DEPARTMENT OF
ECOLOGY
State of Washington

FY16 Stormwater Pre-Construction Grants

Funding Guidelines

Publication and Contact Information

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Funding Guidelines

Water Quality Program
Washington State Department of Ecology
Olympia, Washington 98504-7710

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Introduction

The Washington Department of Ecology (Ecology) is soliciting grant proposals from Phase I and II Municipal Stormwater Permittees to develop stormwater retrofit capital construction projects that use green retrofit principles to address stormwater problems from existing development.

Funding for this program depends on funding being provided by the 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 <u>cities</u> and <u>counties</u> and 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 directly apply 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

Stormwater from existing development is one of the largest contributors of pollution to water bodies in Washington State and results in damage to streams and aquatic habitat. This program is designed to assist municipal permittees in planning and designing stormwater projects that use green retrofit principles to address stormwater issues from existing development. Ecology staff will provide technical assistance to permittees as they develop retrofit construction plans. Plans must include best management practices (BMPs) that use soils and vegetation to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage evaporation, or transpiration.

Ecology stormwater engineers will review projects designed under this grant program, and Ecology-accepted projects will be eligible to compete for construction funding through Ecology's Combined Funding Program.

Applicant eligibility

This is a competitive grant program open to all <u>cities</u> or <u>counties</u> 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.

Grant ceiling and match

Grant funding requests and offers may **not exceed $250,000**. 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. Applicants may submit multiple project applications, however only the highest ranked proposal from each applicant will be funded. If funding is available, and all applicants with a proposal that scored above 600

points have received funding, Ecology will fund additional projects based on project rank.

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 two weeks.

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

Program schedule

- 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 31, 2017   Projects completed

Eligible projects

Projects designed under this grant program must:

1) Address stormwater issues from existing development.
2) Be designed in accordance with the Stormwater Management Manual for Eastern Washington, Stormwater Management Manual for Western Washington, equivalent manual.
3) Use soils and vegetation to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage evaporation, or transpiration.

Eligible project costs may include:

- Development of an Ecology Design Report.
- Environmental review and permitting.
- Cultural resource assessments.
- Geotechnical investigations.
- Project area surveying and mapping.
- Outreach and public notice to property owners and local residents.
- Development of responses to Ecology comments and development of 90 percent construction documents.

Evaluation process

Ecology staff will evaluate projects for eligibility based on responses provided in the application and materials uploaded into EAGL. Projects will be evaluated based on the guidelines outlined below. Evaluated proposals must meet a minimum score of 600 to be eligible for funding.

Category	Evaluation Criteria	Maximum Possible Points
Water Quality Benefit (650 points)	Application clearly demonstrates how the area that is proposed for treatment is connected to the water body targeted for improvement.	250
	BMPs proposed are appropriate for treating identified pollutants and the site conditions.	250
	The applicant has a reasonable plan to move forward with construction of the project once the design is complete.	150
Project Feasibility (350 points)	The scope of work demonstrates the applicant's understanding of all the planning tasks that must be accomplished to prepare the project for construction.	250
	The planning project schedule is reasonable and includes sufficient time to complete all elements.	100

Ineligible project components

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

- o Construction activities.
- o Projects to control flooding that do not provide a water quality benefit.
- o Projects that treat runoff from new or re-development.
- o Decant facilities.
- o Treatment of process water.
- o Projects required by court or administrative order or for mitigation.
- o Grant application preparation.
- o Projects that treat or control run-off from undeveloped or agricultural areas.
- o Monitoring.
- o Installation or construction of BMPs.
- o Projects that propose to re-direct water out of the watershed, install conveyance without treatment, or replace culverts to provide for flood control or fish passage.
- o Projects that degrade existing wetlands.
- o In-stream work.
- o Land acquisition.

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 in EAGL 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.

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

Agreement development

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:

- o A **project/financial manager** from the Lacey headquarters office (primary contact for technical assistance and day-to-day questions).
- o A **project engineer or technical advisor** from either Lacey headquarters or the regional office, as needed.

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 action.

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 31, 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.