



DEPARTMENT OF
ECOLOGY
State of Washington

FY 2012 Municipal Stormwater Grants of Regional or Statewide Significance

Guidance for the Grant Proposal Submittal Process

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Introduction

The Washington Department of Ecology (Ecology) is soliciting grant proposals for projects of regional or statewide significance to support implementation of the Municipal Stormwater General Permits issued in January 2007 and reissued for draft review in October 2011:

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

The \$2.2 million dollars available for this purpose is carry-forward funding provided by the Washington State Legislature to local governments to support stormwater permit implementation.

This competitive grant program is available only to cities, towns, and counties covered by a municipal stormwater permit. Ports, universities, school or drainage districts, state agencies covered by municipal stormwater permits, or other secondary permittees are not eligible to apply for this funding. For information on local governments covered by the permits and permit requirements, see Ecology's website at

<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/index.html>

Funding program purpose

This grant program will provide funding for Phase I and Phase II local governments for projects that benefit stormwater management programs across a region or statewide, and support implementation of NPDES municipal stormwater permit programs. Project benefits may include, but are not limited to:

- Assists a number of permittees in a region or statewide to implement permit requirements.
- Develops a product that is transferrable regionally or statewide.
- Purchases equipment and/or personal services contracts that support activities for multiple permittees.
- Advances regional and statewide access to stormwater management technology or resources.

NOTE: Capital construction projects are not eligible for funding through this grant program.

Eligibility

This is a competitive grant program open to all cities, towns, or counties in Washington State covered by a Phase I or Phase II Municipal Stormwater General Permit. Ports, universities, school districts, drainage districts, state agencies, or other secondary permittees are not eligible to apply for this funding program.

Grant ceiling and match

Grant funding requests and offers may **not exceed \$300,000**. There is no lower limit for proposals. There are **no match requirements** and grant awards will cover 100 percent of eligible costs of the grant offer amount.

Partnerships

Project proponents are encouraged to form partnerships to address issues of common concern and economies of scale. Eligible partners include but are not limited to other permittees, secondary permittees, such as ports, universities, and school and drainage districts, as well as associations, non-profit organizations, and non-permitted local governments.

Program schedule

- | | |
|---------------------------------|---|
| • January 13, 2012 | Deadline to submit grant proposals to Ecology |
| • January 13 – February 3, 2012 | Ecology rates and ranks proposals |
| • February 3, 2012 | Ecology issues the Final Offer and Applicant List |
| • February 6 – April 30, 2012 | Negotiate and sign funding agreements |
| • April 30, 2012 | Funding agreements must be signed |
| • June 30, 2013 | Projects must be completed |

Project duration

Grant funds must be fully expended and deliverables met by **June 30, 2013**.

Proposal submittal process

Proposals must be submitted both in hard copy and an electronic version on CD-ROM. All copies must be **received** at Ecology's Lacey office **no later than 4:30 p.m. on January 13, 2012**.

Two hard-copy submittals. Proposals must be submitted on eight and one-half by eleven inch (8 ½" x 11") paper. The four major sections of the proposal are to be submitted in the order noted below in *Proposal Requirements*. One copy must contain an original signature on the Certifications and Assurances form (Appendix).

Electronic submittal. Proposals must be submitted electronically on a CD-ROM in the order noted below in *Proposal Requirements*. A PDF version of the signed Certifications and Assurances form will suffice.

Postmarked proposals received after 4:30 p.m. January 13, 2012, will be considered late. Late proposals will not be accepted.

Submit the original signed paper copy, one additional photo copy, and an electronic copy on CD-ROM to:

U.S. Postal Mailing Address:

Department of Ecology
Water Quality Program
Municipal Stormwater Permit Program (Attn: Harriet Beale)
P.O. Box 47600
Olympia, WA 98504-7600

Overnight Mail or Hand Delivery Address:

Department of Ecology
Water Quality Program
Municipal Stormwater Permit Program (Attn: Harriet Beale)
300 Desmond Drive S.E.
Lacey, WA 98503

Eligible projects

All projects must support implementation of Phase I and/or Phase II municipal stormwater programs. All projects must demonstrate benefits to multiple permittees across a region or statewide.

Ecology will distribute the available funds to the highest ranked proposals for projects of regional or statewide significance that address the activities listed below. In addition, Ecology welcomes and will rank any proposals consistent with the criteria listed in *Funding Program Purposes*. Ecology expects the lead local government for the project to include costs for administering the contract and managing the project, including coordinating with other partners and participants in the region.

- **Stormwater program templates, models, and products** – A local government hires a consultant to develop a set of templates or models to assist permittees in implementing permit requirements. Examples include preparing tables/models for Best Management Practice (BMP) sizing for small projects, a list of regionally supported BMPs for certain land uses/operations, or a model Stormwater Pollution Prevention Plan for municipal maintenance or storage facilities required in the permit.
- **Cooperative equipment purchase** – A local government takes the lead for several permittees in purchasing one or more large piece(s) of equipment to use in its stormwater management program, such as a vector truck, or a sweeper, or equipment for detecting illicit discharges. The partnering local governments share the equipment cooperatively and establish an agreement to cover equipment maintenance. Allowable costs include

purchases of equipment needed to implement permit requirements (such as a vactor truck) rather than for general use (such as general use pick-up truck).

- **Cooperative mapping or recordkeeping system** – A local government develops and provides other permittees with a model (such as for mapping standards specific to stormwater infrastructure or recordkeeping and tracking of stormwater management program activities). The local government may develop a system, or may use grant funds to hire a consultant to do so, and provides a training module and software to permittees in a region of western or eastern Washington, or statewide.
- **Regional stormwater public education and outreach for Puget Sound and western Washington** – A permittee leads a project on behalf of a number of permittees to develop stormwater education materials targeting one or more new audiences and/or topics called for in the permit. The lead permittee may hire a consultant and will apply social marketing techniques to develop and test stormwater education materials. The grant may fund activities to distribute the materials and measure the impacts on changing behaviors to prevent pollution. Ecology encourages proposals to develop educational materials that permittees can customize and transfer to other parts of the state.
- **Regional stormwater public education and outreach for eastern Washington**
A permittee leads a project on behalf of eastern Washington permittees to convene a group of all interested permittees to assess regional stormwater education needs and develop stormwater education and outreach materials targeting one or more new audiences and topics called for in the permit. The lead permittee may hire a consultant and will apply social marketing techniques will be applied to develop, pilot, and evaluate stormwater education materials. The grant may fund activities to distribute the materials and measure the impacts on changing behaviors to prevent pollution, and then make recommendations to improve the material. Ecology encourages proponents to develop educational material that permittees can customize and transfer to other parts of the state. The lead permittee may hire a consultant.
- **Regional/statewide spills hotline**
A permittee designs a hotline/call referral system that serves as a ‘dispatch’ for public reporting of spills or other illicit discharges. Key grant activities may include: conducting outreach to other permittees to establish the geographic reach of the hotline/dispatch; designing the database/referral system; establishing specific referral procedures for participating jurisdictions; developing protocols to train dispatch/hotline operators; designing public outreach/education strategy to advertise the hotline; and determining ongoing cost/payment structure for participating jurisdictions.
- **Low impact development (LID) manual for eastern Washington and update the eastern Washington stormwater manual**
A local government hires a consultant to develop draft Low Impact Development (LID) technical guidance for eastern Washington and integrate it into the 2004 *Stormwater Management Manual for Eastern Washington*. Key activities include evaluating existing information, compiling a list of BMPs appropriate to climate, soils, and geology of major

eastern Washington sub-regions, evaluating hydrologic performance standards, and drafting feasibility criteria and guidance for LID. Additional tasks would draft updates (since 2004) to other sections of the Eastern Washington Manual. Process would include consultation meetings with eastern Washington stormwater managers, other interested parties, and LID/stormwater practitioners to request, review, and discuss technical information.

- **Cost analysis for western Washington LID requirements and best management practices**

A permittee hires a consultant to update the 2001 *Cost Analysis: Washington Department of Ecology Year 2001 Minimum Requirements for Stormwater Management in Western Washington* (August 2001) as follows: 1) meet with Ecology to gain background on the project; 2) bring case examples up to today's costs; 3) propose new site layouts that apply permit requirements for LID. Estimate costs for a total of six case examples, including site assessment, design, and construction, update the operation and maintenance cost estimates, and new estimates for the LID examples. Case examples may involve three development types: residential, small commercial, and large commercial on both till and outwash soils.

- **Develop southwest Washington (Lower Columbia) monitoring program**

A permittee hires a consultant to lead a process to develop a regional monitoring program involving a broad spectrum of stakeholders. Key outcomes would include: conducting a broad literature review, facilitating several public workshops and drafting a scientific monitoring framework.

The literature review will include Total Maximum Daily Loads (TMDLs), ongoing ambient (receiving water) and other relevant monitoring programs including: salmon and bullhead trout recovery monitoring, Environmental Monitoring and Assessment Program (EMAP), National Water-Quality Assessment Program (NAWQA), the Columbia River Program, and local government monitoring programs. In addition, a facilitated public workshop is held to prioritize and select the search parameters. Following the literature review, a facilitator leads a process over several months to propose sub-regions if needed and prioritize stormwater monitoring needs. The consultant drafts a scientific framework that encompasses the priorities. The scientific framework is put out for public review period including at least three workshops. The revised scientific framework is submitted to Ecology.

- **Develop eastern Washington stormwater monitoring program**

A local government hires a consultant to do a broad literature review. A facilitated public workshop is held at a central location to prioritize and select the search parameters. The literature review will include TMDLs and ongoing ambient (receiving water) and other relevant monitoring programs including but not limited to: salmon and bullhead trout recovery monitoring, EMAP, NAWQA, the Columbia River Program, and local government monitoring programs. Following the literature review, a facilitator leads a

process over several months to propose sub-regions if needed and prioritize stormwater monitoring needs. The consultant drafts a scientific framework that encompasses the priorities. The scientific framework is put out for public review period including at least three workshops. The revised scientific framework is submitted to Ecology.

- **Illicit discharge and detection elimination (IDDE) manual and training for local governments**

The purpose of this project is to provide a single detailed resource for field screening under the various conditions present in Washington State. A local government develops a peer-reviewed Illicit Discharge Detection and Elimination Field Screening Manual to assist permittees in screening their MS4s for illicit discharges and illicit connections. The manual would include appropriate procedures for the following conditions:

- Piped systems and ditches
- Screening within the system and at outfalls
- Areas served by sanitary sewer and septic systems
- Baseflow, tidal influence, groundwater and historically commingled surface waters
- Inexpensive field kits and laboratory analyses
- Dry weather and wet weather

The manual would also include information about an appropriate level of quality assurance and quality control, small and large jurisdiction equipment lists, recordkeeping forms, and other aspects of successful field screening programs.

- **NPDES collaboration and cooperative efforts** – A permittee implements a regional approach to NPDES permit implementation or problem-solving. The Lead Local Government would lead discussions and/or implementation of program elements where those elements benefit from economies of scale and are feasible to implement in a broad-based manner. One example is development of a geographic inventory of decant facilities so that jurisdictions can explore cost-effective, local options for disposing of decant wastes. Another option is development of shared pond maintenance protocols.

- **Training on site plan review for local government staff**

A local government develops hands-on training for western Washington site plan reviewers learning how to implement and utilize the site and subdivision scale requirements reflected in Appendix 1 of the 2012 permits. Focus areas could include evaluation of nested thresholds, use of threshold discharge areas for determining relevant design criteria, etc.

- **Other** activities that support stormwater management program implementation and align with the purposes of this funding program.

NOTE: Ecology's Water Quality Program Manager will have discretion to allocate funds for other needed projects. Local governments receiving funding under other Ecology stormwater grant programs are not precluded from applying for these grants of regional and statewide significance.

Proposal requirements

Proposals are limited to six two-sided pages and must include the following:

A. Cover Sheet

1. Project title
2. Local government
3. Tax ID number
4. Staff contact and contact information
5. Certification and signature (see Exhibit A attached)

B. Abstract

One paragraph (no more than half page) description of the project and how it supports stormwater management programs regionally or statewide.

C. Work plan

Ecology will evaluate the work plan for the project based on how clearly the project approach and organization of tasks is laid out, how clearly it demonstrates the benefits of the project, readiness to proceed, likelihood of project completion, and the effectiveness and skill of the project team.

Proposals must follow the outline below:

1. Purpose of the project and how it supports municipal stormwater permit program implementation. Include the regional or statewide benefits of the project.
2. Project description
 - 2.1 Project objectives
 - 2.2 Project activities and tasks
 - 2.3 Project outcomes – Describe the project accomplishments, including short-term and long-term outcomes. Accomplishments and outcomes should be measurable where possible.
 - 2.4 Project schedule
 - 2.5 Deliverables
3. Partnerships - List partners and partner roles and responsibilities. Include staff contact information for partners.
4. Project management
 - 4.1 Project team structure and internal controls - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.
 - 4.2 Staff qualifications and experience – Identify staff who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project.

D. Budget

Ecology will evaluate the project budget based on whether the costs are reasonable and likely to support the work plan and how completely and clearly the proposal explains the costs. The budget section of the proposal must include the following two items:

1. **Budget table** that itemizes the following in detail:
 - Salaries (list each position separately)
 - Contractual (list each anticipated contract separately)
 - Supplies (list in general categories)
 - Equipment (itemize in general categories)
 - Travel
 - Other
 - Indirect (Ecology grants limit indirect costs to a maximum of 25 percent of Salaries and Benefits.)
2. **Budget narrative** to explain each budget item and to demonstrate how it is necessary to accomplish the project. The budget does not need to show matching funds.

Funding agreements and special terms and conditions

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, at a minimum will include: 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.
- A **project engineer** from either Lacey headquarters or the regional office.

The **financial manager** reviews and approves payment requests and helps the project manager negotiate agreements and track performance. The **project manager** is the point of contact for all project related question and works with the financial manager to resolve payment or eligibility issues if they arise.

Ecology will assign a **project engineer** 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.

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 and will include the following Special Terms and Conditions:

- A. Commencement of work. In the event that the RECIPIENT fails to commence work on the funded project within four months after the effective date of the agreement, or by any date mutually agreed upon in writing for commencement of work, the DEPARTMENT reserves the right to terminate the agreement.
- B. DEPARTMENT Funding Recognition. The RECIPIENT shall acknowledge and inform the public about DEPARTMENT funding participation in the project as appropriate. Examples include project signs and/or acknowledgement in published materials and reports, the news media, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs.
- C. Equipment Purchase. The purchase of equipment may be eligible under the program. If the RECIPIENT determines that equipment is needed to achieve the project outcomes, a request must be made to the DEPARTMENT. All equipment purchases must have prior approval by the DEPARTMENT.
- D. Indirect Rate. To acknowledge overhead costs, the RECIPIENT may charge an indirect rate up to 25 percent based on RECIPIENT employee's direct salary and benefit costs incurred while conducting project related work, provided that prior to signature of the agreement, the DEPARTMENT's Project/Financial Manager may require a list of items included in the indirect rate during negotiations or thereafter. Items that are generally included in an indirect rate are identified in Administrative Requirements for Recipients of Ecology Grants and Loans (found online at www.ecy.wa.gov/biblio/9118.html).
- E. Meetings/Light Refreshments. The RECIPIENT may spend up to \$50 per meeting for light refreshments associated with this project. The total amount spent for light refreshments may not exceed \$300.
- F. Minority and Women's Business Participation. The RECIPIENT agrees to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this agreement.

Contract awards or rejections cannot be made based on MBE or WBE participation. M/WBE participation is encouraged, however, and the RECIPIENT and all prospective bidders or persons submitting qualifications should take the following steps, when possible, 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.

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. Please include the following information:

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

G. Progress Reports. The RECIPIENT shall submit quarterly Progress Reports to the DEPARTMENT's Project/Financial Manager. Payment requests will not be processed without a Progress Report.

Reporting Periods:

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

Reporting Due Date: Quarterly Progress Reports are due 15 days following the end of the quarter.

Report Content: At a minimum, all Progress Reports must contain a comparison of actual accomplishments to the objectives established for the period, the reasons for delay if established objectives were not met, analysis and explanation of any cost overruns, and any additional pertinent information specified in this agreement.

H. Water Quality Monitoring. Prior to initiating water quality monitoring activities, the RECIPIENT must prepare a Quality Assurance Project Plan (QAPP) that follows Ecology's *Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies*, February 2001 (Ecology Publication No. 01-03-003).

The RECIPIENT must submit the QAPP to the DEPARTMENT for review, comment, and must be approved before starting the environmental monitoring activities.

The RECIPIENT must use an environmental laboratory accredited by Ecology to analyze water samples for all parameters to be analyzed that require bench testing.

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."

Monitoring Data Submittal / Environmental Information Management System. Funding recipients that collect water quality monitoring data must submit all appropriate data to Ecology through the Environmental Information Management System (EIM).

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Appendix

Certifications and Assurances Form

SIGNATURE AND CERTIFICATION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM **THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE** FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

PRINTED NAME

SIGNATURE

TITLE

DATE