



DEPARTMENT OF
ECOLOGY
State of Washington

2015-17 Municipal Stormwater Grants of Regional or Statewide Significance

Funding Guidelines

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This report is available on the Department of Ecology's website at <http://ecy.wa.gov/biblio/1510025.html>

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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 National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater General Permits in Washington state including:

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

Funding for this program depends on funding being provided to Ecology by the 2015 Washington State Legislature. Ecology will announce the total funds available after the Washington State 2015-17 Biennial budget is adopted.

This competitive grant program is available only to cities 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 directly for this funding, but may partner with a permitted city or county. 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 financial assistance to Phase I and Phase II local governments for projects that benefit stormwater management programs statewide or across a region, and support implementation of NPDES municipal stormwater permit programs. Project benefits may include, but are not limited to:

- Assistance for a number of permittees in a region or statewide to implement permit requirements.
- Development of a product that can be used regionally or statewide.
- Regional or statewide access to advances in stormwater management technology or resources.

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

Applicant eligibility

This is a competitive grant program open to all cities 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 directly for this funding program but may partner with a permitted city or county.

Local governments receiving funding under other Ecology stormwater grant programs are not precluded from applying for these grants of regional and statewide significance.

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 strongly encouraged to form partnerships to address issues of common concern and to provide economies of scale. Eligible partners include, but are not limited to, other Phase I and Phase II permittees, the Washington State Department of Transportation, conservation districts, 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

Important Information

All applications must be submitted electronically via the EAGL system.

New users must register for a Secure Access Washington (SAW) account prior to beginning the application process. New user account approval may take up to two weeks.

EAGL will not accept applications after 5:00 on July 30, 2015.

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|----------------------------------|---|
| • 5:00 pm, July 30, 2015 | Deadline to submit grant applications to Ecology |
| • August 31, 2015 | Ecology issues the Final Offer and Applicant List |
| • September 1 – October 30, 2015 | Negotiate and sign funding agreements |
| • November 2, 2015 | Funding agreements must be signed |
| • March 30, 2017 | Projects completed |

Eligible projects

All projects must support implementation of Phase I or Phase II municipal stormwater programs and must demonstrate and sustain long-term 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 permittee for the project to include costs for administering

the contract and managing the project, including coordinating with other partners and participants in the region.

Public Education and Outreach- proposals in this category may include but are not limited to the following project ideas:

- Develop and implement a regional **social marketing campaign** designed to engage a target audience and affect behavior change. Projects may include but are not limited to:
 - Regional programs that connect the actions of individual community members to stormwater and surface water quality using stewardship activities, outdoor education, or hands-on practices to an identified target audience(s).
 - Campaigns to reduce one or more toxic chemicals (e.g., PCBs) that can be implemented by jurisdictions statewide.
- Develop, host, and maintain a web-based database of all the current educational materials, public engagement campaigns, etc. in the state.
- Develop a regional/statewide spills tracking and referral system, including hotline.
- Organize, plan, and host a statewide conference on Washington State Municipal Stormwater.
- Develop a web-based or mobile device application (App) to accompany the Western Washington Rain Garden Handbook (e.g., the University of Connecticut's Rain Garden App) and/or regional LID tours.

Training Programs - proposals in this category may include but are not limited to the following project ideas:

- Develop a standardized curriculum for trainings required by Municipal NPDES permits. Develop and integrate appropriate LID training into CESCL training materials that can be used as a statewide template.
- Create online or networked trainings using the open, online LID technical training resources developed through Ecology.
- Implement an Eastern Washington training program on social marketing techniques for stormwater public education and outreach programs that illustrate how to measure or quantify behavior change.
- Develop college level curriculum that can be integrated into Ecology's LID certification program.

Technical Tools- proposals in this category may include but are not limited to the following project ideas:

- Create a low impact development (LID) retrofit planning tool box. Provide background information, planning and design techniques, community outreach and engagement

strategies, prioritization tools, and pre-design requirements for bid and construction.

- Research and analyze the performance of specific LID techniques through field and lab studies (e.g., monitor and compare pollutant removal based on plant material choices, changes in soil amendment and other design elements) in Washington State and provide recommendations for updating design criteria.
- Develop a stormwater inspection and maintenance checklist/standards/protocols for stormwater treatment and flow control Best Management Practices (BMPs)/facilities that are defined in the Eastern Washington LID Manual.
- Develop and implement a training program or webinar presenting success stories, approaches and lessons learned for applying the minimum permit requirements on linear projects (i.e., roadways, trails, sidewalks, utility upgrades).
- Produce geographically comprehensive, integrated maps of regional Municipal Separate Storm Sewer Systems. Build upon previous mapping efforts, providing for standardized data dictionaries and jurisdiction-specific Geographical Information System (GIS) data, to develop watershed-based or regionally significant municipal separate storm sewer system maps.
- Develop and analyze alternative strategies to promote and improve permit compliance (peer-to-peer evaluation/program reviews).

Monitoring- proposals in this category may include but are not limited to the following project ideas:

- Develop, facilitate, and provide support for regional monitoring programs in the eastern regions of Washington State to refine monitoring design recommendations, as well as design, and implement specific pilot projects related to this effort.
- Research interest and support for a regional stream gauging program to coordinate efforts among state, local, and federal efforts. Develop a feasibility and cooperative business model for such a program.

NOTE: All monitoring projects will require an Ecology-approved Quality Assurance Project Plan (QAPP) and all data must be submitted to Ecology. All receiving water data must be submitted via Ecology's Environmental Information Management System (EIM).

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

- Develop a watershed plan based on stormwater management that focuses on reducing stormwater impacts and improving water quality through cross-jurisdictional coordinated efforts.

Evaluation Process

Ecology staff will evaluate projects based on responses provided in the application and materials uploaded into EAGL. Projects must score a minimum of 600 points to be eligible for funding. Projects will be scored and ranked on the following criteria:

Category	Evaluation Criteria	Maximum Possible Points
Project Purpose (275 points)	Supports implementation of NPDES municipal stormwater permit programs.	75
	Directly benefits multiple permittees' stormwater management programs.	75
	Demonstrates regional or statewide significance or value (i.e., is transferable).	100
	Project will sustain long-term benefits and/or deliverables are durable.	25
Project Description and Scope of Work (300 points)	Clear project goals.	50
	Detailed description of project tasks.	50
	Applicant has identified all tasks necessary to complete project.	25
	Detailed description of measurable outcomes for applicants.	75
	Includes specific deliverables to Ecology (linked to tasks).	50
	Detailed schedule (including major dates and milestones).	50
Project Team and Project Management (175 points)	Clear team structure with appropriate roles and responsibilities for various partners. Includes appropriate estimates of time dedicated by team members to the project.	75
	Highly qualified staff, appropriate levels-of-effort and assignments, and multiple permittees are actively engaged in project delivery process.	75
	Past project performance on similar water quality projects is described and successes or lessons learned are documented.	25
Project Budget and Readiness to Proceed (250)	Budget is consistent with level of effort described in the scope of work, with a good rationale for how it was calculated.	150
	Readiness to proceed (e.g., ILAs developed, SEPA, contractors selected or RFP developed, approval from local governments, etc.)	100

Ineligible project components

Ineligible projects or project components include but are not be limited to:

- Capital construction projects.
- Projects that do not support Municipal NPDES permit implementation.
- Give-a-ways or incentives that do not serve a stormwater quality educational purpose.
- Grant application preparation.
- TAPE review process for proprietary treatment systems.

How to apply

Applicants submit applications for funding through the Ecology Administration of Grants and Loans (EAGL) system. The funding application is available by going to www.ecy.wa.gov/funding/EAGL.html and following the instructions. Once in the EAGL system, applicants can access the funding application and an EAGL User Manual that provides instructions on accessing and using the system.

Applicants can submit applications beginning June 24, 2015. **All applications must be submitted by 5:00 pm on July 30, 2015. Applications and materials sent as hard copies or by email will not be considered.**

Grant Management

The following are important terms and conditions that play a role in the day-to-day decisions made on grant projects. A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in the *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*; see: <https://fortress.wa.gov/ecy/publications/publications/1401002.pdf>.

Administration

Applicants may request up to 15 percent of the total eligible project cost for Task 1 Project Administration and Management in the project application. This task will include the cost of preparing quarterly and final reports and payment requests, maintaining project documentation and managing the project. Project administration is payable only to the lead permittee.

Recipients may include an overhead charge of up to 25 percent of salaries and benefits for employees for time spent specifically on the project.

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, performance schedule and Ecology General Terms and Conditions. Ecology assigns a project management team to each funded project. The team consists of:

- A **project manager**, generally 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 or technical advisor** from either Lacey headquarters or the regional office, as needed.

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 questions and works with the financial manager to resolve payment or eligibility issues if they arise.

Ecology may assign a **project engineer or technical advisor** to provide engineering or technical assistance, as necessary. 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 if you have a clearly defined project proposal that includes measurable objectives and an accurate budget. Ecology may withdraw or reduce project funding if a task is determined to be ineligible during the agreement negotiation process

Payment requests and project reporting

All grant payments are made on a reimbursement basis. Recipients must provide a progress report with each payment request and at least quarterly. Failure to provide adequate progress reports will result in denied payment requests and may result in project termination or other actions.

Project completion dates and extensions

Applicants may incur project costs on and after the effective date published in the Final Offer list, but Ecology cannot reimburse expenditures until the agreement has been signed by Ecology's Water Quality Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Projects must be completed no later than March 30, 2017. Ecology may approve extensions for extenuating circumstances by formal amendment. Ecology will not authorize extensions for projects that have not diligently pursued project completion or have not provided adequate and timely progress reports. In no case will extensions be approved beyond June 30, 2017.