.67
Satsop CDP	\$37,125	\$40,832	\$612	\$51.04
Satus CDP	\$32,143	\$35,352	\$530	\$44.19
SeaTac City	\$41,202	\$45,316	\$680	\$56.64
Seattle City	\$45,736	\$50,302	\$755	\$62.88
Seattle Hill-Silver Firs CDP	\$72,554	\$79,798	\$1,197	\$99.75
Sedro-Woolley City	\$37,914	\$41,699	\$625	\$52.12
Selah City	\$42,386	\$46,618	\$699	\$58.27
Sequim City	\$27,880	\$30,664	\$460	\$38.33
Shaker Church CDP	\$54,750	\$60,216	\$903	\$75.27
Shelton City	\$32,500	\$35,745	\$536	\$44.68
Shoreline City	\$51,658	\$56,816	\$852	\$71.02
Silvana CDP	\$33,274	\$36,596	\$549	\$45.75
Silverdale CDP	\$48,164	\$52,973	\$795	\$66.22
Skokomish CDP	\$24,038	\$26,438	\$397	\$33.05
Skykomish Town	\$45,357	\$49,885	\$748	\$62.36
Smokey Point CDP	\$46,202	\$50,815	\$762	\$63.52
Snohomish City	\$46,396	\$51,028	\$765	\$63.79
Snoqualmie City	\$52,697	\$57,958	\$869	\$72.45
Snoqualmie Pass CDP	\$81,883	\$90,058	\$1,351	\$112.57
Soap Lake City	\$20,459	\$22,502	\$338	\$28.13
South Bend City	\$29,211	\$32,127	\$482	\$40.16
South Cle Elum Town	\$45,833	\$50,409	\$756	\$63.01
South Hill CDP	\$60,524	\$66,567	\$999	\$83.21
South Prairie Town	\$50,250	\$55,267	\$829	\$69.08
South Wenatchee CDP	\$29,741	\$32,710	\$491	\$40.89
Spanaway CDP	\$46,210	\$50,824	\$762	\$63.53
Spangle Town	\$38,393	\$42,226	\$633	\$52.78
Spokane City	\$32,273	\$35,495	\$532	\$44.37
Sprague City	\$29,079	\$31,982	\$480	\$39.98
Springdale Town	\$28,333	\$31,162	\$467	\$38.95
Stanwood City	\$44,512	\$48,956	\$734	\$61.20
Starbuck Town	\$18,125	\$19,935	\$299	\$24.92
Startup CDP	\$40,227	\$44,243	\$664	\$55.30
Steilacoom Town	\$46,113	\$50,717	\$761	\$63.40
Stevenson City	\$31,979	\$35,172	\$528	\$43.96
Stimson Crossing CDP	\$61,042	\$67,136	\$1,007	\$83.92
Sudden Valley CDP	\$51,843	\$57,019	\$855	\$71.27
Sultan City	\$46,619	\$51,273	\$769	\$64.09
Sumas City	\$29,297	\$32,222	\$483	\$40.28
Summit CDP	\$52,685	\$57,945	\$869	\$72.43
Summitview CDP	\$66,944	\$73,628	\$1,104	\$92.03
Sumner City	\$38,598	\$42,452	\$637	\$53.06
Sunnyside City	\$27,583	\$30,337	\$455	\$37.92
Sunnyslope CDP	\$68,224	\$75,036	\$1,126	\$93.79
Suquamish CDP	\$46,667	\$51,326	\$770	\$64.16
Tacoma City	\$37,879	\$41,661	\$625	\$52.08
Taholah CDP	\$24,688	\$27,153	\$407	\$33.94
Tanglewilde-Thompson Place CDP	\$45,000	\$49,493	\$742	\$61.87
Tanner CDP	\$73,105	\$80,404	\$1,206	\$100.50
Tekoa City	\$30,833	\$33,911	\$509	\$42.39

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
Tenino City	\$34,526	\$37,973	\$570	\$47.47
Terrace Heights CDP	\$47,601	\$52,353	\$785	\$65.44
Thorp CDP	\$33,125	\$36,432	\$546	\$45.54
Three Lakes CDP	\$71,080	\$78,177	\$1,173	\$97.72
Tieton Town	\$30,052	\$33,052	\$496	\$41.32
Tokeland CDP	\$24,531	\$26,980	\$405	\$33.73
Toledo City	\$29,271	\$32,193	\$483	\$40.24
Tonasket City	\$23,523	\$25,872	\$388	\$32.34
Toppenish City	\$26,950	\$29,641	\$445	\$37.05
Touchet CDP	\$37,500	\$41,244	\$619	\$51.56
Town and Country CDP	\$40,668	\$44,728	\$671	\$55.91
Tracyton CDP	\$51,290	\$56,411	\$846	\$70.51
Trentwood CDP	\$41,128	\$45,234	\$679	\$56.54
Trout Lake CDP	\$35,104	\$38,609	\$579	\$48.26
Tukwila City	\$40,718	\$44,783	\$672	\$55.98
Tulalip Bay CDP	\$43,594	\$47,946	\$719	\$59.93
Tumwater City	\$43,329	\$47,655	\$715	\$59.57
Twisp Town	\$26,354	\$28,985	\$435	\$36.23
Union Gap City	\$30,676	\$33,739	\$506	\$42.17
Union Hill-Novelty Hill CDP	\$98,061	\$107,851	\$1,618	\$134.81
UnionTown Town	\$36,042	\$39,640	\$595	\$49.55
University Place City	\$50,287	\$55,308	\$830	\$69.13
Vader City	\$30,750	\$33,820	\$507	\$42.28
Vancouver City	\$41,618	\$45,773	\$687	\$57.22
Vantage CDP	\$26,250	\$28,871	\$433	\$36.09
Vashon CDP	\$58,261	\$64,078	\$961	\$80.10
Venersborg CDP	\$65,912	\$72,493	\$1,087	\$90.62
Veradale CDP	\$46,676	\$51,336	\$770	\$64.17
Verlot CDP	\$29,519	\$32,466	\$487	\$40.58
Waitsburg City	\$33,527	\$36,874	\$553	\$46.09
Walla Walla City	\$31,855	\$35,035	\$526	\$43.79
Walla Walla East CDP	\$49,844	\$54,820	\$822	\$68.53
Waller CDP	\$47,350	\$52,077	\$781	\$65.10
Wallula CDP	\$26,071	\$28,674	\$430	\$35.84
Walnut Grove CDP	\$52,788	\$58,058	\$871	\$72.57
Wapato City	\$25,804	\$28,380	\$426	\$35.48
Warden City	\$31,071	\$34,173	\$513	\$42.72
Warm Beach CDP	\$51,420	\$56,554	\$848	\$70.69
Washougal City	\$38,719	\$42,585	\$639	\$53.23
Washtucna Town	\$34,688	\$38,151	\$572	\$47.69
Waterville Town	\$36,458	\$40,098	\$601	\$50.12
Waverly Town	\$38,125	\$41,931	\$629	\$52.41
Weallup Lake CDP	\$35,143	\$38,652	\$580	\$48.31
Wenatchee City	\$34,897	\$38,381	\$576	\$47.98
West Clarkston-Highland CDP	\$29,311	\$32,237	\$484	\$40.30
West Lake Sammamish CDP	\$86,415	\$95,043	\$1,426	\$118.80
West Lake Stevens CDP	\$57,331	\$63,055	\$946	\$78.82
West Longview CDP	\$34,421	\$37,858	\$568	\$47.32
West Pasco CDP	\$65,865	\$72,441	\$1,087	\$90.55
Westport City	\$32,037	\$35,236	\$529	\$44.04
West Richland City	\$57,750	\$63,516	\$953	\$79.39

Community	2000 Census	Est. 2004	1.5% of MHI	1.5% of MHI/12
West Side Highway CDP	\$46,604	\$51,257	\$769	\$64.07
West Valley CDP	\$51,201	\$56,313	\$845	\$70.39
West Wenatchee CDP	\$44,028	\$48,424	\$726	\$60.53
White Center CDP	\$40,480	\$44,522	\$668	\$55.65
White Salmon City	\$34,787	\$38,260	\$574	\$47.83
White Swan CDP	\$35,189	\$38,702	\$581	\$48.38
Wilbur Town	\$32,563	\$35,814	\$537	\$44.77
Wilkeson Town	\$44,375	\$48,805	\$732	\$61.01
Wilson Creek Town	\$23,750	\$26,121	\$392	\$32.65
Winlock City	\$30,000	\$32,995	\$495	\$41.24
Winthrop Town	\$25,417	\$27,955	\$419	\$34.94
Wishram CDP	\$26,667	\$29,329	\$440	\$36.66
Woodinville City	\$68,114	\$74,915	\$1,124	\$93.64
Woodland City	\$40,742	\$44,810	\$672	\$56.01
Woods Creek CDP	\$66,139	\$72,742	\$1,091	\$90.93
Woodway City	\$101,633	\$111,780	\$1,677	\$139.73
Yacolt Town	\$39,444	\$43,382	\$651	\$54.23
Yakima City	\$29,475	\$32,418	\$486	\$40.52
Yarrow Point Town	\$117,940	\$129,715	\$1,946	\$162.14
Yelm City	\$39,453	\$43,392	\$651	\$54.24
Zillah City	\$38,214	\$42,029	\$630	\$52.54

APPENDIX I: Financial Assistance for Best Management Practices (BMPs)

Introduction

Surface waters and ground waters in Washington State are threatened or have already been impaired by point and nonpoint sources of pollution. Efforts focused to address or correct these sources of water quality degradation through facility or activity focused projects utilizing Best Management Practices (BMPs) may be funded using Ecology grant or loan funds. The implementation of BMPs refers to the use of established approaches or practices to address these water quality problems.

BMPs are defined as: Structural or non structural method(s), recommended through a planning process that have a demonstrated success for addressing or preventing water quality degradation.

BMPs have traditionally been associated with activity projects and although engineering technology was applied to facility projects, these techniques were not identified as BMPs. However, following the BMP definition outlined above, it is Ecology's current view that facility projects also incorporate BMPs.

The grant and loan fund programs which Ecology administers utilize federal or state funds. As such, these funds need to be used to address problems originating on publicly owned lands or those lands where the public has access. Financial assistance can be provided to private landowners but Ecology limits this participation in loan funding to a public entity. The entity would in turn loan funds to the landowner.

Ecology limits its participation to BMPs that:

- Are recommended through a multi-agency watershed management planning process or are required in order to meet a National Pollution Discharge Elimination System (NPDES) permit;
- Provide public benefits through improved water quality;
- Are based on water quality improvements and not on production needs; or
- Target the most critical areas and structural and non-structural practices that, if properly managed, will provide the greatest protection or improvement in water quality

Examples of Funded Best Management Practices

Ecology's BMP participation is limited to only the water quality benefit from any BMP. Those BMPs that affect upland areas or that are production oriented are not eligible for funding.

For agricultural BMPs, the corresponding Natural Resource Conservation Service (NRCS) Field Office Technical Guide (FOTG) reference is listed. Implementation of any agricultural BMP must conform to the FOTG or if one is not available, it must be designed by a licensed engineer.

Stormwater BMPs will also need to comply with the Western Washington Stormwater Management Manual ([Stormwater Management Manual for Western Washington](#), Washington State Department of Ecology, August 2001, Ecology Publication Nos. 99-11; 99-12; 99-13; 99-

14; 99-15), and the Eastern Washington Stormwater Management Manual (draft issued in June 2003, with final version scheduled for completion in March 2004).

The following list reflects examples of eligible BMPs which can be considered for grant or loan funding. This list is not inclusive and there may be other practices where funding participation can be considered. Funded BMPs may include:

1. Centralized Wastewater Treatment
 - Residential treatment and collection systems.
2. On-Site Wastewater Treatment
 - Septic system surveys.
 - Septic system repair/replacement.
 - Septage treatment.
3. Stormwater
 - Detention (e.g., ponds, tanks, vaults).
 - Infiltration systems (e.g., dry wells, pond, trench, swales).
 - Stormwater treatment facilities (e.g., dry ponds, wet ponds, constructed wetlands, sand filters, bioretention, infiltration, swales).
 - Preserving natural vegetation.
 - Maintaining buffer zones.
 - Erosion control (e.g., mulching, blankets, seeding, slope stabilization).
 - Dust control (e.g., construction impacts only).
 - Runoff conveyance and treatment (e.g., interceptor levee or swale, grass or other material lined channels, water bars, pipe slope drains, check dams).
4. Sediment Reduction
 - Anionic Polyacrylamide Erosion Control, FOTG # 450.
 - Channel Vegetation, FOTG # 322.
 - Diversion, FOTG # 362.
 - Grade Stabilization Structure, FOTG # 410.
 - Grassed Waterways, FOTG # 412.
 - Residue Management-No Till/Strip Till, FOTG #329A.
 - Riparian Forest Buffer, FOTG # 391A.
 - Sediment Basin, FOTG # 350.
 - Streambank and Shoreline Protection, FOTG # 580.
 - Stream Channel Stabilization, FOTG #584.
 - Structure for Water Control, FOTG # 587.
 - Waterway Diversions, FOTG # 362.
 - Water and Sediment Control Basin, FOTG #638.
5. Source Control
 - Constructed Wetland, FOTG # 656.
 - Diversion, FOTG # 362.

- Heavy Use Area Protection, FOTG # 561.
 - Irrigation System, Microirrigation, FOTG # 441.
 - Irrigation Systems, Sprinkler, FOTG #442.
 - Irrigation System, Tailwater Recovery, FOTG # 447.
 - Irrigation water management, FOTG # 449.
 - Pipeline, FOTG # 516.
 - Pond, FOTG #378.
 - Pond Sealing or Lining – Flexible Membrane, FOTG # 521A.
 - Pond Sealing or Lining – Bentonite, FOTG # 521C.
 - Roof Runoff Management, FOTG # 558.
 - Terrace, FOTG # 600.
 - Underground Outlet, FOTG # 620.
 - Waste Storage Facility, FOTG # 313.
 - Waste Treatment Lagoon, FOTG # 359.
 - Waste Utilization, FOTG # 633.
6. Revegetation
- Channel Vegetation, FOTG # 322.
 - Critical Area Planning, FOTG # 342.
 - Riparian Herbaceous Cover, FOTG #390.
 - Riparian Forest Buffer, FOTG #391.
 - Tree/Shrub Establishment, FOTG # 612.
7. Controlled Animal Access
- Access Roads, FOTG #560.
 - Animal Trails and Walkways, FOTG # 575.
 - Critical Area Planting, FOTG #342.
 - Fence, FOTG # 382.
 - Pipeline, FOTG # 516.
 - Underground Outlet, FOTG #620.
8. Public Information/Education
- Conservation planning and site specific BMP design.
 - School curriculum development.
 - Signage/pledge plaques programs.
 - Brochures/Handout Materials.
 - Storm drain stenciling.
9. Miscellaneous
- Conservation planning.

To discuss whether any BMP not identified above can be eligible for loan or grant participation, please contact Ecology Water Quality Program staff.

Funding participation does not extend to the following practices.

- Subsoiling.
- Increasing surface residue.
- Reservoir tillage operations.
- Chemical fallow operations.
- Cross fencing to restrict range animal movement.
- Deferred grazing practices.
- Installation of drainage tile to reduce soil moisture.
- Access roads for livestock management.
- Livestock wades for stream crossings in fish bearing and non-fish bearing streams.
- Irrigation structures unrelated to water quality.
- Conservation easements.
- Wildlife habitat development.
- Pesticide and herbicide disposal.
- Payment for establishing permanent crops in non-critical areas.
- Subsidies for set-aside.
- Vehicle bridges and culverts for vehicle roadways.
- Other production and management items as determined by Ecology.

Project proponents wishing to pursue implementation of ineligible BMPs should contact other funding agencies to inquire about whether they can provide any funding opportunities.

Funding Considerations

- Implementation of BMPs associated with facility projects including centralized wastewater treatment, on-site wastewater treatment corrections, and stormwater treatment projects are loan eligible.
- Implementation of BMPs associated with activity projects may be grant or loan eligible, depending upon what is proposed and where.
- BMP implementation on private property is loan eligible while BMP implementation on publicly-owned property or tribal trust lands is generally grant eligible.
- New and innovative/alternative BMP technology(s) for activity projects is grant eligible provided the project has not been demonstrated in the Washington State Department of Ecology Region they are proposed in.
- Concentrated animal feeding operations are only eligible for loans from the Centennial Clean Water Fund, except that loans from the Washington State Water Pollution Control Revolving Fund can be used for projects proposed in federally designated National Estuaries (only Puget Sound and Lower Columbia River, currently).
- Cost hold downs (allowances) will apply to certain activity projects (e.g., livestock bridges, culverts, fences, and other BMPs as determined by Ecology).

Centralized Wastewater Treatment

Centralized wastewater projects are those which deal with the collection and treatment of residential wastewater and project components can include comprehensive planning, site specific planning (e.g., facility planning), design engineering, construction, construction management, receiving body water quality studies, and ratepayer studies. Centralized wastewater treatment projects are loan eligible.

On-Site Wastewater Treatment

On-site projects are those which deal with individual or community wastewater treatment and disposal facilities and project components can include septic surveys, dye testing, septic repair and replacement, and maintenance programs, and ground water quality/septic system impact studies. On-site wastewater treatment projects are loan eligible.

Stormwater Treatment

Stormwater projects are those which deal with the treatment and collection of surface water runoff from urban and non-urban sources and project components can include planning, design, construction, construction management, and stormwater quality monitoring efforts. Stormwater Project Eligibility is described on page 45.

Sediment Reduction

Sediment reduction projects are those which deal with reducing the quantity of sediment which has been liberated from the soil. Project components can include soil stabilization, water diversion, establishment of buffers, vegetation, residue management via no till, and sediment control basins. Instream and offstream sediment control structures can be considered. For projects implementing agricultural best management practices, please refer to the Agricultural BMP Section for more information.

Source Control

Source control projects are those which deal with preventing sediment and other pollutants from entering surface streams and groundwater aquifers. Project components can include irrigation systems, waste storage facilities, enclosed conduit pipelines, animal waste storage facilities and animal waste management, and heavy use area protection. For projects implementing agricultural best management practices, please refer to the Agricultural BMP Section for more information.

Revegetation

Revegetation projects are those which result in the re-establishment of native or riparian vegetation where the original ground cover has been lost. Project components can include the re-establishment of herbaceous and trees/shrubs, and re-vegetation of high use impact areas. For projects implementing agricultural best management practices, please refer to the Agricultural BMP Section for more information.

Controlled Animal Access

Controlled animal access projects are those which result in the restriction of livestock from surface waters. Project components can include fencing, and associated mitigation measures including livestock crossings and alternative watering locations. For projects implementing agricultural best management practices, please refer to the Agricultural BMP Section for more information.

Public Information/Education

Public information/education projects are those which target a specific or general audience and project components can include multi-media presentations, surveys, development of brochures,

Miscellaneous

Ecology will consider the applicability of other BMPs on a case-by-case basis.

Design Engineering

Design engineering costs associated with facility projects are not limited. Engineering drawings will need to be stamped by a professional engineer.

Design engineering associated with activity projects, will be limited to no more than ten percent of the total eligible project cost. Engineering drawings will need to be stamped by a licensed engineer or approved by a conservation district or NRCS employee who has the appropriate design approval authority. Public not-for-profit organizations have the option of hiring a licensed engineer or they can work with a local conservation district. Evidence of engineering involvement must be provided as part of any funding application for BMP implementation of designed practices.

Agricultural BMPs

Before agricultural BMPs can be implemented, staff from the local Conservation District or NRCS must have completed a farm plan with the landowner that identifies the site-specific requirements for implementation.

In addition, one of the three following conditions must be met:

- Agricultural BMPs recommended for implementation must be identified in a watershed management plan, approved by Ecology. In addition to the statewide planning requirements, projects involving agricultural BMPs in the Puget Sound basin must be based on a watershed management plan which meets the requirements of Chapter 400-12 WAC Local Planning and Management of Nonpoint Source Pollution. Plan approval must be given by both the local watershed management committee and Ecology.
- A National Pollutant Discharge Elimination System (NPDES) permit requires the agricultural BMP implementation; or
- A State of Washington Conservation District proposes the agricultural BMP implementation and the District substantiates the need for the BMPs

State of Washington Conservation Districts may implement agricultural BMP projects in the absence of a watershed management plan provided there is substantiated evidence that the BMP will address known and already established priority problem areas.

Installation of agricultural BMPs will require the development of BMP easements and operation and maintenance agreements between the landowner and grant or loan recipient.

Landowner Obligations

Landowner obligations in return for the installation of BMPs are a consideration for all activity implementation projects. Implementation of activity project BMPs on private property and on public properties not under the direct jurisdiction of the grant or loan recipient will require the development and completion of a BMP agreement between the landowner and the recipient with provision for Operation & Maintenance (O&M) agreement. A BMP agreement is not required if the grant or loan recipient owns the property where the installation of BMPs occurs.

The agreements are effective for the life of the BMP and will require the landowner to 1) install and maintain the BMPs according to NRCS standards, 2) maintain the BMPs throughout the design life, and 3) satisfy other conditions, regulations, and permits required by Ecology or other governmental agencies. Annual maintenance costs associated with the propagation of riparian plantings can be an eligible project cost; however limitations on project length may limit overall Ecology involvement.

Example of BMP Agreement

REVEGETATION AND MAINTENANCE AGREEMENT JOHN AND SUE SMITH BIOENGINEERING BANK STABILIZATION SITE

This agreement is between the New England County Conservation District, hereinafter referred to as the District, and Johan and Sue Smith, hereinafter referred to as the Landowners. The purposes of this project are to:

- Stabilize the eroding bank on the North Fork of Hawthorne Creek on the Landowner's property;
- To provide fish and wildlife habitat by using bioengineering techniques and by revegetating the site with willows and black cottonwood; and
- To provide a demonstration site during and after project construction for bioengineering techniques.

The District will coordinate engineering, permits, and funding for installation of the project in the fall of 1997. The project will be installed according to Natural Resources Conservation Service (NRCS) specifications and the NRCS will certify project completion. Following are the responsibilities of the District and the Landowner to maintain the site.

The District agrees to:

1. Seed grass and install fencing at the site, per NRCS specifications, during the fall following project installation.

2. Plant native cottonwood and willow species at the site, per NRCS specifications, during the spring of 1998.
3. Conduct annual inspections of the site during the second week of July of each year to evaluate plant survival, fence and project condition, and to provide written records-of the inspections to the Landowner and to the NRCS.
4. Apply for any future permits needed for maintenance of the bank stabilization portion of the project. This does not constitute a responsibility to pay for or to ensure maintenance.
5. Maintain records of all inspections for the life of the project.

The Landowner agrees to:

1. Maintain the vegetation to ensure optimum plant survival and compliance with the Hydraulic Project Approval from the Washington State Department of Fish and Wildlife. This will include weed control and irrigation if necessary.
2. Maintain the fences and gates.

General:

Responsibility for maintenance begins when the project is accepted and determined complete by the NRCS. This responsibility shall continue through July 14, 2007. The parties may mutually amend, renew, or extend this Agreement in writing, signed by persons authorized to bind the parties.

This Agreement, the Conservation Easement and the Wildlife Extension Agreement contain all understandings between the parties, and there are no other agreements or representations set forth or incorporated by reference herein. No subsequent modifications or amendments of this contract are of any force or effect unless in writing, signed by an authorized representative of the parties and made a part of this agreement.

Each party shall protect and hold harmless the other party from and against all claims, suits or actions arising from any negligent act or omission of that party's employees, agents, and or/authorized subcontractors while performing under the terms of this agreement.

This Agreement is valid from January 15, 1997 through January 14, 2007.

IN WITNESS THEREOF, the parties hereby execute this agreement:

Chair, New England County Conservation District Date

John Smith, Landowner Date

Sue Smith, Landowner Date

Demonstration Projects

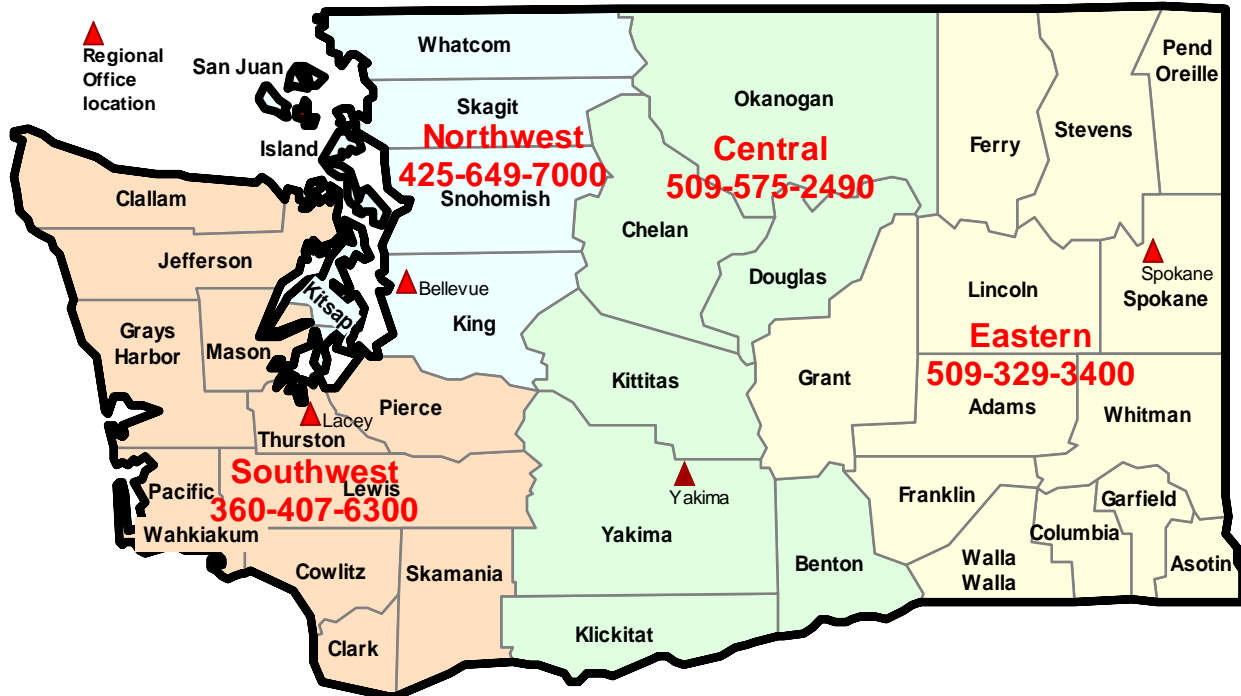
Ecology has four regional areas in Washington State: Northwest; Southwest; Central; and Eastern (see map below). The Eastern Regional Office on the map is incorrect and could not be changed. The number is 509.329.3400, TDD 509.329.3569. New or innovative/alternative BMPs for activity projects can be considered on a case-by-case basis provided the practice has a proven record and if the practice has not previously been demonstrated in the Ecology region where the project is proposed. While new or innovative BMPs are limited, additional demonstrations of the same practice can be considered on a case-by-case basis if justification is provided that shows travel constraints on the target audience of greater than two hours of travel time.

New or innovative/alternative BMPs for activity projects requiring design engineering are exempt from the ten percent design limitation. Demonstrations projects should also be small in scope, yet not too small to compromise BMP effectiveness. Assessment and/or monitoring will need to be factored into a demonstration sufficient to document both pre- and post-implementation conditions. Demonstration projects also need to incorporate education and outreach involving direct involvement from the local county cooperative extension office or local conservation district. Planned outreach needs to include news articles, focus sheets, or other written materials in order to maximize public exposure and increase the public awareness of the project. Approaches for planned outreach also need to be outlined in any funding proposal.

Department of Ecology Regional Offices

Headquarters (Lacey) 360-407-6000

TTY (for the speech and hearing impaired) statewide is 711 or 1-800-833-6388



APPENDIX J: Developing Public Communication and Education Project Proposals

What follows is a checklist of questions that applicants may find useful as they develop their projects. They need not be answered on their application. However, they are here to help in the design of projects that are effective at changing behaviors and achieving environmental results.

1. Project Background

- Consider the water quality problem that is the focus of the project; target population; geographic area; socio-economic status of targeted population; predominant land uses; and the behavioral change you seek to achieve for each target identified (source of the water quality problem or issue - one target could be responsible for several problems).
- What knowledge, attitude and skills do you desire in the targeted population?
- Be careful to use 1 or 2 primary objectives and be realistic about what you can accomplish during the grant period.
- If this is a continuing attitude or behavior change that you wish to affect, how do you propose to sustain it?

2. Project Design

- Agree on the optimal way to identify and reach your audiences.
- Identify common needs in participants and how the project can fulfill these needs.
- Identify conflicting needs (associated with barriers analysis).
- Identify the specific barriers, both internal to the person or organization, as well as external, such as lack of knowledge or conditions, and practical barriers to desired change (no place local to change oil properly). Tell us how your project will remove these barriers.
- Identify the project team and their qualifications.
- Will you use volunteers and if so, how? How will you recruit and retain them?
- Identify community leaders; decision makers; and trusted peers and leaders within business, non-profit and community groups that have similar interests in environmental change/sustainability. These are the people and organizations that will help you advance your project and its objectives. Please explain how you will leverage their influence to amplify your results.
- Determine resources you will use, including training materials, facilities, media and corresponding distribution strategy.
- Also consider: (a) regular reminders of the desired behavior; (b) trusted and credible sources for communication; (c) communication that is direct, simple, personal and vivid; (d) leaders, described above, to model and promote the behavior you seek (what kind of changes do you want people to make in the way they make decisions?); (e) personal commitments from groups and individuals.
- Plan to pilot and field test your materials or activities with a small segment of your intended audience before “going big” and final.

- Make sure that your plan can be adjusted during the project to accommodate lessons learned (can it be changed in mid-course?)
- Design your project with evaluation tools and methodologies in mind and don't make it an afterthought.

3. Education Plan

- State measurable objectives and goals of the project.
- List the performance measures you will use to assess how effective your project was. Success is defined as progress towards meeting your goals and objectives.
- List your specific actions, implementing entities and both timetable and cost per action.
- List media and promotions to be utilized (including the use of music and art).
- For Public Participation, record the number of participants at events, number of one-on-one contacts, and number of groups interested.

4. Monitoring and Post-Project Evaluation

- What kind of assessment and evaluation tools will you use to evaluate the effectiveness of your program? Examples include customer feedback surveys (telephone tends to work better), interviews, focus groups, observations, and before and at least after six months, "records" that can infer change.
- How will you measure the participant's knowledge, skill, attitudes and actions?
- How is the evaluation strategy linked to the stated goals and objectives?
- How will you evaluate presenter activities and materials?
- How will you monitor or evaluate the relationship between the educational activities and changes in behavior and water quality changes?

5. Resources

Suggested resources to facilitate a project may include: Visual Tools for Watershed Education; The National Environmental Education & Training Foundation; and The Henry P. Kendall Foundation; National Leadership Forum Report; "Fostering Sustainable Behavior" by Doug McKenzie-Mohr and William Smith (see <http://www.cbsm.com>); and "Targeting Outcomes of Programs," Claude Bennett and Kay Rockwell).

APPENDIX K: Opinion of Recipient’s Legal Counsel

I am an attorney at law admitted to practice in the state of Washington and the duly appointed attorney of _____ (the “RECIPIENT”); and I have examined any and all documents and records pertinent to the AGREEMENT.

Based on the foregoing, it is my opinion that:

A. The RECIPIENT is a duly organized and legally existing municipal corporation or political subdivision under the laws of the state of Washington or a federally recognized Indian tribe;

B. The RECIPIENT has the power and authority to execute and deliver, and to perform its obligations under, the AGREEMENT;

C. The AGREEMENT has been duly authorized and executed by the RECIPIENT’s authorized representatives and, to my best knowledge and after reasonable investigation, all other necessary actions have been taken to make the AGREEMENT valid, binding, and enforceable against the RECIPIENT in accordance with its terms, except as such enforcement is affected by bankruptcy, insolvency, moratorium, or other laws affecting creditors’ rights and principles of equity if equitable remedies are sought;

D. To my best knowledge and after reasonable investigation, the AGREEMENT does not violate any other agreement, statute, court order, or law to which the RECIPIENT is a party or by which it or its properties is bound; and

E. There is currently no litigation seeking to enjoin the commencement or completion of the PROJECT or to enjoin the RECIPIENT from entering into the AGREEMENT or from accepting or repaying the LOAN. The RECIPIENT is not a party to litigation which will materially affect its ability to repay such loan on the terms contained in the AGREEMENT.

[F. The AGREEMENT constitutes a valid general obligation of the RECIPIENT payable from annual *ad valorem* taxes to be levied within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.]

[F. The AGREEMENT constitutes a valid obligation of the RECIPIENT payable from the Net Revenues of the Utility [and ULID Assessments in the ULID]].

Capitalized terms used herein shall have the meanings ascribed thereto in the AGREEMENT between the RECIPIENT and the DEPARTMENT.

RECIPIENT’S Legal Counsel

Date

APPENDIX L: Pilot Regulation and Guidelines for Alternative Contracting/ Service Agreement SRF Provisions

Pilot Rule Amending WAC 173-98-060 to Include:

(3) Special Alternative Contracting/Service Agreement (e.g., Design/Build) Pilot Provisions for Facilities. Notwithstanding the foregoing requirements related to the “step process,” a facilities project will not be required to proceed according to the “step process” in order to be eligible for a State Revolving Fund (SRF) loan when the applicant utilizes an Alternative Contracting/Service Agreement procedure authorized by and complying with Chapter 39.10 RCW, *Alternative Public Works Contracting Procedures*, Chapter 70.150 RCW, *Water Quality Joint Development Act*, and/or Chapter 35.58 RCW, *Powers of Metropolitan Municipal Corporations*, and the project otherwise complies with this chapter. For such projects, this pilot rule, as described herein, conveys to the applicant/recipient of and for SRF financial assistance the responsibility for sequential review and approval of plans and specifications under Chapter 173-240 WAC.

For all facilities projects utilizing an Alternative Contracting/Service Agreement procedure, a general sewer plan or facilities plan must be approved by the department prior to the time of application for financial assistance. A facilities plan or amendment to a facilities plan, which includes primary design elements in accordance with provisions of the funding guidelines, must also be approved by the department.

In addition, before the public body enters into any contract(s) and/or service agreements under Chapter 39.10 RCW, Chapter 70.150 RCW, and/or Chapter 35.58 RCW, the contract(s) and/or service agreement(s) shall be reviewed and approved by the department to ensure that the purposes of Chapter 90.48 RCW are implemented. The public body conducting the Alternative Contracting/Service Agreement project must also request and be granted delegation authority in conformance with the provisions of Chapter 90.48 RCW, *Water Pollution Control* in order to be eligible for an SRF loan. At a minimum, applicants with Alternative Contracting/Service Agreement project proposals will need to:

- (i) Apply in accordance with the funding guidelines in order to be considered for funding and for their projects to be included on the intended use plan,
- (ii) Provide the department a legal opinion from an attorney of the public body indicating that the public body has sufficient legal authority to utilize Alternative Contracting (e.g. design build services) under Chapter 39.10 RCW, service agreements under Chapter 70.150 RCW, and/or contracts under Chapter 35.58 RCW as contemplated and to incur the debt for which it is applying,
- (iii) Demonstrate to the department that the applicant has sufficient technical expertise and/or experience to utilize the Alternative Contracting/Service Agreement process;
- (iv) Negotiate and sign an SRF loan agreement. Among the provisions of this agreement will be that the failure of the recipient to make timely progress through the Alternative Contracting/Service Agreement process may result in amendments to the agreement to provide conventional SRF financial assistance or termination of the loan (including possible provisions to immediately repay the loan);

- (v) Prepare and receive department approval of the documents outlined in WAC 173-98-060 (3) in accordance with the provisions of the funding guidelines,
- (vi) Comply with special reporting and performance monitoring (cost effectiveness, efficiencies, time savings, etc.) outlined in the funding guidelines and included in the SRF loan agreement,
- (vii) Provide adequate assurance that the contractor and/or service provider will complete the project in accordance with all contracts and/or agreements,
- (viii) Provide adequate assurance that facilities will be designed, constructed and operated according to discharge permits and other applicable regulations and/or enforcement orders,
- (ix) Comply with established financial assistance ceiling loan amounts that apply unless the demand for funds is limited. However, applicants should apply for the entire financial assistance needed.

Guidelines for Special Step to Implement Alternative Contracting/Service Agreement Pilot Provisions for SRF Loans

Overview of Alternative Contracting/Service Agreement Provisions

In accordance with “pilot” SRF rulemaking provisions for Alternative Contracting/Service Agreements, a facilities project will not be required to proceed according to the “step process” in order to be eligible for a State Revolving Fund (SRF) loan. Such projects are to comply with the pilot rule (above) and an Alternative Contracting and/or Service Agreement process authorized by and complying with Chapter 39.10 RCW, *Alternative Public Works Contracting Procedures*, Chapter 70.150 RCW, *Water Quality Joint Development Act*, and/or Chapter 35.58 RCW, *Powers of Metropolitan Municipal Corporations*.

The following “eligibility documents,” which may be combined by the applicant as appropriate for efficiency, must be provided to Ecology for Alternative Contracting/Service Agreement projects (hereinafter referred to as AC/SA projects) at the time of application for financial assistance:

1. Application for financial assistance according to the funding cycle, including documentation of Ecology approval of a current facilities plan or general sewer plan;
2. Documentation of specific public works and financial management expertise (experience, number of staff, etc.) to certify that the public body has the technical and financial management capability to accept the AC/SA process responsibilities noted in *Preliminary Issues for Applicants to Consider* (below);
3. A written opinion from the attorney of the public body that the public body is legally capable of assuming responsibilities under Chapter 70.150 RCW, *Water Quality Joint Development Act*, Chapter 39.10 RCW, *Alternative Public Works Contracting Procedures*, and/or Chapter 35.58RCW, *Powers of Metropolitan Municipal Corporations*, and other applicable State and federal statutes;
4. A cost and time-to-complete comparison of AC/SA versus conventional design/bid/construct (including estimated costs using both the AC/SA and the conventional step 1, 2, 3 processes).

If the project is offered AC/SA financial assistance, other documentation will be required as a condition of the offer (see provisions of the offer below).

Once appropriate documents are approved, design and construction may be completed in the sequence that best suits local needs without the need for further reviews by Ecology. Staff at Ecology will be available only in an advisory capacity at the request of the loan recipient.

Preliminary Issues for Applicants to Consider

Before considering using the AC/SA approach, applicants need to assess its cost effectiveness, e.g., overall cost and/or time savings with the AC/SA process versus the conventional design/bid/construct process. Public bodies should also determine whether they can undertake the additional responsibilities associated with the overall delegation of plans and specifications approval, and cost controls (e.g., an experienced public works director and financial officer with adequately staffed department(s) and/or internal expertise supplemented by outside experienced consultant assistance). Delegation of these responsibilities is one of the critical elements of the AC/SA approach.

Recipients of SRF financial assistance for AC/SA projects must comply with all applicable state, federal, and local statutes, ordinances, and regulations, including but not limited to all applicable provisions of Title 39 RCW, Chapter 70.150 RCW, Chapter 35.58 RCW, and Chapter 90.48 RCW.

Process and General Criteria for Public Bodies to Participate

All applicants that wish to be considered for the AC/SA process are to:

1. Develop and provide in the application for financial assistance the eligibility documents noted above:

If the project is offered funding according to the final SRF Intended Use Plan (based on its rank on the statewide list), applicants will receive an offer letter from Ecology. The offer will generally be conditioned as follows:

1. If the project is deemed to be eligible for AC/SA process in accordance with Ecology's review of the eligibility documents, the offer will:
 - Be for the estimated costs for:
 - Completing, as needed, facilities planning (including primary design elements listed below), and
 - The full eligible AC/SA amount (within established ceiling amounts and funds available).
 - Be conditioned on completion and approval of a loan agreement within one year of the date of the Final Offer List;
 - Establish a time bounded schedule for expeditious completion of all documents and project phases, including:
 - Completion and approval of a signed loan agreement;
 - Requests for qualifications and proposals to be provided to Ecology;
 - Service contract(s)/service agreement(s);
 - Facilities plan or facilities plan amendment, as appropriate (including primary design elements discussed below);

- Delegation of approval authority;
- Expedient completion of the project.
- Be conditioned on the provision that the public body will make timely progress through the AC/SA process in order for Ecology to obligate funds in a timely manner.

Failure of the recipient to make timely progress or withdrawal from the process may result in amendments to the loan agreement to provide conventional SRF financial assistance or termination (and possible immediate repayment) of the loan.

In accordance with the offer letter, applicants will then:

1. Sign a loan agreement to complete facilities planning (including amendment(s) needed to approve facilities plans), which must include the primary design elements for the selected alternative, and sequential, timely completion of the AC/SA phases. The facilities plan must be approved by Ecology;
 2. Provide for Ecology acceptance the Draft Request for Qualifications and sequentially the Draft Request for Proposals for AC/SA service providers;
 3. Prepare service contract(s) and/or service agreement(s) for AC/SA services under Chapter 39.10 RCW and/or Chapter 70.150 RCW respectively, or contracts under RCW 35.58.180. The service contract(s)/service agreement(s) must be reviewed and approved by Ecology;
 4. Prepare a delegation agreement that must be approved by Ecology. This agreement is needed for the applicant to assume responsibility for project completion in accordance with Chapter 90.48 RCW;
 5. Ensure that the contractor and/or service provider completes the project in accordance with all agreements and contracts;
 6. Fulfill the provisions of the loan agreement(s) with Ecology. Included in the special terms and conditions in the loan agreement will be special reporting requirements to monitor project progress under the pilot rule;
 7. Be responsible for ensuring that facilities are designed, constructed and operated to comply with all applicable statutes, ordinances, regulations and guidelines;
 8. Required submittals include, but are not limited to:
 - As-built record drawings,
 - Certificate of completion, and
 - Operation and maintenance manual(s) reviewed and accepted by operator(s).
- B. If the project is not deemed eligible for AC/SA process in accordance with Ecology's review of the eligibility documents, the offer may be for the facilities planning or design steps.

Primary Design Elements

Primary design elements for the facility must be approved by Ecology prior to delegating approval authority to public bodies. These elements will be included in a Facilities Plan or Facilities Plan Amendment. Prospective participants are encouraged to contact Ecology's Regional Project or Facilities Manager prior to facilities planning or development of these primary design elements. The level of detail needed for the primary design elements will vary depending upon the complexity of the treatment processes being planned, the effluent discharge requirements, etc. The primary design elements must at least include an adequate discussion of the following:

- Design Criteria,
- Performance Criteria,
- Calculation Sheet,
- Hydraulic Profile,
- Process Sizing,
- Equipment (proprietary and other),
- Equipment Reliability Requirements (including warranties),
- Detailed Cost Estimates,
- Plan of Operations during Construction,
- Project Performance Warranties to be Required of the AC/SA Service Provider(s),
- Layout of All Major Unit Processes,
- Line Diagrams or Schematics,
- Safety and Security Criteria,
- Provisions for O & M Manual(s), and
- Others, as Determined by Regional Staff in Coordination with the Applicant.

Special Reporting Needs

Particularly during the pilot phase of rulemaking, public bodies will need to report to Ecology regarding the efficacy of the approach to help Ecology as it considers development of the final rule. Participants need to agree to make a good faith effort to comply with the pilot rule. Reporting requirements are to become Special Conditions in the SRF loan agreement. Specifically, they are:

- At the mid-project review(s) scheduled in the loan agreement and the end-of-project review, a detailed analysis would include any cost or time efficiencies derived from the process; any impediments imposed by the process, etc.; and any general recommendations to change the process in the future. The end-of-project review should be in the form of a comprehensive report to the Water Quality Program Manager.
- Quarterly project progress reports in accordance with current guidance should also highlight these matters as they are identified.

- During the pilot rulemaking phase, which is estimated to last through the completion of at least two AC/SA facilities projects, copies of all such reports and any substantive experiences, concerns, and recommendations are to be sent to the financial manager, who will forward them to the project manager and the “Pilot Rule Coordinator.” Participants in the pilot process should address informal questions, concerns, and recommendations to the Pilot Rule Coordinator:

Dan Filip
 Water Quality Program
 Department of Ecology
 P.O. Box 47600
 Olympia, WA 98104-7600

Phone: 360.407.6509
 FAX: 360.407.6426
 Email: dfil461@ecy.wa.gov

Insofar as possible, participants should address such information via e-mail. The Pilot Rule Coordinator will document and coordinate responses with the project manager and financial manager.

Application Process and Yearly Budget Provisions

- Applicants for AC/SA projects must apply during the application cycle in order to be considered for funding and for their projects to be included on the SRF Intended Use Plan.
- Applicants will be evaluated the year they apply for funding. Applicants offered funding will not be evaluated during subsequent funding cycles. The project will be put at the top of the funding offer list each year until the project is fully funded.
- Each year the recipient is to submit a Water Quality Financial Assistance Application Part 1 and include a detailed budget, if costs have changed, for the entire project. The recipient must also include a detailed budget by task or element and the amount of funding needed to complete work from October 1 through September 30 of each year until the project is fully funded.

Provisions for Withdrawal from the Pilot AC/SA Process

Participants may withdraw from the pilot rulemaking process by explaining their rationale and, as needed, by providing details on what parts of the process were problematic for them in a written report to the Water Quality Program Manager after consulting with Ecology staff and the Pilot Rule Coordinator. The Program Manager may accept the withdrawal in writing with or without conditions, or may direct staff to negotiate with participants to determine whether or not the withdrawal is necessary.

Withdrawal and amendment or termination provisions (including potential immediate loan repayment) will be in accordance with the SRF loan agreement, and they may include provisions to amend the loan agreement to provide for the conventional step 1, 2, 3 process, etc.

APPENDIX M: Resources to Identify and Quantify Impaired Beneficial Uses

Drinking Water Impairment Information

Large Community Water Systems

This entry identifies basins that contain sources for larger community water systems (CWS) where surface water and spring water represents a significant portion of the systems total capacity. The vulnerability of surface water to contamination and the potential impact on human health make these basins important areas for protection, preservation and/or pollution mitigation.

Data was compiled from the DOH's 2002 SENTRY database. The data set that was used included all community water systems, as defined by the federal Safe Drinking Water Act, reporting > 1,000 total connections. The data set was further screened for systems using surface water sources as permanent or seasonal (excluding emergency) supplies that represent at least 25% of the system's permanent and seasonal capacity. Please ensure whether or not your proposed project impacts a public water system meeting the above criteria.

Community water systems that met the criteria above are determined to "Significantly utilize surface water sources." All other systems are determined to have "No significant use of surface water sources."

See tables on following pages (PWS is public water system).

Src_Pws ID	Src_Src Number	Pws_Systemname	Pws System Type	Pws_County	Pws Region	Pws_Total Conn	Src_Sourc e Type	Pws_WRI A
00050	01	Aberdeen, City of Water Department	COMM	Grays Harbor	SW	6112	S	22
02200	01	Anacortes, City of	COMM	Skagit	NW	6517	S	3
03350	01	Auburn Water Division, City of	COMM	King	NW	11000	SP	9
03350	02	Auburn Water Division, City of	COMM	King	NW	11000	SP	9
05122	07	North Peninsula	COMM	Kitsap	SW	3035	S	15
05122	08	North Peninsula	COMM	Kitsap	SW	3035	S	15
05600	01	Bellingham-Water Division, City of	COMM	Whatcom	NW	18589	S	1
05600	02	Bellingham-Water Division, City of	COMM	Whatcom	NW	18589	S	1
05600	03	Bellingham-Water Division, City of	COMM	Whatcom	NW	18589	S	1
07650	01	Bonney Lake Water Department, City	COMM	Pierce	NW	8389	SP	10
07650	02	Bonney Lake Water Department, City	COMM	Pierce	NW	8389	SP	10
08200	01	Bremerton, City of	COMM	Kitsap	SW	16542	S	15
08200	02	Bremerton, City of	COMM	Kitsap	SW	16542	S	15
08200	03	Bremerton, City of	COMM	Kitsap	SW	16542	S	15
08200	04	Bremerton, City of	COMM	Kitsap	SW	16542	S	15
08200	05	Bremerton, City of	COMM	Kitsap	SW	16542	S	15
09000	01	Buckley Water	COMM	Pierce	NW	1312	S	10
10800	01	Camas Municipal Water Sewer System	COMM	Clark	SW	5000	S	27
10800	02	Camas Municipal Water Sewer System	COMM	Clark	SW	5000	S	27
12200	01	Centralia Utilities	COMM	Lewis	SW	5600	S	23
12250	01	Chehalis Water Department, City of	COMM	Lewis	SW	2608	S	23
12250	02	Chehalis Water Department, City of	COMM	Lewis	SW	2608	S	23
12300	01	Chelan Water Dept, City of	COMM	Chelan	EA	1744	S	47
12300	02	Chelan Water Dept, City of	COMM	Chelan	EA	1744	S	47
12300	03	Chelan Water Dept, City of	COMM	Chelan	EA	1744	S	47
13500	01	Cle Elum Water Department	COMM	Kittitas	EA	1000	S	39
13500	02	Cle Elum Water Department	COMM	Kittitas	EA	1000	S	39
23600	01	Enumclaw Water Department	COMM	King	NW	5007	SP	9
23600	02	Enumclaw Water Department	COMM	King	NW	5007	SP	9
24050	01	Everett Public Works Dept. City of	COMM	Snohomish	NW	21200	S	7
Src_Pws	Src_Src	Pws_Systemname	Pws System	Pws_	Pws	Pws_Total	Src_Sourc	Pws_WRI

ID	Number		Type	County	Region	Conn	e Type	A
24850	01	Ferndale	COMM	Whatcom	NW	3446	S	1
26050	01	Fort Lewis Water-Cantonment	COMM	Pierce	NW	3730	SP	12
26595	01	Friday Harbor, Town of	COMM	San Juan	NW	1211	S	2
28450	01	Goldendale, City of	COMM	Klickitat	EA	1072	SP	30
28450	02	Goldendale, City of	COMM	Klickitat	EA	1072	SP	30
28450	03	Goldendale, City of	COMM	Klickitat	EA	1072	SP	30
28450	04	Goldendale, City of	COMM	Klickitat	EA	1072	SP	30
28450	05	Goldendale, City of	COMM	Klickitat	EA	1072	SP	30
28450	06	Goldendale, City of	COMM	Klickitat	EA	1072	SP	30
34350	01	Hoquiam Water Department, City of	COMM	Grays Harbor	SW	3600	S	22
34350	02	Hoquiam Water Department, City of	COMM	Grays Harbor	SW	3600	S	22
34350	03	Hoquiam Water Department, City of	COMM	Grays Harbor	SW	3600	S	22
38100	06	Kennewick, City of	COMM	Benton	EA	16368	S	31
38900	01	King County Water District 19	COMM	King	NW	1299	S	15
38900	02	King County Water District 19	COMM	King	NW	1299	S	15
38900	05	King County Water District 19	COMM	King	NW	1299	S	15
43296	01	Fairview Lud 1 Lud 11 Bluffs	COMM	Clallam	SW	1263	S	18
43783	01	Lake Chelan Reclamation District	COMM	Chelan	EA	1194	S	47
43783	02	Lake Chelan Reclamation District	COMM	Chelan	EA	1194	S	47
43783	03	Lake Chelan Reclamation District	COMM	Chelan	EA	1194	S	47
48000	01	Long Beach Water Department	COMM	Pacific	SW	1362	S	24
48000	02	Long Beach Water Department	COMM	Pacific	SW	1362	S	24
48000	03	Long Beach Water Department	COMM	Pacific	SW	1362	S	24
48000	04	Long Beach Water Department	COMM	Pacific	SW	1362	S	24
48100	01	Longview Water Department	COMM	Cowlitz	SW	12491	S	26
48100	02	Longview Water Department	COMM	Cowlitz	SW	12491	S	26
49150	01	Lynden Water Department	COMM	Whatcom	NW	3706	S	1
51900	01	Marysville Utilities	COMM	Snohomish	NW	14788	SP	7
59994	01	North Bainbridge Water Co	COMM	Kitsap	SW	1600	SP	15
60100	01	North Bend, City of	COMM	King	NW	1480	SP	7
63450	01	Olympia, City of	COMM	Thurston	SW	16647	S	13
63450	02	Olympia, City of	COMM	Thurston	SW	16647	S	13
63600	03	Olympic View Water District	COMM	Snohomish	NW	4452	SP	8
63600	04	Olympic View Water District	COMM	Snohomish	NW	4452	S	8
64500	01	Orting, City of	COMM	Pierce	NW	1462	SP	10

Src_Pws ID	Src_Src Number	Pws_Systemname	Pws System Type	Pws_County	Pws Region	Pws_Total Conn	Src_Sourc e Type	Pws_WRI A
64500	02	Orting, City of	COMM	Pierce	NW	1462	SP	10
64500	03	Orting, City of	COMM	Pierce	NW	1462	SP	10
64500	04	Orting, City of	COMM	Pierce	NW	1462	SP	10
66400	01	Pasco Water Department	COMM	Franklin	EA	7932	S	36
68550	02	Port Angeles, City of	COMM	Clallam	SW	7805	S	18
68550	03	Port Angeles, City of	COMM	Clallam	SW	7805	S	18
69000	01	Port Townsend, City of	COMM	Jefferson	SW	3619	S	17
69000	02	Port Townsend, City of	COMM	Jefferson	SW	3619	S	17
69150	01	Poulsbo, City of	COMM	Kitsap	SW	2194	SP	15
70050	01	Puyallup, City of	COMM	Pierce	NW	9936	SP	10
70050	02	Puyallup, City of	COMM	Pierce	NW	9936	SP	10
71500	01	Raymond Water Department	COMM	Pacific	SW	1300	S	24
71500	02	Raymond Water Department	COMM	Pacific	SW	1300	S	24
71850	05	Renton, City of	COMM	King	NW	12384	SP	8
72250	01	Richland, City of	COMM	Benton	EA	14011	S	37
72250	04	Richland, City of	COMM	Benton	EA	14011	S	37
77050	01	Seattle Public Utilities	COMM	King	NW	174672	S	8
77050	02	Seattle Public Utilities	COMM	King	NW	174672	S	8
78170	01	Shelton, City of	COMM	Mason	SW	3268	SP	16
79500	01	Skagit County Pud 1 Judy Res	COMM	Skagit	NW	18991	S	3
80915	01	Snohomish, City of	COMM	Snohomish	NW	2800	S	7
81080	01	Snoqualmie Water	COMM	King	NW	2008	SP	7
83650	01	Stanwood Water Dept, City of	COMM	Snohomish	NW	1750	SP	5
84770	01	Sultan Water Department	COMM	Snohomish	NW	1517	S	7
85120	01	Sumner, City of	COMM	Pierce	NW	2696	SP	10
85120	02	Sumner, City of	COMM	Pierce	NW	2696	SP	10
85120	03	Sumner, City of	COMM	Pierce	NW	2696	SP	10
85120	04	Sumner, City of	COMM	Pierce	NW	2696	SP	10
86800	01	Tacoma Water Division, City of	COMM	Pierce	NW	85803	S	12
86800	04	Tacoma Water Division, City of	COMM	Pierce	NW	85803	SP	12
92500	01	Walla Walla Water Division	COMM	Walla Walla	EA	8627	S	32
93343	08	Pud #1 of Asotin County	COMM	Asotin	EA	6260	S	35
95910	01	Whatcom Wtr Dist 10 - Sudden Valley	COMM	Whatcom	NW	1890	S	1
96350	01	White Salmon, City of	COMM	Klickitat	EA	1277	S	29
96350	02	White Salmon, City of	COMM	Klickitat	EA	1277	SP	29

99150

01

Yakima Water Division, City of

COMM

Yakima

EA

16124

S

37

Sole Source Aquifers with Geographic Sections that are Impaired. Please make certain whether or not that your proposed projects actually affects the specific geographic section. Local health departments may be helpful in this regard. Remember, unverified information may result in negative point assignments.

County	Sole Source Aquifer	NO ₃ ≥ 5 mg/l	NO ₃ ≥ 10 mg/l	Priority Polluta nt Metals	WRIA	Pesticides	VOC	Petroleum Products
Island	Camano Island Aquifer	4	1	1	6	0	1	0
Island	Whidbey Island Aquifer	15	5	4	6	1	7	8
Snohomish	Cross Valley Aquifer	0	0	0	7	0	0	1
Snohomish	Newberg Area Aquifer	0	0	1	7	0	0	0
King	Cedar Valley Aquifer	1	0	3	8	1	5	8
Snohomish	Cross Valley Aquifer	0	0	1	8	0	1	2
King	Cedar Valley Aquifer	0	0	1	9	0	0	1
Pierce	Central Pierce County Aquifer	1	0	4	10	2	9	12
Pierce	Central Pierce County Aquifer	5	2	0	11	0	1	0
Pierce	Central Pierce County Aquifer	15	0	10	12	3	23	13
King	Vashon-Maury Island Aquifer	1	0	1	15	0	0	0
Jefferson	Marrowstone Island Aquifer	0	0	0	17	0	0	0
Asotin	Lewiston Basin Aquifer	1	0	0	35	0	1	0
Lincoln	Spokane Valley Rathdrum	1	1	0	43	0	0	0
Spokane	(Hole in Spokane Aquifer)	1	0	0	54	0	0	0
Spokane	Spokane Valley Rathdrum	9	3	1	54	0	4	1
Spokane	Spokane Valley Rathdrum	3	1	1	55	2	8	1
Spokane	Spokane Valley Rathdrum	14	4	0	56	0	4	1
Spokane	(Hole in Spokane Aquifer)	0	0	1	57	0	2	2
Spokane	Spokane Valley Rathdrum	13	4	3	57	0	10	5

Habitat of Endangered or Threatened Salmonid Stocks

If you are unsure of whether or not the project is located in a basin with salmonid stocks listed as threatened or endangered in accordance with the Endangered Species Act, information and maps can be obtained using the internet address below. **Please make certain whether or not** that your proposed projects actually affects the habitat area in question. Remember, unverified information may result in negative point assignments
The WEB page has clear links to various endangered and threatened species: <http://www.nwr.noaa.gov/1salmon/salmesa/mapswitc.htm>



ESA LISTING MAPS

Select a species below to view range-wide and detailed ESU maps



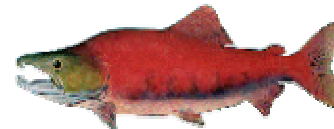
Chinook Salmon



Pink Salmon



Chum Salmon



Sockeye Salmon



Coho Salmon



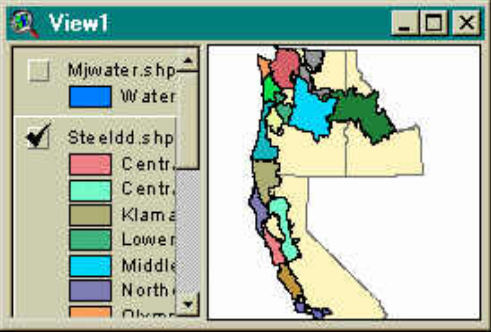
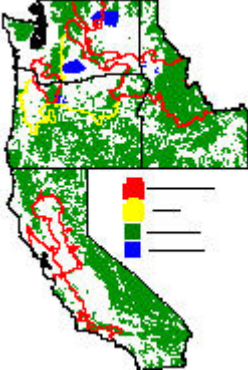
Steelhead



Coastal Cutthroat Trout* (*Now under the jurisdiction of the U.S. Fish and Wildlife Service*)

Map Data for Salmon and Steelhead ESUs

The table below contains data files (for use in ArcInfo or ArcGis) and detailed “wall maps” for salmon and steelhead species listed under the ESA. These files/maps cannot be viewed on-line. The wall maps are LARGE - approximately 24" x 36" - and require printing from a large format printer/plotter. Data for analysis and display were compiled from the best available sources and are for general reference only. No liability is assumed for the accuracy or completeness of the information contained herein. View Metadata for ArcView and Arc/Info coverages.

SPECIES	<p align="center">ESU Data in ArcInfo Export and Shape File Format</p> <p align="center">(NOTE: These data files require ArcGIS or Arc/Info software. They cannot be viewed on-line)</p> 	<p align="center">E-sized plot files of Salmon & Steelhead Listings in RTL File Format for Large Format Plotters</p> <p align="center">(NOTE: These files require special large format printers/plotters. They cannot be viewed on-line or opened. They must be sent directly to a large format printer/plotter)</p> 
Chinook Salmon	chinesu_e00.zip (1.2 MB)	chin99bg.rtl (36 MB)
Coho Salmon	cohoesu_e00.zip (488 KB)	coh98bg.rtl (3 MB)
Sockeye Salmon	sockesu_e00.zip (59 KB)	sock99bg.rtl (32 MB)
Chum Salmon	chumesu_e00.zip (449 KB)	chm99bg.rtl (24 MB)
Steelhead	stelesu_e00.zip (1.2 MB)	st99bg.rtl (38 MB)

[Home](#) | [Fact Sheets](#) | [Federal Register Notices](#) | [ESA Status Pages](#)
[Maps](#) | [Reports & Publications](#) | [Search](#) | [Contact Us](#)
Updated September 25, 2002

Commercial and Recreational Shellfish Area Status

The following WEB page contains links for impaired areas and other areas throughout Puget Sound. However, **please make certain whether or not** that your proposed projects actually affects the area in question. The following definitions from DOH may be useful as well:

Approved – The watershed contains shellfish beds that exceed the National Shellfish Sanitation Programs standards for the Approved classification

Concerned – The watershed contains shellfish beds that are on the Department of Health’s concerned list. Pollution concerns have been identified in these areas that may affect the classification of the shellfish area in the future.

Threatened – The watershed contains shellfish beds that are on the Department of Health’s Threatened List. Significant pollution concerns have been identified in these areas. The areas shellfish classification is threatened with a downgrade.

Impaired – The watershed contains shellfish beds that are classified as Conditionally Approve, Restricted, or Prohibited due to pollution problems.

Undetermined – This watershed contains shellfish beds that are currently unclassified by the Department of Health. These beds may be classified in the future.

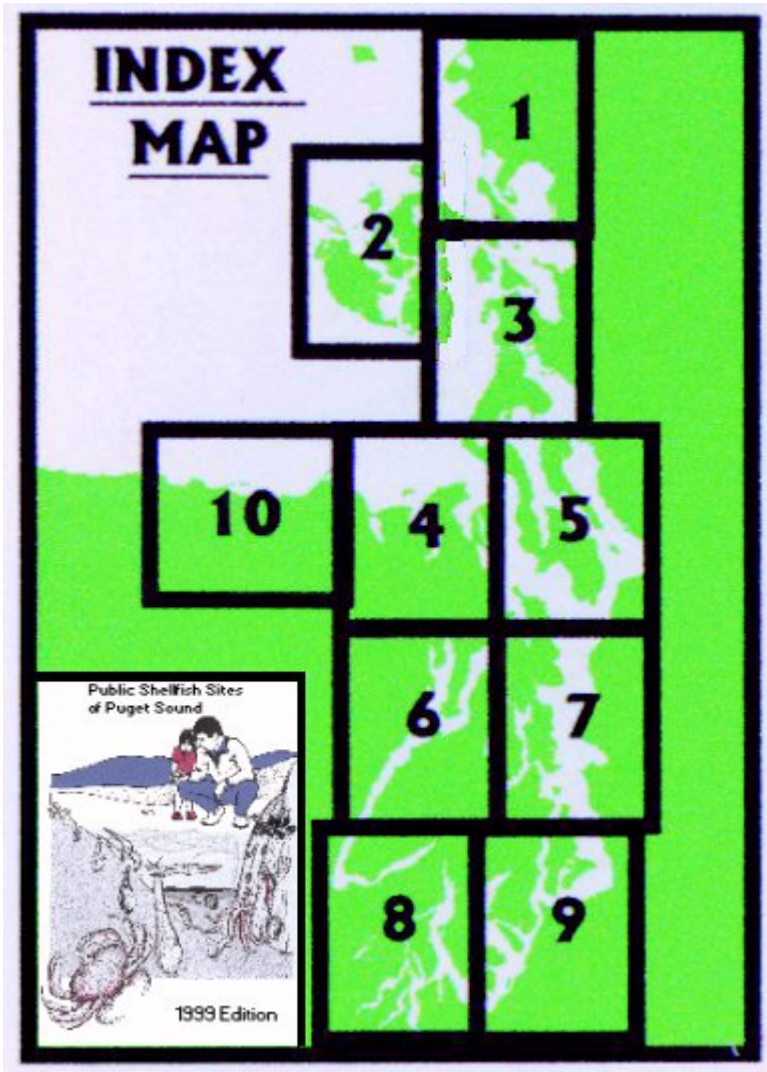


You are here: [DOH Home](#) » [EHP Home](#) » [FSSP Home](#) » [Recreational Shellfish Program](#) [Search](#) | [Employees](#)
Shellfish Sites Booklet

The booklet *Public Shellfish Sites of Puget Sound*, most recently revised in November 1999, is an excellent resource for recreational shellfish harvesters. It contains information on species identification, safe handling and storage practices for freshly harvested shellfish, and much more.

This .pdf file requires a free reader. Download a reader. It has been broken into 10 separate files (the text file and 9 maps) for quicker download.

Links to external resources listed in the text file are provided as a public service and do not imply endorsement by the Washington State Department of Health.



The numbered blocks on the adjacent map indicate individual recreational shellfish maps that are printed in the *Sites* booklet. Click on the area you are interested in to view each map. To view the text, click on the picture of the *Public Shellfish Sites of Puget Sound* booklet in the lower left corner of the map.

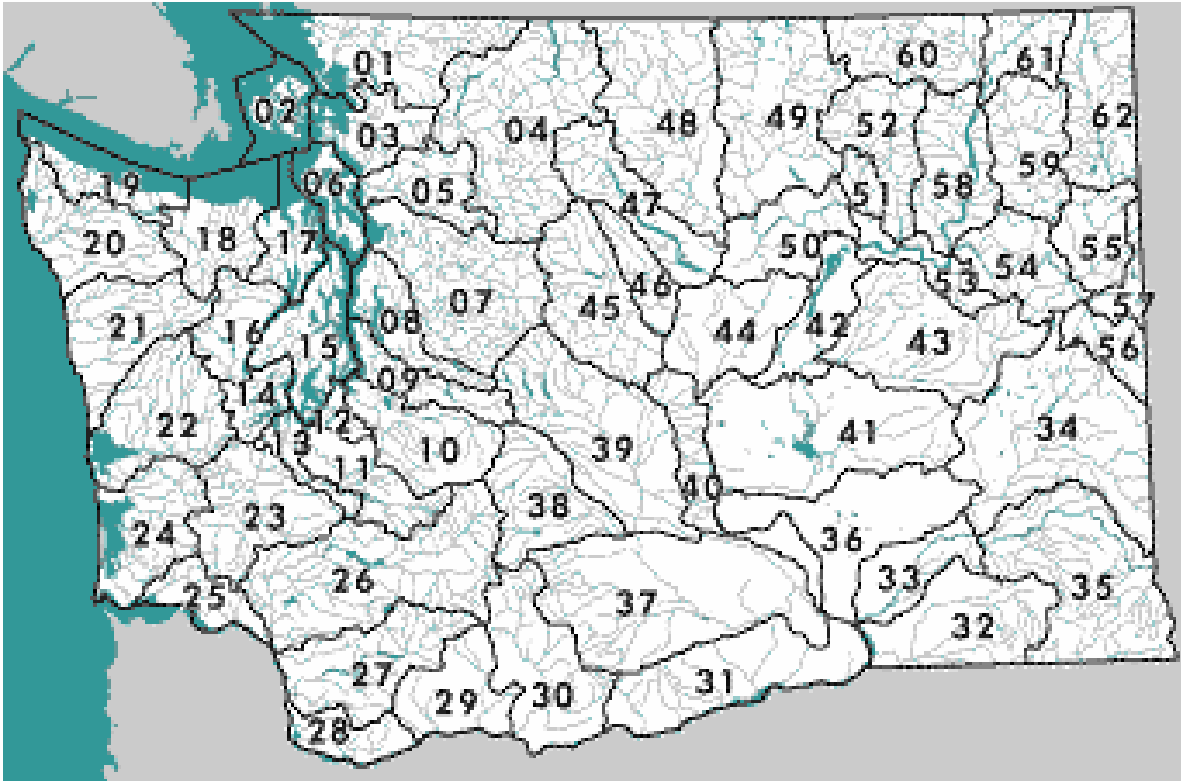
Alternative File Format Information

[FSSP Home](#) | [EHP Home](#)
[DOH Home](#) | [Access Washington](#) | [Privacy Notice](#) | [Disclaimer/Copyright Information](#)

Food Safety & Shellfish Programs
7171 Cleanwater Lane
PO Box 47824
Olympia, WA 98504-7824
(360) 236-3330

Last Update :
Send inquires about DOH and its programs to the Health Consumer Assistance Office
Comments or questions regarding this web site? Send mail to the SubSite Developer.

**APPENDIX N: Washington's Water Quality Management Plan to Control
Nonpoint Sources of Pollution – Appendix A**



Washington State Department of Ecology
Publication # 99-26 (Revised)
December, 2001

For copies of this publication, please contact Bill Hashim at (360) 407-6551

For color copies of the WRIA summaries contained in this document, please visit the
Department of Ecology web site at the address below:

<http://www.ecy.wa.gov/biblio/9926.html>

If you have special accomodation needs or require this document in alternative format, please
contact Bill Hashim at (360) 407-6551 or (360) 407-6206 (TDD)

APPENDIX O: Lake Public Access Requirements

Publicly provided lake access must be available in order to qualify for Department of Ecology funding for Lake restoration purposes. At a minimum, seasonal access must be provided when funding assistance is requested for general water quality and Phase I diagnostic/feasibility assessments. A year-around multipurpose facility must be provided in order to be eligible for Phase II and Phase III funding. Park planning is an eligible Phase I cost. Ecology approval of the park plan is needed for Phase II consideration. Park implementation costs are not eligible for grant reimbursements

All publicly provided access must be adjacent to the water's edge. The access must satisfy both active and passive uses. The complexity of the park facility is dependent upon the amount of grant funding requested for Phase II or Phase III projects.

As a minimum, projects with a total cost less than \$400,000 must provide the following:

1. Park identification signs
2. Boat launch;
3. Parking area;
4. Garbage receptacles;
5. Picnic area;
6. Sani-kans or portable toilets.

As a minimum, projects with a total cost of between \$400,000 and \$800,000 must provide the following:

Items 1-6 above; plus

7. Play area;
8. Swimming area;
9. Fire pits.

As a minimum, projects with a total cost in excess of \$800,000 must provide the following:

Items 1-9 above; plus

10. Permanent restroom facilities;
11. Potable water supply;
12. Fishing pier/floats;
13. Nature trails.

More detail on park planning is outlined in Ecology Publication ECY 90-6, "Shoreline Public Access Handbook."

APPENDIX P: Water Quality Loan and Grant Contact List, October 2003

Water Quality Program, Headquarters (Lacey):

Main: (360) 407-6400, Fax: (360) 407-6426

Funding Programs

Centennial Clean Water Fund	Dan Filip (360) 407-6509, dfil461@ecy.wa.gov
Clean Water Act Section 319 Nonpoint Source Fund	Aleceia Tilley, (360) 407-6429, atil461@ecw.wa.gov
State Water Pollution Control Revolving Fund	Brian Howard, (360) 407-6510, brho461@ecy.wa.gov

Funding Program Eligibility Questions

Activities Projects	Aleceia Tilley, (360) 407-66429, atil461@ecw.wa.gov
Facilities Projects	Brian Howard, (360) 407-6510, brho461@ecy.wa.gov
Funding Programs, Guidelines, General	Dan Filip, (360) 407-6509, dfil461@ecy.wa.gov

General Application Information

Application Questions	Dan Filip, (360) 407-6509, dfil461@ecy.wa.gov
Local Priority Setting Process	Dan Filip, (360) 407-6509, dfil461@ecy.wa.gov
Submittal of Application	Tammy Riddell, (360) 407-6503, trid461@ecy.wa.gov

Project Specific Questions

Engineering Delegation	Bill Moore, (360) 407-6444, bmoo461@ecy.wa.gov
Financial Hardship Assistance	Brian Howard, (360) 407-6510, brho461@ecy.wa.gov
Financial Management	Karen Beatty-Lee, (360) 407-6549, kbea461@ecy.wa.gov
	Mel Lick, (360) 407-6542, mlic461@ecy.wa.gov
	Cindy Price, (360) 407-6703, cpri461@ecy.wa.gov
	Tammy Riddell, (360) 407-6503, trid461@ecy.wa.gov
	Shara M. Stelling, (360) 407-6570, stel461@ecy.wa.gov
	Aleceia Tilley, (360) 407-6429, atil461@ecw.wa.gov
Small Towns Environment Program (STEP)	Karen Beatty-Lee, (360) 407-6549, kbea461@ecy.wa.gov
State and Tribal Assistance Grants (STAG)	Shara M. Stelling, (360) 407-6570, stel461@ecy.wa.gov

Publications

Ecology Publications Office	(360) 407-7472, ecypub@ecy.wa.gov
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Regional Contacts

Central Regional Office (Yakima)

Main: (509) 575-2490, Fax: (509) 575-2809

Activities Projects	David Schneider, (509) 454-7894, dasc461@ecy.wa.gov
Facilities Projects	David Dunn, (509) 454-7846, dnun461@ecy.wa.gov

Eastern Regional Office (Spokane)

Main: (509) 329-3400, Fax: (509) 329-3570

Activities Projects	Nancy Weller, (509) 329-3593, nwel461@ecy.wa.gov
Facilities Projects	Richard Koch, (509) 329-3519, rkoc461@ecy.wa.gov

Northwest Regional Office (Bellevue)

Activities Projects
Activities Projects

Facilities Project
Facilities Projects

Southwest Regional Office (Lacey)

Activities Projects
Facilities Projects

Main: (425) 649-7000, Fax: (425) 649-7098

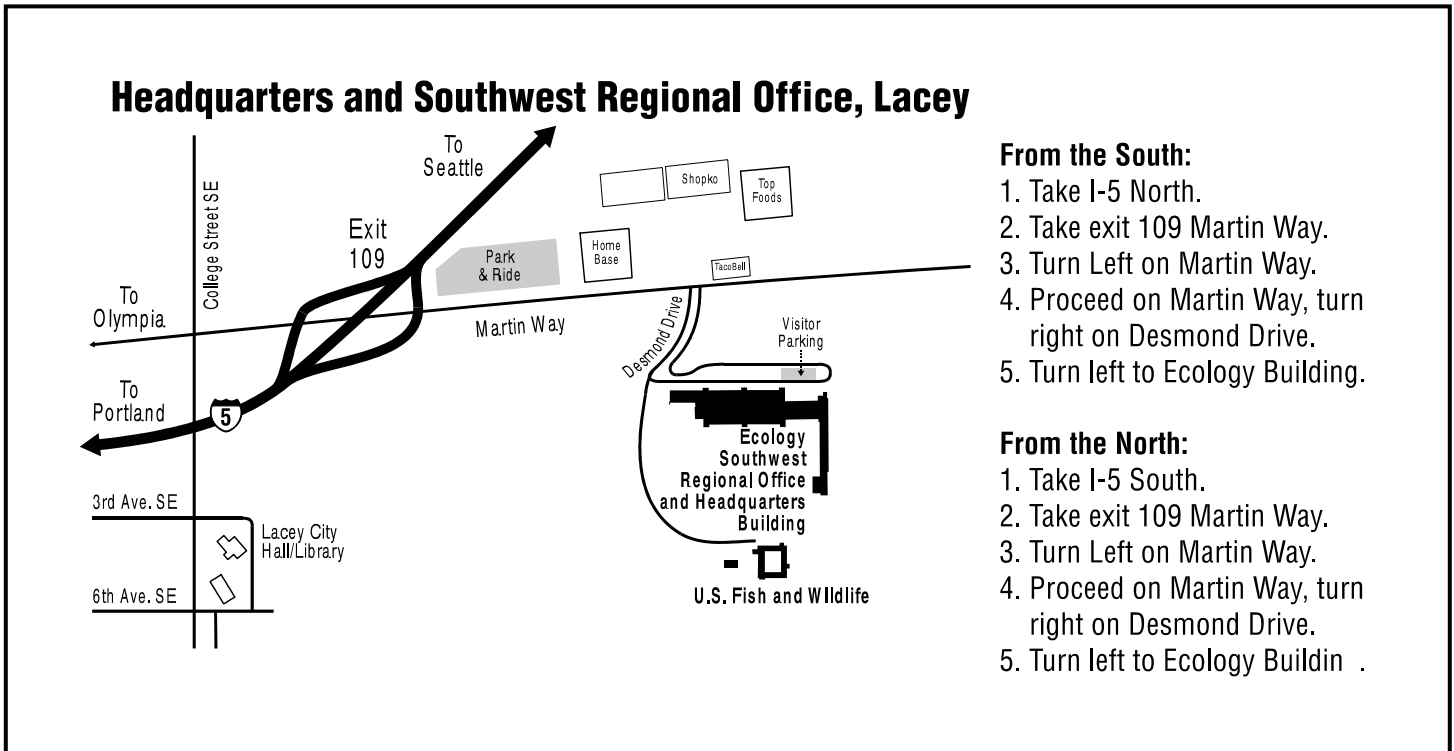
David Pater, (425) 649-7093, dapa461@ecy.wa.gov
Joanne Polayes, (425) 649-7269, jpol461@ecy.wa.gov

David Nunnallee, (425) 649-7050, dnun461@ecy.wa.gov
Bernard Jones, (425) 649-7146, bjon461@ecy.wa.gov

Main: (360) 407-6300, Fax: (360) 407-6305

Cindy James, (360) 407-6329, cjam461@ecy.wa.gov
Chuck Meyer, (360) 407-6318, cmey461@ecy.wa.gov

APPENDIX Q: Map and Directions to Ecology Building



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