



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## **FY 2011 Stormwater Grant Programs Funding Guidelines**

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*Section 1: Municipal Stormwater Capacity  
Grants*

*Section 2: FY 2011 Stormwater Retrofit and  
LID Competitive Grants*

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## Publication and Contact Information

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# **FY 2011 Stormwater Grant Programs Funding Guidelines**

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- Section 1: Municipal Stormwater Capacity Grants**  
**Section 2: FY 2011 Stormwater Retrofit and LID  
Competitive Grants**

Water Quality Program  
Washington State Department of Ecology  
Olympia, Washington

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# Summary

The 2010 Washington State Legislature appropriated over \$54 million to the Department of Ecology (Ecology) for local governments to address stormwater management and control. The funding is available to local governments covered by the National Pollutant Discharge Elimination System (NPDES) Phase I and II Municipal Stormwater permits. Eligible applicants may use the funds to build staffing capacity, improve stormwater research, data management, and monitoring. In addition, the appropriation provides funds for local governments to plan, design, and implement stormwater retrofit or low-impact development (LID) projects.

With these funds, Ecology is offering two financial assistance programs to NPDES Phase I and II city, town, and county municipal stormwater permittees. The first program provides non-competitive capacity building grants for local governments to implement the following NPDES stormwater permits:

- Phase I Municipal Stormwater General Permit
- Eastern Washington Phase II Municipal Stormwater General Permit
- Western Washington Phase II Municipal Stormwater General Permit

The second program is a competitive grant process for stormwater retrofit and LID projects. Cities, towns, counties, and ports covered by one of the above permits are eligible to apply for project funding under the *FY 2011 Stormwater Retrofit and LID Grants* program.

Information for each of the programs will follow in Section 1 and Section 2, respectively, of these Guidelines.

## **How to use these guidelines**

These guidelines describe the process to receive funding under the *Municipal Stormwater Capacity Grants Program* and apply for competitive funding under the *FY 2011 Stormwater Retrofit and LID Grants* program. The guidelines also outline and explain what will be required of a local government once a grant is awarded. Ecology does not intend that the guidelines are a comprehensive listing and explanation of all rules and policies that may apply to funding. The guidelines will facilitate the grant process and initial steps of administering a funded project.





# Section 1: Municipal Stormwater Capacity Grants

## Funding program purpose

The purpose of the Municipal Stormwater Capacity Grants funding program is to provide funding to cities, towns, and counties covered by the NPDES Phase I and II Municipal Stormwater permits, for municipal stormwater programs, including but not limited to:

- Implementation of permit requirements
- Purchase of equipment and personal services contracts to directly support the implementation of permit requirements
- Projects to fund staff to implement permit requirements
- Planning and design of stormwater retrofit or LID projects
- Implementation of stormwater retrofit or LID projects

## Funding criteria

### Eligible applicants

Cities, towns, and counties covered under the Phase I Municipal Stormwater General Permit, the Western Washington Phase II Municipal Stormwater Permit, or the Eastern Washington II Municipal Stormwater Permit in Washington State are considered eligible and referred to as *Designated Local Governments*.

### Amount available for grants

Ecology will distribute a total of \$23,510,000 to designated local governments covered by the NPDES Phase I and II permits.

### Grant amounts

Designated local governments will receive a base offer of \$70,000 plus an additional amount determined on a per capita basis calculation (available on <http://www.ecy.wa.gov/programs/wq/funding/funding.html> ). Ecology encourages Permittees to form partnerships to address issues of common concern and economies of scale. Offer letters will be mailed to each designated government indicating the amount of the grant award.

### Match

There are no match requirements.

### Period of performance

The effective date of the agreements is July 1, 2010, and recipients must expend all grant funds no later than June 30, 2012.

Ecology will reimburse recipients for eligible expenses on a cost incurred basis. Ecology will not make any reimbursements to a recipient until a fully signed agreement is on file with Ecology.

## Schedule

- **June 16, 2010**
  - Offer letters and Grant Acceptance Intent Notices (GAIN) mailed to designated local governments.
- **July 2, 2010**
  - Completed and signed GAINs returned to Ecology (by mail, e-mail, FAX).
  - DRAFT Agreement available on-line at:  
<http://www.ecy.wa.gov/programs/wq/funding/funding.html> for review by designated local governments.
- **August 6, 2010**
  - Grant agreements mailed to recipient for signature
- **October 1, 2010**
  - Agreements signed and executed

On June 16, 2010, Ecology will mail offer letters and an attached *Grant Acceptance Intent Notice (GAIN)* to designated local governments across Washington State. To receive funding, recipients must fill out, sign, and return the *GAIN* to Ecology, no later than **Friday, July 2<sup>nd</sup>, 2010** (mail, e-mail, or FAX copies are acceptable):

Department of Ecology  
Water Quality Program  
Financial Management Section (Attn: Mindy Ballinger)  
PO Box 47600  
Olympia, WA 98504-7600  
[mbal461@ecy.wa.gov](mailto:mbal461@ecy.wa.gov)  
FAX: 360.407.7151

Ecology's Water Quality Program Manager will determine how to reallocate any uncommitted or un-awarded funds.

## Partnerships

Designated local governments may form partnerships to address issues of common concern and simplify grant administration.

Ecology will issue partnership grant awards, administered through one agreement, to the lead partner. The lead agency will collaborate and coordinate with the partners and ensure appropriate interlocal agreements are established. The total amount awarded to partnerships will be the same as if each of the partners applied separately. For example, a Phase II county submitting a partnership grant application on behalf of three Phase II cities and the Phase II county would be eligible for a grant award of \$280,000 (\$70,000 x 4 partners), *plus* the additional per capita calculated partner amounts.

## Eligible activities

All projects must support compliance with municipal stormwater permit requirements.

Examples of Eligible Projects include, but are not limited to:

1. Public education and outreach activities
2. Public involvement and participation activities
3. Illicit discharge detection and elimination (IDDE) program activities, including:
  - a. Mapping or geographic information systems of municipal separate storm sewer systems (MS4s);
  - b. Staff training
  - c. Activities to identify and remove illicit stormwater discharges;
  - d. Dry weather outfall screening procedures and field activities;
  - e. Complaint hotline database or tracking system improvements.
4. Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
  - a. Development of an ordinance and associated technical manual
  - b. Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
  - c. Training for plan review and/or inspection staff
5. Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
  - a. Inspecting and/or maintaining the MS4 infrastructure
  - b. Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.
6. Annual reporting activities, including developing a summary of identified barriers to the use of low impact development.
7. Establishing and refining stormwater utilities, including stable rate structures.
8. Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan that Ecology approves prior to awarding funding for monitoring.
9. Monitoring
  - a. Developing a report to plan for monitoring the next permit cycle.
  - b. Monitoring activities to meet Phase I permit requirements
10. Structural stormwater controls program activities (Phase I permit requirement)
11. Source control for existing development (Phase I permit requirement)
  - a. Inventory and inspection program
  - b. Technical assistance and enforcement
  - c. Staff training
12. Equipment purchases that result directly in improved compliance with permit requirements. Allowed costs for equipment purchases must be specific to implementing a permit requirement (such as a vector truck) rather than general use (such as a general us pick-up truck). Qualified equipment purchases include but are not limited to:
  - a. Illicit discharge testing equipment and materials

- b. Vector truck or sweeper truck or MS4 maintenance activities
  - c. Electronic devices dedicated to mapping of MS4 facilities and attributes
  - d. Software dedicated to tracking permit implementation activities
13. Planning and design of stormwater retrofit or LID construction projects
14. Design/construct of stormwater retrofit or LID construction projects

Permittees will provide a brief description and scope of work, including the tasks, timelines, projected cost, any project partners, and anticipated outcomes in the agreement

## **Grant agreements**

### **Contract review**

An electronic, PDF version of the draft grant agreement boilerplate is available for review on Ecology's website at:

<http://www.ecy.wa.gov/programs/wq/funding/funding.html>

### **Executed contracts**

After Ecology receives a completed GAIN, Ecology staff will generate an agreement contract with the information provided by the recipient. Ecology will mail three copies of the formal agreement to the address provided in the completed GAIN. All three copies must be signed by the recipient's signatory and returned to Ecology for signature by the Water Quality Program Manager. Ecology will return one, fully signed agreement to the recipient for their files.

### **Required deliverables and reporting**

All awarded grant agreements must include:

- Substantive stormwater NPDES permit implementation activities by permit section
- Performance assessment criteria and plan
- A final report documenting the deliverables and outcomes

### **Assessment provisions**

All grant recipients must conduct project performance assessments so they can assist Ecology in the "post project assessment." These assessments are a qualitative and, quantitative assessment of the success of the grant-funded activity (example: staff funded by the grant inspected 90 percent of new and redevelopment and construction sites to meet permit requirements). Ecology strongly encourages recipients to assess performance using quantitative measures, where possible.

### **Disbursement of funds**

Ecology will disburse funds in accordance with the Scope of Work in the agreement on a cost-reimbursable basis.

### **Progress reports**

Ecology requires recipients to submit progress reports on a regular basis. Progress reports that include a disbursement request must describe the Scope of Work item for which disbursement is requested. Unless specified in the funding agreement, progress reports are submitted quarterly

for the following periods:

- January 1 through March 31
- April 1 through June 30
- July 1 through September 30
- October 1 through December 31

Quarterly progress reports are due 15 days following the end of the quarter being reported.

**Resource information**

For questions on this financial assistance program, contact your Regional Permit Specialist listed at <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/municontacts.html> or:

Harriet Beale  
Water Quality Program  
Department of Ecology  
360-407-6457  
[harriet.beale@ecy.wa.gov](mailto:harriet.beale@ecy.wa.gov)

OR

Patricia Brommer  
Water Quality Program  
Department of Ecology  
360-407-6216  
[patricia.brommer@ecy.wa.gov](mailto:patricia.brommer@ecy.wa.gov)

For information on this and other Water Quality Program financial assistance programs, or additional administrative guidance see:

<http://www.ecy.wa.gov/programs/wq/funding/funding.html>

<http://www.ecy.wa.gov/pubs/9118.pdf>



## **Section 2: FY 2011 Stormwater Retrofit and LID Competitive Grants Program**

### **Funding program purpose**

To *FY 2011 Stormwater Retrofit and LID Competitive Grants* program provides funding to cities, towns, counties and ports covered by the NPDES Phase I and II Municipal Stormwater permits, for:

- Retrofit of existing stormwater projects in areas where stormwater is a significant source of contamination.
- Implementation of low-impact development stormwater projects.

### **Financial assistance provisions**

#### **Eligible applicants**

This is a competitive grant process open to cities, towns, counties, and ports covered by the Phase I, Western Washington Phase II, or the Eastern Washington Phase II Municipal Stormwater Permits.

Eligible Port Districts may apply for funding for port-operated facilities. Projects that are located at lessee-operated facilities on port property are not eligible for funding.

Eligible applicants may partner on projects with non-eligible communities or entities. Ecology will consider the eligible applicant the lead agency on the agreement; the lead agency must collaborate and coordinate with the partners and ensure appropriate interlocal agreements are in place.

#### **Available funding and ceiling amounts**

Ecology will distribute at total of \$23,447,000 under this program.

The maximum grant amount for individual projects is \$1.0 million of total eligible costs. Multiple departments from one permittee may apply for funding. An eligible permittee may not receive more than \$5.0M for all projects that are awarded funding.

#### **Match requirement**

Recipients are required to provide a 25% cash only match. In-kind contributions are not eligible for this program.

#### **Application process**

Potential applicants may also request from Ecology staff an application packet, including the application form and these guidelines. Application materials are available on the Web at:

<http://www.ecy.wa.gov/programs/wq/funding/funding.html>

The application has two parts:

**Part 1** requires the applicant to provide general applicant information, project location, and the amount of funds requested.

**Part 2** requires the applicant to provide detailed information about the project and the water quality results envisioned. Ecology staff will use Part 2 for the evaluation process.

Application Submittal:

1. Mail one copy with original signature and two additional copies.
2. All application materials must be received at Ecology headquarters prior to 5:00 p.m., Tuesday, August 31, 2010.
3. Faxed or emailed submittals will not be accepted.

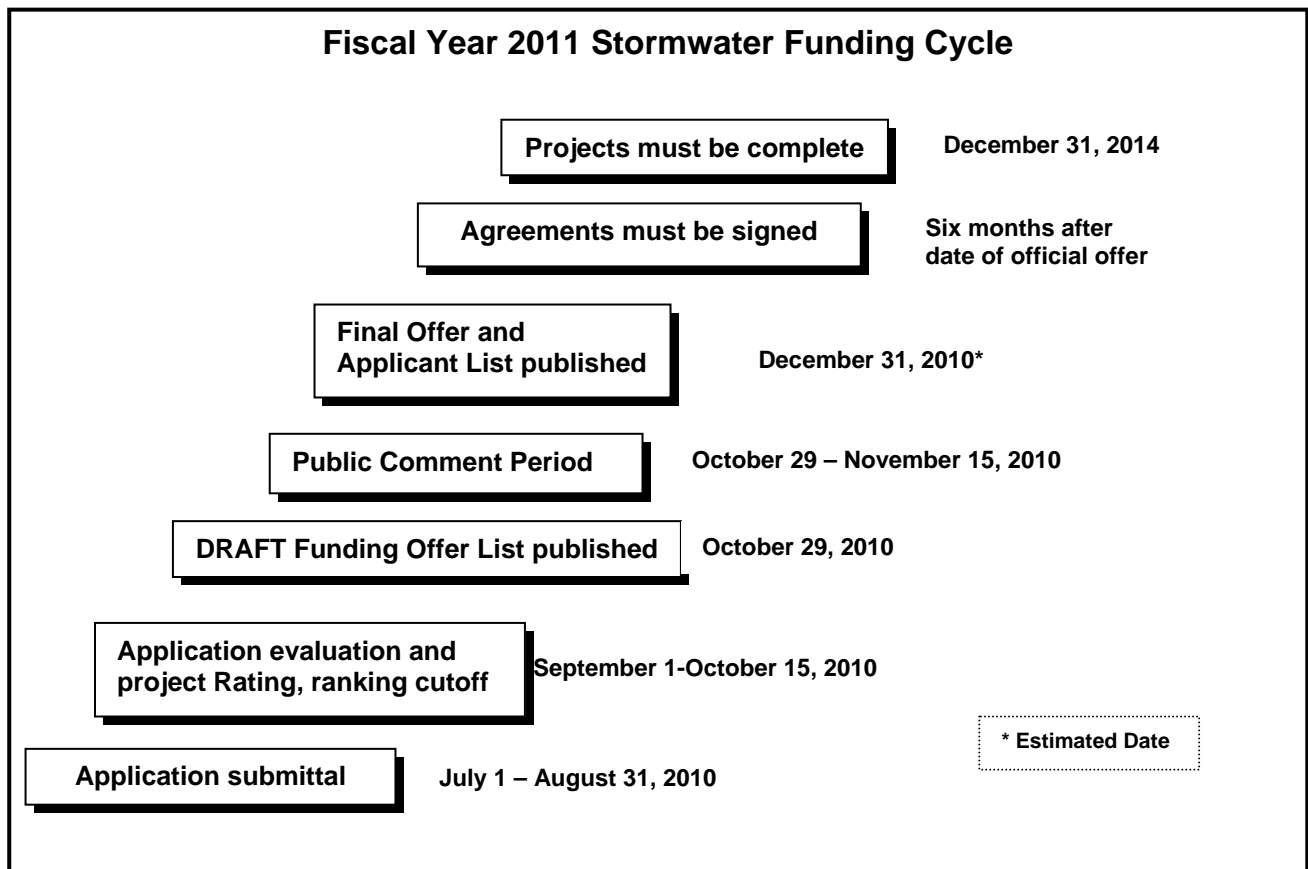
**Submit original signed paper version and copies to:**

**U.S. Postal Mailing Address:**

Department of Ecology  
Water Quality Program  
Financial Management Section  
P.O. Box 47600  
Olympia, WA 98504-7600

**Overnight Mail or Hand Delivery Address:**

Department of Ecology  
Water Quality Program  
Financial Management Section  
300 Desmond Drive  
Lacey, WA 98503





## **Application requirements**

The following requirements apply to all applicants applying for funding through *the FY 2011 Stormwater Retrofit and LID Grants* program. Strictly planning and design projects are not eligible for this funding opportunity (*See Section I for Planning and Design funding opportunities*).

Ecology will accept applications for projects where SEPA and Cultural Resources review are not yet complete. However, applicants that have started or completed SEPA and Cultural Resources review for their projects at the time of application will score more points in the application review process for *Readiness to Proceed*.

### **At time of application**

***Applicants must submit a project Pre-design Report with the application.***

- Stormwater infrastructure Pre-design Reports (see Appendix A for Pre-design Report guidance) give Ecology an opportunity to review and comment on the technical merits and cost effectiveness of projects, ensuring that Ecology's funds are used only for high quality projects. These pre-design reports are not Ecology permit requirements, but are submitted as part of the construction process and used by Ecology for project proposal evaluation.
- Ecology engineers will review Pre-design Reports to ensure that the projects are consistent with the goals of Chapter 90.48 WAC, the Department of Ecology Stormwater Manuals for Eastern or Western Washington, the LID technical guidance manual or other applicable Ecology-approved stormwater design manuals. The Stormwater Manuals apply specifically to stormwater projects for new development or redevelopment, but can also be helpful in designing stormwater retrofit projects for existing development. Applicants should use best management practices (BMPs) from the Stormwater Manuals for retrofit projects where practical. However, retrofit site constraints may interfere with strict application of the BMPs.

### **At time of contract negotiations**

- All construction stormwater projects must meet the following requirements prior to receiving grant funding:
  - State Environmental Policy Act (SEPA)
  - Cultural Resources review with the Department of Archeology & Historic Preservation (DHAP) and affected tribes to comply with Governor's Executive Order 05-05.
- If federal funding (e.g., Washington State Water Pollution Control Revolving Fund) is used as match for a stormwater project, the applicant must complete State Environmental Review Process (SERP) prior to signing a funding agreement.

## **Bid package requirements**

Construction projects funded under this program must include the state specification insert in their bid packages. Applicants can obtain the specification inserts from Ecology regional offices.

## **Growth Management Act compliance**

Ecology does not require applicants to comply with the Growth Management Act (GMA) prior to applying for or to receive funding from this program. However, Ecology strongly encourages GMA compliance, because other funding sources may require it to be eligible for funding. Ecology will use compliance with GMA as one factor when evaluating the applications for available funding.

## **Eligible projects**

**Facility projects** – to meet the legislative intent, projects must address one or both of the following elements:

- Retrofit of existing stormwater projects in areas where stormwater is a significant source of contamination.
- Demonstration of low-impact development (LID) techniques.

**Additional project components** – Following are additional possible project elements. As standalone projects, these activities are not eligible for this funding opportunity (*see Section I for Activity Project funding opportunities*). This is not an exhaustive list:

1. Public education and outreach for the retrofit or LID facility project
2. Pre- and post-project stormwater monitoring

## **Ineligible project components**

- Projects without water quality or hydrologic benefits.
- Projects involving rainwater harvesting over 5000 gallons.
- Flood control projects. Projects must demonstrate improvement to water quality or improvement to stormwater discharge.
- Contaminated soil or sediment removal or remediation.

## **Evaluation criteria**

- Scope of Work – Overall quality of project proposed (30 percent)
- Project Budget (15 percent)
- Water quality protection, restoration, improved hydrology, and other positive impacts. (30 percent)
- Project Team (5 percent)
- Project Development, Prioritization, and Partnering (10 percent)
- Readiness to proceed (10 percent)

## Ecology's Project Management Team

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement includes at a minimum: an approved scope of work, total project costs, a budget, and performance schedule. Ecology assigns a Project Management Team to each funded project. The team consists of:

- A **project manager** from the regional office nearest the recipient (primary contact for technical assistance and day-to-day questions)
- A **financial manager** from the Lacey headquarters office

The **financial manager** reviews and approves payment requests and helps the project manager negotiate agreements and track performance. The **project manager** works with the financial manager to resolve payment or eligibility issues if they arise.

Ecology can also assign a regional project engineer for certain facilities projects to provide engineering technical assistance, conduct engineering review and approvals, and determine eligibility of project components. The engineer may also serve as the project manager.

## Environmental review requirements

### SEPA and state environmental review process

All recipients must comply with State Environmental Policy Act (SEPA). The recipient must complete SEPA requirements prior to receiving state funds. Additionally, recipients must comply with all other applicable state and federal environmental statutes, regulations, and executive orders, if federal funding is used as match.

If federal funding is used as match (e.g. State Revolving Fund) the recipient must complete the State Environmental Review Process (SERP). To complete SERP, the applicant must receive Ecology's concurrence on all SEPA documents and be in compliance with all federal cross cutting authorities. In addition, if other funding agencies are involved, the applicant needs to coordinate with those other funding agencies to avoid duplication of SERP or the National Environmental Policy Act review process. For further information on SERP the applicant should contact the engineering staff of the applicable Ecology regional office

### Historic and cultural resources review

The Water Quality Program is currently working on guidance and procedures to address preserving state historic and cultural resources. Many projects have the potential to significantly impact culturally or historically important locations or artifacts. Ecology is working with the Department of Archeology and Historic Preservation (DAHP) to meet all state or federal requirements regarding cultural and historic preservation. All projects that disturb soils from their natural state must comply with the corresponding state or federal law. Staff from Ecology's Water Quality Program will help grant recipients follow the appropriate steps to work with DAHP and corresponding tribes to determine if a site has the potential of disturbing or significantly impacting cultural or historic resources.

Recipients should contact their Ecology Project and Financial Managers for detailed information, guidance, procedures, and other related resources. Information is also available on the DAHP website: <http://www.dahp.wa.gov/>

## **Agreement development**

The Ecology Project Management Team will use information contained in the funding proposal as the basis for developing the funding agreement. It will take less time to develop a funding agreement with a clearly defined project proposal that includes measurable objectives and an accurate budget.

To speed development and processing, Ecology standardizes much of the funding agreement content with boilerplate language that includes general and special terms and conditions and other requirements that are necessary because of state and federal law. These requirements are incorporated as attachments.

After the agreement is developed, Ecology's Project Management Team will request a quick funding program review. The financial manager will then send the funding agreement to the applicant for signature. The applicant will send the funding agreement back to Ecology for the final signature by the Water Quality Program Manager or the authorized designee. The agreement becomes effective once signed by Ecology's program manager. A fully signed original will be returned to the recipient. (Note that the applicant becomes the recipient once the agreement is signed).

## **Project budget**

The funding agreement must include a project budget that establishes eligible costs for task elements 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.

## **Bid overruns**

Depending on funding availability:

- If the low responsive responsible construction bid(s) exceeds the engineer's estimate of construction costs, the department may approve funding increases for up to ten percent of the engineer's original estimate.
- Requests for increases will be decided on a case-by-case basis.
- Requests for increases will be considered on a first-come-first-serve basis.
- Project ceiling amounts apply.

## **Change orders**

Depending on funding availability:

- Ecology may approve funding for change orders for up to five percent of the eligible portion of the low responsive responsible construction bid(s).
- Requests for increases will be decided on a case-by-case basis.
- Requests for increases will be considered on a first-come-first-serve basis.
- Project ceiling amounts apply.

## **Bids below engineer's estimate**

Following a bid award to the low responsible responsive bidder, grant awards will be adjusted to reflect the actual bid amount and comply with the ceiling and match requirements.

## **Disbursement of funds**

Ecology will disburse funds on a cost-incurred reimbursable basis.

## **Amendment process**

Modifications and changes to the funding agreement may become necessary. The recipient and Ecology's project team must negotiate changes and execute a formal amendment to the funding agreement to reflect those changes.

## **Extensions**

- Time extensions are discouraged by Ecology, but may be necessary and justified to ensure sound project outcomes.
- Recipients should immediately notify Ecology project management staff if project delays occur and if needed, request a time extension at least three months prior to the expiration date of the funding agreement.

## **Progress reports**

Ecology requires recipients to submit progress reports on a regular basis. Progress reports that include a disbursement request must describe the Scope of Work item for which disbursement is requested. Unless specified in the funding agreement, progress reports are submitted quarterly for the following periods:

- January 1 through March 31
- April 1 through June 30
- July 1 through September 30
- October 1 through December 31

Quarterly progress reports are due 15 days following the end of the quarter being reported.

## **General terms and conditions**

General Terms and Conditions are general requirements contained in all Ecology grant agreements and are not negotiable. The General Terms and Conditions are found in the *Administrative Requirements for Grants and Loans*, Publication No. 91-18, available at <http://www.ecy.wa.gov/biblio/9118.html>

## **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 the program guidelines. Special Terms and Conditions are consistent with the General Terms and Conditions but may be more specific or restrictive.

## **Light refreshments**

Light refreshment costs for meetings or conferences are eligible as permitted by Ecology's travel policy. They must be approved by Ecology's Project Management Team.

Coffee and any other non-alcoholic beverages such as tea, soft drinks, juice, or milk, and snacks that may be served at meetings or conferences are considered light refreshments.

## **Equipment purchase/equipment fees**

Equipment is eligible if it is approved by the Ecology Project Management Team. If equipment is owned by the recipient, an appropriate use fees may be charged.

A use fee for equipment owned by the recipient or used through a valid interlocal agreement:

- 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.

## **Incurring eligible costs**

The recipient can begin incurring costs on the date that the funding agreement is signed by Ecology. In some instances, eligible costs can be incurred before the effective date of an agreement. For example:

### **Incurring costs prior to an agreement**

Prior Authorization is written authorization that allows the recipient to incur eligible project costs before the funding agreement is effective. Prior Authorization is determined on a case-by-case basis. It does not guarantee funding, and Ecology cannot release funds before the effective date of the agreement.

To request Prior Authorization:

- The applicant signatory must write a letter to Ecology's Water Quality Program Manager requesting and justifying Prior Authorization with estimated costs to be incurred and the time frame.
- 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.

Reasons for Prior Authorization include, but are not limited to:

- Work must be done in a specific environmental window
- To meet required schedules in compliance order, consent decrees, or permits
- The local government is ready to proceed immediately
- The project would otherwise be substantively delayed as the grant agreement was prepared

## **Payment processing**

### **Payment holds or termination**

If a recipient does not satisfy conditions in the funding agreement, Ecology may terminate the agreement and request that the recipient repay all of the funds disbursed, withhold a payment, or decrease the payment by the amount proportionate to the costs associated to the incomplete work.

### **Submitting a payment request**

The recipient must submit a payment request at least quarterly, but no more frequently than monthly. The recipient must submit a completed A19-1A Invoice Voucher and all required forms to Ecology's financial manager. The recipient's authorized signatory must sign the A19-1A Invoice Voucher, preferably in blue ink. If the costs are eligible and project progress is acceptable, Ecology's financial manager will approve the request. If not, the financial manager and project manager will work with the recipient to resolve the issue.

### **Payment requests forms**

Payment requests must include the following forms:

- A State of Washington Invoice Voucher Form A19-1A
- Running Budget Summary Form B1 (ECY 060-3) or B2 (ECY 060-7)
- Voucher Support Form C1 (ECY 060-8) or C2 (ECY 060-9)
- Contractor Participation Report Form D (ECY 060-11)

Where applicable, payment requests should also include the following:

- 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)
- Conversion to a Composite Hourly Billing Rate for an Employee Form H (F-21)
- Valuation of Donated Property Form I (ECY 060-15)

Ecology's financial manager may request additional documentation to support the costs reflected in a payment request at any time. Recipients must keep supportive documentation available in project files for the duration of the project and for five years following project completion.

## Performance measures

### Water Quality Program goals

- Prevent and clean up water pollution
- Help communities make sustainable choices that reduce and prevent water quality problems
- Provide water quality partners with technical and financial assistance to produce useful water quality information for the public and our partners

### Post project assessment of performance measures

The Legislature directed Ecology to implement an outcome-focused approach. As a result, Ecology is including a special condition in each loan and grant agreement that requires recipients to develop a post project assessment plan and to participate in a brief survey or possible interview to assess project results. The month and year of the project assessment will typically occur three to five years after project completion. This date will be negotiated between the local government and Ecology's Project Management Team.

## Program schedule and key dates to remember

1. **July 1 – August 31, 2010:** Application Period
2. **September 1 – October 15, 2010:** Application Review and Evaluation
3. **October 29, 2010:** Draft Offer list posted
4. **October 29 – November 15, 2010:** Public Comment Period
5. **December 31, 2010:** Ecology responds to comments and the Final Offer and Applicant List Posted
6. **December 31, 2010 – June 30, 2011:** Agreement contract negotiations
  - a. **Six months after the date of the offer letter:** Ecology is committed to sign all grants within six months of the date of the Final Offer and Applicant List. All grants should be signed by appropriate officials of the local governments and Ecology.
  - b. The **expiration date** of an agreement 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 expiration date of this program is December 31, 2014.**



- c. The **project completion date** is the last date that a funding recipient may incur 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.



# Appendix

## Guidelines for Developing Pre-design Reports for Stormwater Infrastructure Projects

### Purpose

These guidelines will help you prepare a Pre-design Report for stormwater infrastructure. These reports are necessary to obtain funding from the Department of Ecology (Ecology) for stormwater construction projects. Stormwater infrastructure pre-design reports give Ecology an opportunity to review and comment on the technical merits and cost effectiveness of projects, ensuring that Ecology's funds are used only for high quality projects. These pre-design reports are not permit requirements, but are pre-requisites for applying for construction funding.

### Required elements

The pre-design report must be sufficiently complete so that design documents can be developed from it without substantial changes. The following elements must be addressed in the Stormwater Pre-design reports:

- The designer and their qualifications including professional licenses, experience, and relationship with applicant. Include contact information for the designer.
- A project description that includes a location map and a topographical map of the drainage area overlain with project elements (buildings, swales, erosion control structures, etc.).
- The design flow for the project and a discussion of why the proposed flow is appropriate.
- The characteristics of the stormwater, including pollutant load and the land use in the area where the flow originates.
- A discussion of the alternative projects evaluated and the reasons they are unacceptable.
- The basic design data and for the proposed project.
- An estimate of the cost of the proposed project compared to the alternatives considered.
- For infiltration sites, a discussion of the site suitability for the proposed project
  - Discussion of soil suitability to the site and depth to ground water if known.
  - Discussion of site characteristics that would likely yield a suitable site. Include the plan for further investigation that will be carried out in the design phase.