



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Guidelines State Fiscal Year 2020 Water Quality Financial Assistance

Centennial Clean Water Program

Clean Water Act Section 319 Program

Stormwater Financial Assistance Program

*Washington State Water Pollution Control
Revolving Fund Program*

July 2018

Publication 18-10-030

Publication and Contact Information

This report is available on the Department of Ecology's Web site at <https://fortress.wa.gov/ecy/publications/SummaryPages/18-10-030.html>.

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**Funding Guidelines
State Fiscal Year 2020
Water Quality Financial Assistance**

Centennial Clean Water Program

Clean Water Section 319 Program

Stormwater Financial Assistance Program

Washington State Water Pollution Control Revolving
Fund Program

by

Financial Management Section

Water Quality Program
Washington State Department of Ecology
Olympia, Washington

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Chapter 1: Program Overview

The Washington State Department of Ecology's (Ecology) Water Quality Program awards grants and loans on a competitive basis for high priority water quality projects throughout Washington State. Ecology administers the four main funding programs that make up the Water Quality Combined Funding Program (Combined Funding Program) through an integrated annual funding cycle.

The Combined Funding Program includes the following four funding programs:

- The Centennial Clean Water Program (Centennial).
- The Clean Water Act Section 319 Nonpoint Source Grant Program (Section 319).
- The Washington State Water Pollution Control Revolving Fund Program; a.k.a., Clean Water State Revolving Fund (CWSRF).
- Stormwater Financial Assistance Program (SFAP).

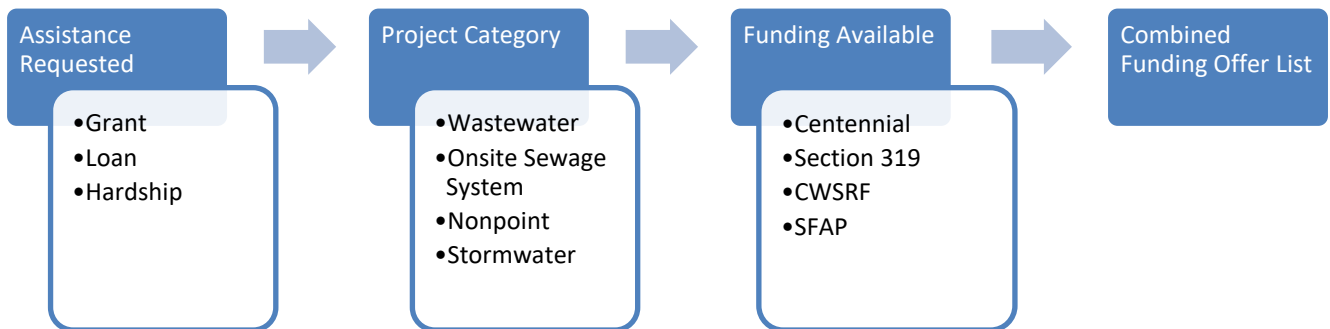
The Combined Funding Program provides grant and/or loan funding to:

- Counties, cities, and towns.
- Water districts and sewer districts.
- Port districts.
- Conservation districts.
- Irrigation districts.
- Quasi-municipal corporations.
- Federally recognized tribes.
- Washington State institutions of higher education if the project is not included in the institution's statutory responsibilities.
- Not-for-profit organizations that are recognized as tax exempt by the Internal Revenue Service. Not-for-profit organizations are only eligible for Section 319 funding.

Eligible project categories for grant and/or loan funding include:

- Wastewater facility
 - Planning, environmental review, design, and construction.
 - Facilities for wastewater conveyance and treatment.
 - Combined sewer overflow (CSO) abatement.
 - Infiltration and inflow (I/I) correction.
 - Reclaimed water and reuse, including reclaimed water distribution.
- Onsite sewage system
 - Large onsite sewage systems/community systems (planning, design, and construction).
 - Planning, outreach, surveys.
 - Local grant/loan repair/replacement program.

- Stormwater facility
 - Planning and design.
 - Construction of facilities for stormwater treatment and flow control.
 - Low impact development or green retrofit projects.
- Stormwater activity
 - Stormwater management program plans.
 - Education and outreach.
 - Inspection programs.
- Nonpoint source activity
 - Agricultural best management practices design and implementation.
 - Irrigation efficiency projects.
 - Demonstration projects (as approved by Ecology).
 - Groundwater/aquifer/source water/wellhead planning and/or protection.
 - Lake restoration planning and implementation.
 - Riparian/wetland restoration planning and implementation.
 - Public outreach and education.
 - Total maximum daily load (TMDL) support.
 - Water quality monitoring.
 - Watershed planning and implementation.



Applicant and project eligibility is different for each of the programs within the Combined Funding Program. After reviewing applicant and project eligibility for each submitted application, Ecology offers funding to high priority projects from one or more of the four funding sources. For more information about specific eligibility requirements for each of the four funding programs please refer to Chapter 2.

Statutory requirements, administrative rule uses and limitations, and program and agency policy provide the framework for the Combined Funding Program Funding Guidelines. Listed below are the key statutes, rules, and policies, along with web links to the documents.

- Chapter 173-98 WAC, *Uses and Limitations of the Water Pollution Control Revolving Fund*; see <http://app.leg.wa.gov/WAC/default.aspx?cite=173-98>.

- Chapter 173-95A WAC, *Uses and Limitations of the Centennial Clean Water Program*; see <http://app.leg.wa.gov/WAC/default.aspx?cite=173-95A>.
- Chapter 70.146 RCW, *Water Pollution Control Facilities Financing*; see <http://app.leg.wa.gov/RCW/default.aspx?cite=70.146>.
- Chapter 90.50A RCW - *Water Pollution Control Facilities – Federal Capitalization Grants*; see <http://app.leg.wa.gov/RCW/default.aspx?cite=90.50A>.
- Federal Clean Water Act, Section 319; see <http://water.epa.gov/polwaste/nps/cwact.cfm>.
- *Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)*; see <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>.
- Chapter 173-240 WAC, *Submission of Plans and Reports for Construction of Wastewater Facilities*; see <http://app.leg.wa.gov/WAC/default.aspx?cite=173-240>.
- Chapter 90.46 RCW, *Reclaimed Water Use*; see <http://app.leg.wa.gov/RCW/default.aspx?cite=90.46>.

Chapter 2: Funding Programs

This chapter provides a basic overview of each of the four funding programs, including applicant and project eligibility and funding provisions. Additional information about project eligibility may be found in Chapter 3 and Appendices D, E, F, G, and J.

Ecology manages the four primary sources of funding under an integrated annual funding cycle. Each of the programs has different eligibility requirements and limitations, and may have specific set-asides or funding priorities. Applicants use one integrated financial assistance application to apply for funds from the four funding sources simultaneously. Ecology reviews, rates, and ranks applications. Then Ecology distributes funds to the highest priority projects in a combination of grants and loans, depending on the project type and funding source.

Total funds available for the Water Quality Financial Assistance Program have varied. The amount of funding available on a competitive basis for each State Fiscal Year (SFY) is based on program policies, legislative directives, previous commitments, and funding levels. Funding levels will not be known until state and federal appropriations are made.

CWSRF

The United States Congress established the CWSRF as part of the Clean Water Act (CWA) Amendments of 1987. The Environmental Protection Agency (EPA) offers states capitalization grants each year according to a formula established in the CWA. The state must provide a 20 percent match of the Capitalization Grant. Each year Ecology estimates the funds from:

- The Capitalization Grant.
- State match.
- Known and expected repaid principal and interest from previous loans.
- Interest earned through investments by the Washington State Treasurer's Office.
- Early repayments of previous loans.
- Declined offers.
- Differences between offers and agreements.

Ecology offers the combined total in new loans to eligible public bodies.

Due to repayment of previous loans and interest plus infusions from the Capitalization Grant, state match, and investments, the CWSRF continues to revolve and grow, and more money becomes available to fund water quality projects. The majority of the fund consists of repaid principal and interest.

Eligible Applicants

Applicants eligible for CWSRF funding include:

- Counties, cities, and towns.
- Water districts and sewer districts.

- Port districts.
- Conservation districts.
- Irrigation districts.
- Quasi-municipal corporations.
- Federally recognized tribes.
- Washington State institutions of higher education if the project is not included in the institution's statutory responsibilities.

Eligible Project Categories

Wastewater and Stormwater Facilities

- Preconstruction including:
 - Planning.
 - Value planning.
 - Design.
 - Rate studies.
 - Ordinance development.
 - Value engineering.
- Construction.

Onsite Sewage System Projects

- Large onsite sewage systems (subsidized loans and Centennial grants available for hardship).
- Local loan funds for onsite sewage repair and replacement.

Nonpoint and Stormwater Activities

- Nonpoint source planning and implementation.
- Low impact development planning and implementation.

Interest Rates and Loan Terms

Ecology may issue loans for terms of 5, 20, or 30 years with the limitation that the term cannot be longer than the useful life of the project being financed.

Ecology bases interest rates for non-hardship projects on the average market interest rate for tax-exempt municipal bonds. Ecology uses the average 11-Bond GO Index rate for the period 30-180 days prior to the beginning of a new funding cycle. The average 11-Bond GO Index was 3.33 percent for the period 30-180 days prior to beginning this funding cycle. Ecology sets its annual interest rate, depending on the loan term, at 80 percent, 60 percent, or 30 percent of that average for most projects. Interest rates for nonpoint source activity projects are set at the rate equivalent to the rates for "moderate" hardship projects found in Table 2. Table 1 shows the term and interest rates for standard CWSRF loans for SFY 2020 (SFY20).

Table 1: SFY20 Interest Rates for Standard CWSRF Loans

Loan Term	Interest Rate for Most Projects	Interest Rate for Nonpoint Source Activity Projects
5 Years	1.0%	0.7%
20 Years	2.0%	1.3%
30 Years	2.7%	2.0%

Based on Ecology's rate structure the cost savings over the life of the loan are significant when compared to the best bond rates. For example the interest cost at a bond rate of 3.3 percent for a \$1,000,000 loan at 20 years is approximately \$368,000. The interest cost on a 2.0 percent CWSRF loan at 20 years is approximately \$214,000, which is a savings of \$154,000 over the life of the loan. Additional advantages of a CWSRF loan include the fact that there are no bond or issuance fees to pay and there are no payments on the loan until one year after the project is complete.

Funding Provisions

Preconstruction

Eligible preconstruction projects include facility planning, facility design, rate studies, sewer use ordinances, and value engineering. Applicants with a population of 25,000 or less and a Median Household Income (MHI) below the state MHI are eligible for funding under the preconstruction category. Applicants who do not meet either the population or MHI criteria for this category can still receive funding for preconstruction projects under the facilities category.

Hardship

Ecology may offer qualified hardship applicants a combination of FP loans, subsidized loans, and Centennial grants for wastewater facility construction projects, wastewater facility preconstruction projects, onsite sewage repair and replacement local loan fund projects, and stormwater facility preconstruction projects.

If Ecology offers only partial funding to a construction hardship eligible project because insufficient funds are available, Ecology may place the project at the top of the priority funding list for the next funding cycle. The applicant must be able to demonstrate that the project can be completed within the allowable funding timeframe in order to be placed on the priority funding list for the next funding cycle.

Hardship for Wastewater Facility Preconstruction Projects

Wastewater facility preconstruction projects are eligible for hardship consideration if the project meets the following criteria:

- The existing residential population of the service area for the proposed project is 25,000 or less at the time of application.
- The MHI for the proposed service area is less than 80 percent of the state MHI.

Ecology may award applicants who meet these criteria a FP loan or a Centennial grant for 50 percent of the eligible project costs.

Hardship for Wastewater Facility Construction Projects

Wastewater facility construction projects funded through the CWSRF are eligible for financial hardship consideration if the project meets the following criteria:

- The existing residential population of the service area for the proposed project is 25,000 or less at the time of application.
- Financing the project without subsidy would cause existing residential sewer fees to be two percent or more of the MHI for the service area.

If Ecology determines that financial hardship exists, it may structure an offer that includes a combination of subsidized loan terms and Centennial grant. Table 2 shows the SFY20 hardship loan interest rates and grant eligibility.

Table 2: SFY20 Hardship Loan Interest Rates and Grant Eligibility

Sewer fee divided by MHI is:	Below 2% (non-hardship)	Above 2% but below 3% (moderate hardship)	Above 3% but below 5% (elevated hardship)	Above 5% (severe hardship)
5 years term:	1.0%	0.7%	0.3%	0.0%
20 years term:	2.0%	1.3%	0.7%	0.0%
30 years term:	2.7%	2.0%	1.3%	0.7%
Grant eligibility:	Not eligible	50% up to \$5M	75% up to \$5M	100% up to \$5M

Hardship for Onsite Sewage System Projects

Hardship funding is available for onsite sewage system (OSS) repair and replacement local loan projects in the form of subsidized loans and Centennial grants. Ecology determines the final blended subsidized interest rate for the subsidized CWSRF loan based on the loans provided to homeowners. Ecology will award no more than \$500,000 in Centennial grant to cover all eligible costs, including hardship, for an OSS project.

The following are requirements in order for project activities to qualify for a subsidized loan interest rate based on hardship:

- Household income not to exceed 80 percent of county MHI.

Ecology may adjust interest rates to below the standard rate based on evaluation of the recipient's total portfolio of local on-site sewage system loans issued to homeowners.

Table 3 provides the CWSRF interest rate schedule for loans targeted to homeowners at three levels of county median household income.

Table 3: CWSRF Interest Rate Schedule for OSS Loans Targeted to Homeowners

Homeowner income is:	Above 80% of county MHI (non-hardship)	Above 50% but below 80% of county MHI (moderate hardship)	Below 50% of county MHI (severe hardship)
5 years term:	1.0%	0.5%	0.0%
20 years term:	2.0%	1.0%	0.5%
30 years term:	2.7%	1.3%	0.7%

Hardship for Stormwater Facility Preconstruction Projects

Stormwater facility preconstruction projects funded through the CWSRF are eligible for hardship consideration if the project meets the following criteria:

- The existing residential population of the service area for the proposed project is 25,000 or less at the time of application.
- The MHI for the proposed service area is less than 80 percent of the state MHI.

Ecology may award applicants who meet these criteria a FP loan for 50 percent of the eligible project costs. The same project may not receive hardship incentives from both the SFAP, which provides a reduced match requirement and the CWSRF. In other words, a project that has a reduced match requirement based on a hardship determination under the SFAP will not receive FP subsidy under the CWSRF.

Green Project Reserve

Green Project Reserve (GPR) are projects or project components that focus on green infrastructure, water efficiencies, energy efficiencies, or “environmentally innovative” activities. Although GPR projects can be stand-alone projects, GPR is typically a component of a larger project type. To qualify for GPR consideration, projects or project components must meet the GPR criteria defined by EPA guidelines. EPA guidelines can be found in Appendix I.

To encourage GPR applications, Ecology may offer up to 25 percent of the loan funding for GPR-eligible components in the form of a FP loan. Only loan offers will receive principal forgiveness. If the actual cost of a GPR-eligible component changes, only 25 percent of the actual cost will be forgiven.

Stormwater projects that meet the requirements for GPR and have a reduced match requirement in accordance with a hardship determination under the SFAP are not eligible for GPR FP subsidy.

Set-asides and Limits

The following are set-asides and limits on CWSRF.

- Ten percent of the Capitalization Grant is set-aside for GPR projects.
 - GPR-eligible projects or project elements may receive up to 25 percent FP loan.
- Seventy-five percent of CWSRF is set aside for wastewater and stormwater facility construction projects.

- No more than 50 percent in this category may be allocated to any single applicant.
- Wastewater facility construction projects in hardship communities may be eligible for up to 100 percent FP loan and/or Centennial grant.
 - The combined total of CWSRF FP loan and Centennial grant may not exceed \$5,000,000 for any project.
- A Step 4 (Design and Construction) project may not exceed \$7,000,000 in total costs.
- Twenty percent of CWSRF is set aside for nonpoint source pollution control activities projects.
 - No more than 50 percent of the amount in this category may be allocated to any applicant.
- Five percent of CWSRF is set aside for wastewater and stormwater facility preconstruction projects in communities with populations less than 25,000 and MHIs less than the state MHI. In addition, if the MHI is less than 80 percent of the state MHI, the community may qualify for up to 50 percent FP loan and/or Centennial grant.
 - No more than 20 percent of the amount in this category may be allocated to any applicant.
- Ecology may adjust the maximum award under any of the categories up or down based on demand.

For more information about project eligibility refer to Chapter 3.

Requests for Additional Funding and Budget Adjustments

Subject to available funding, Ecology may provide additional CWSRF funds to a facility project to cover additional costs or address unforeseen circumstances. Requests for additional funding for construction bid overruns and change orders are subject to the following limitations.

Construction Bid Overruns

Ecology may adjust a recipient's facility construction loan or grant agreement by amendment to be consistent with the low, responsive, responsible bid. If the low, responsive, responsible bid exceeds the original engineer's estimate of construction costs, Ecology may approve a funding increase for up to 10 percent of the original engineer's cost estimate as supplied with the bid documents. If funding is available for bid overruns, Ecology will give hardship communities first priority based on the severity of financial need of the community. Ecology will fund bid overruns for non-hardship recipients on a first-come, first-served basis.

If the low, responsive, responsible bid falls below the existing loan or grant agreement amount, Ecology will amend the agreement to match the actual eligible bid amount based on the percentage of Ecology's participation in the overall funding of the project. Ecology will begin the amendment process as soon as possible after the completion of the bid process in order to make any surplus funds available to other public bodies.

Construction Change Orders

A change order is a formal document that modifies some condition(s) of the original construction contract. Ecology reviews all construction change orders submitted for eligibility for reimbursement. Significant changes that reflect a deviation from the approved planning document require pre-approval. 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, or capacity). Ecology may require a final quantity adjustment at the end of each contract to reconcile the originally contracted quantities with the quantities actually used.

Ecology may provide a five percent contingency for change orders subject to available funding. The five percent contingency will be based on the low, responsive, responsible bid minus any contingency included in the bid. The five percent contingency can be included in the grant or loan agreement. The department may approve funding for change orders of greater than five percent of the eligible portion of the low responsive responsible construction bid only if the recipient can demonstrate that the additional funding is needed to remedy unforeseeable, extraordinary site-specific conditions. Change orders are not eligible for design-build or design-build-operate projects. If funding is available for change orders, hardship communities will be given first priority based on the severity of financial need of the community. Ecology will provide a contingency for change orders to non-hardship recipients on a first-come, first-served basis.

Refinancing Existing Debt

CWSRF loans are available for refinancing of existing debt. Refinancing can take the form of interim refinance and standard refinance.

Interim Refinance

Interim refinancing is available for projects that will begin work prior to the time Ecology issues the Final Water Quality Funding Offer List and Intended Use Plan (Final List) using non-Ecology funds. Any project that is eligible for a CWSRF loan is eligible for interim refinance.

Applicants for interim refinancing apply for funding in the same manner as any new project. Ecology rates and ranks applications for interim refinance along with all other applications for new projects. Ecology awards funding on a competitive basis for all applications (including interim refinance application) based on project ranking, project category, funding program eligibility, and funding availability.

Reimbursement for eligible work performed will occur after a financial assistance agreement has been executed. Applicants beginning work prior to issuance of the Final Water Quality Funding Offer list are proceeding at their own risk. As with any other project, an applicant must meet all applicable requirements for that project type.

Standard Refinance

Standard refinance is for projects that have been successfully completed using non-Ecology funding sources where the recipient wants to refinance at a lower interest rate. Applicants must meet all applicable requirements for the project and must meet all Ecology prerequisites at the time the project was undertaken. Hardship assistance is not available for standard refinance projects.

Standard refinance projects are a low priority, and Ecology does not rate and rank them as competitive projects. Ecology makes funding offers for standard refinance projects only if CWSRF money is left after funding of competitively ranked projects. Ecology ranks multiple standard refinance projects competing for funding according to financial burden on the ratepayers.

Applicants must explain the original source of project funding (e.g., internal funds, other agencies, bond issuance). Applicants must also explain the specific provisions for repayment. The debt for the project must still be outstanding. Ecology will not advance refund a prior debt.

Stormwater Financial Assistance Program

The Stormwater Financial Assistance Program (SFAP) funds stormwater projects and activities that have been proven effective at reducing impacts from existing infrastructure and development. The SFAP program was created in 2013 by the Washington State Legislature and may be funded from various state sources.

Eligible Applicants

Applicants eligible for SFAP funding include:

- Counties, cities, and towns.
- Port districts.

Eligible Project Categories

Stormwater facilities and a limited suite of stormwater activities may be funded through SFAP. Projects proposed for inclusion in future NPDES municipal structural stormwater or source control programs, that meet all other eligibility requirements, are eligible for SFAP funding.

Stormwater Facility Projects

SFAP-eligible facility projects must meet the definition of retrofit in the appropriate (Eastern or Western) Washington Stormwater Management Manual. Ecology will review all stormwater projects to ensure compliance with Ecology design standards and Ecology-approved manuals.

In order to receive SFAP grant funding, stormwater best management practices (BMPs)/facilities must be proven to be effective at reducing pollution from existing development.

SFAP-eligible BMPs/facilities include those structural BMPs which have been designed in accordance with any of the following:

- Stormwater Management Manuals for Eastern or Western Washington (<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Stormwater-manuals>).
- Equivalent Ecology-approved manual as listed in Appendix 10 of the 2014 revision to the Phase I Municipal NPDES Stormwater Permit (<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Municipal-Stormwater-Phase-I-Permit>).
- Received a General Use Level Designation (GULD) through the Technology Assessment Protocol – Ecology (TAPE) program (<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Emerging-stormwater-treatment-technologies>).

Stormwater Source Control Activity Projects

SFAP-eligible source control activity projects must 1) enhance existing stormwater programs and 2) provide water quality benefits that extend beyond the grant period (typically three years).

Examples of SFAP-eligible stormwater activities include:

- Development of programs to track and inspect and privately-owned stormwater facilities.
- Establishment of source control sweeping programs that use GIS or other methods to track and quantify pollutant removal and establish a long-term sweeping plan that includes recommendations to optimize pollutant removal.
- Development of programs and techniques to identify, track, and remove legacy pollutants from stormwater conveyance systems. This may include assessment of infrastructure to look for contaminate sources and costs for testing and disposal of hazardous material.

Ecology will reimburse source control activity expenses as work is completed over the grant period. Equipment rental costs and use allowances for items such as sweepers are eligible expenses. If the total rental cost or use allowance of the equipment over the grant period is estimated to exceed the cost to purchase the equipment, recipients may request Ecology approval to purchase the equipment.

Ineligible SFAP Project Elements

Stormwater facility projects or project components that are ineligible to receive SFAP funding include, but are not limited to:

- Projects or project objectives previously funded by Ecology. Multiple phases of the same project may be eligible. However, phases should address stormwater from additional geographic areas and provide additional water quality benefits beyond those identified in earlier phases.
- Construction of BMPs/facilities for new development or re-development. SFAP funds may be used to pay for the portion of a BMP/facility that treats a combination of runoff from existing hard surfaces (retrofit) and new or replaced surfaces (new or re-development).

Applicants must provide a detailed budget that clearly shows the portion of the project that is strictly retrofit.

- Projects identified as necessary under an RCW 90.48 Administrative Order or Federal Consent Decree.
- Projects that treat run-off from undeveloped lands or agricultural areas.
- Stormwater runoff from private property where the applicant has not taken ownership or maintenance responsibilities for the facility by acquiring land or an easement. Applicants proposing to purchase property must get pre-approval from Ecology. Requirements for acquisition projects will align with the Washington Recreation and Conservation Office's (RCO) *Acquisition Manual 3*; see http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf.
- Land acquisition beyond the footprint of a stormwater facility or the footprint of a facility that has been re-located to install a stormwater facility.
- Structural BMPs that are not included in an Ecology-approved manual or have not received a TAPE GULD rating; see <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Emerging-stormwater-treatment-technologies>.
- Projects that treat process or waste water.
- Paving projects.
- Equipment purchase without pre-approval from Ecology.
- Lighting, landscaping, or other project elements that do not provide a water quality benefit.
- Contaminated soils removal or remediation.
- In-stream restoration or BMPs.
- Mitigation costs.
- Maintenance.
- Stormwater conveyance (unless the conveyance directs water to a water quality BMP)

Stormwater **activity** projects or project components that are ineligible to receive SFAP funding include, but are not limited to:

- Projects or project objectives previously funded by Ecology.
- Planning for flood control/stormwater conveyance.
- Maintenance.
- Education and outreach projects.
- Monitoring projects.

Some of these elements may be eligible for loan funding through the CWSRF. For more information about project eligibility please refer to Chapter 3.

Funding Provisions

Hardship

Stormwater projects in cities, towns, and counties funded through SFAP are eligible for financial hardship consideration if the project meets the following criteria:

- The existing residential population of the city or county is 25,000 or less at the time of application.
- The MHI for the city or county is less than 80 percent of the state MHI.

Hardship eligible SFAP-funded stormwater projects will have a reduced match requirement of 15 percent of the total grant award.

Ports are not eligible for SFAP hardship.

Green Retrofit Projects

The SFAP funding program defines a green retrofit project as a stormwater and land use management project that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration. Project designs meet those goals by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices. In the event of a scoring tie, the project that best fits the green retrofit definition will receive preference for SFAP funding.

Set-asides and Limits

The following are set-asides and limits on SFAP.

- One-hundred percent is provided to cities, counties, and ports for implementing stormwater-related projects.
- The maximum total SFAP grant award is \$5,000,000 per funding cycle per city, county, town, or port.

Requests for Additional Funding and Budget Adjustments

Construction Bid Overruns

Ecology may adjust a recipient's facility construction grant agreement by amendment to be consistent with the low, responsive, responsible bid. If the low, responsive, responsible bid exceeds the original engineer's estimate of construction costs, Ecology may approve a funding increase for up to 10 percent of the original engineer's cost estimate as supplied with the bid documents. If funding is available for bid overruns, Ecology will give hardship communities first priority based on the severity of financial need of the community. Ecology will fund bid overruns for non-hardship recipients on a first-come, first-served basis.

If the low, responsive, responsible bid falls below the existing loan or grant agreement amount, Ecology will amend the agreement to match the actual eligible bid amount based on the percentage of Ecology's participation in the overall funding of the project. Ecology will begin

the amendment process as soon as possible after the completion of the bid process in order to make any surplus funds available to other public bodies.

Construction Change Orders

A change order is a formal document that modifies some condition(s) of the original construction contract. Ecology reviews all construction change orders submitted for eligibility for reimbursement. Significant changes that reflect a deviation from the accepted planning document require pre-approval. 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, or capacity). Ecology may require a final quantity adjustment at the end of each contract to reconcile the originally contracted quantities with the quantities actually used.

For Ecology-approved change orders, Ecology may provide additional SFAP funding to facility construction projects of up to five percent of the low responsive, responsible bid minus any contingency included in the bid. Ecology will provide funding for change orders on a first-come, first-served basis.

Centennial

Centennial is a state funded program created by the Washington State Legislature in the middle 1980s. Centennial may be funded from various state sources.

Ecology must manage Centennial in accordance with state laws and rules, including Chapter 70.146 RCW and Chapter 173-95A WAC.

Eligible Applicants

Applicants eligible for Centennial funding include:

- Counties, cities, and towns.
- Water districts and sewer districts.
- Port districts.
- Conservation districts.
- Irrigation districts.
- Quasi-municipal corporations.
- Federally recognized tribes.
- Washington State institutions of higher education if the project is not included in the institution's statutory responsibilities.

Eligible Project Categories

Centennial provides grants for wastewater infrastructure and nonpoint source pollution control projects. Infrastructure (facility) projects are limited to wastewater facility preconstruction and construction projects in qualified hardship communities. Although it is rarely done, Ecology may also make loans using funds from Centennial.

Wastewater and Onsite Sewage System Facilities

- Wastewater facility preconstruction and construction projects in qualified hardship communities.
- Large onsite sewage system (subsidized loans and Centennial grants available for hardship).
- Onsite sewage system repair and replacement.

Stormwater Activities

- Stormwater utility development.
- Identifying and mapping of pollution sources.
- Education and outreach in unpermitted communities.

Nonpoint Activities

Examples of eligible nonpoint source pollution control projects include:

- Stream restoration and buffers.
- Agricultural BMPs.
- Protection of drinking water sources.
- Comprehensive basin plans.

Funding Provisions

Set-asides and Limits

The following are set-asides and limits on Centennial.

- One-third of for wastewater facility projects in hardship communities.
 - The total amount may not exceed \$5,000,000 for any single project.
- One-third of for nonpoint source pollution control activities projects.
 - Projects awarded a grant of \$250,000 or less may have any combination of cash, interlocal, or other in-kind match.
 - Projects awarded a grant of more than \$250,000 up to the maximum amount of \$500,000 must supply a cash-only match.
- The remaining funding is available competitively to fund either hardship wastewater facility or nonpoint source projects based on ranked priority.

Section 319

Congress established Section 319 as part of the CWA amendments of 1987 to address nonpoint sources of water pollution. EPA offers an annual grant to Washington to implement its plan to control nonpoint sources of pollution, *Washington's Water Quality Management Plan to Control Nonpoint Sources of Pollution*. The grant from EPA requires a 40 percent state match, and Ecology provides this match through Centennial grants for nonpoint source pollution control projects.

There are no specific state laws or rules for Section 319, but Ecology uses federal laws, rules, and guidelines and Centennial laws and rules to steer the program.

Eligible Applicants

Applicants eligible for Section 319 include:

- Counties, cities, and towns.
- Water districts and sewer districts.
- Port districts.
- Conservation districts.
- Irrigation districts.
- Quasi-municipal corporations.
- Federally recognized tribes.
- Washington State institutions of higher education if the project is not included in the institution's statutory responsibilities.
- Not-for-profit organizations that are recognized as tax exempt by the Internal Revenue Service.

Eligible Project Categories

Nonpoint Activities

Section 319 provides grants for a variety of activity projects that address nonpoint sources of pollution, including:

- Watershed planning.
- Implementation of BMPs.
- Water quality monitoring.
- Outreach and education.

Ecology requires applicants with projects that implement BMPs to collect and report data to estimate load reductions of nitrogen, phosphorus, and sediments. Ecology must report these reductions to EPA annually.

Funding Provisions

Set-asides and Limits

The following are set-asides and limits on Section 319.

- One-hundred percent is for nonpoint source pollution control activities projects.
 - Projects awarded a grant of \$250,000 or less may have any combination of cash, interlocal, or other in-kind match.

- Projects awarded a grant of more than \$250,000 up to the maximum amount of \$500,000 must supply a cash-only match.

Grant Match Requirements

Centennial, Section 319 and SFAP funding awards have match requirements. Match is the share of eligible costs provided by the recipient. The following bullets describe the match requirements for the various sources of funds.

Centennial and Section 319

- Match for nonpoint source activity projects funded through Centennial and Section 319 is 25 percent.
- Match for Centennial grants that fund OSS repair and replacement projects is 100 percent.
- There is no match required for wastewater facility construction projects awarded hardship Centennial grants.

SFAP

- Match for hardship SFAP-funded projects is 15 percent.
- Non-hardship SFAP-funded projects must provide 25 percent cash match.
- Recipients may use CWSRF loan awards for the project as cash match.
- Recipients may use property dedicated to stormwater facilities as match with pre-approval from Ecology. Property appraisals must be at least as recent as one year prior to the opening of the Combined Funding Program application period.
- If Ecology is providing funding for land to relocate a structure or feature to install water quality BMPs, a recipient may not use the value of the structure's original location as match. For example, if a project expands a right-of-way and moves a sidewalk to make room for a bio-retention feature, the grant recipient cannot use the land value of the sidewalk's original location as match.

Types of Match

Match is often in the form of cash, but a recipient may match some grants with in-kind contributions. The type of match allowed depends on the type of grant or the amount of the grant. The following describes the form of match requirements that apply.

Centennial or Section 319

- Projects awarded a Centennial or Section 319 grant of \$250,000 or less may have any combination of match.
- Projects awarded a Centennial or Section 319 grant of more than \$250,000 up to the maximum amount of \$500,000 must supply a cash-only match.

SFAP

- Project awarded SFAP funding must provide cash match.

Cash Match

Cash match includes any eligible project costs paid directly by the recipient that are not reimbursed by the Ecology grant or another third party. Ecology considers donations that become the long-term property of the recipient as cash match. Ecology considers loan money provided through the CWSRF as cash match.

Grants Used to Match Grants

If a recipient wants to use a grant from another funding agency as match, the recipient should check with the funding agency issuing the grant to ensure that it can be used as match for an Ecology grant. The following applies when using other grants to match an Ecology grant:

- The scope of work on the matching grant must directly satisfy the portion of the scope of work on the Ecology grant where the work is contributed.
- The date that the recipient incurs costs for the matching grant 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 for the Ecology grant.
- The matching grant cannot originate from the same funding source as the Ecology grant.
- Water Quality Program grants cannot be used to match each other.
- Grants provided by the Washington State Conservation Commission can be used to match Water Quality Program grants.
- Funds, goods, or services cannot be used as match more than once.

Ecology uses nonpoint source activities projects funded by Centennial to meet EPA's Section 319 match requirements. The grant agreement will state if Ecology is using the project as Section 319 match. Projects designated for Section 319 match cannot be used to meet match requirements for other funding programs.

Loans Used to Match Grants

A recipient may use CWSRF loans to provide the match for Centennial, Section 319, and SFAP grants. These are considered cash match.

Interlocal Contributions

Interlocal contributions are those made by another governmental agency through an interlocal agreement and not reimbursed by the grant or other outside funding source. The interlocal agreement should detail the work to be accomplished, the goods and services to be provided, and its value. Interlocal contributions can satisfy a cash match requirement. Interlocal contributions differ from other in-kind contributions because the following are eligible costs:

- An indirect rate of up to 30 percent of salaries and benefits for Centennial and SFAP and up to the EPA/Ecology negotiated rate for Section 319.
- Cost of transportation through mileage (at the current state rate) or an indirect rate.
- Per Diem, travel, and subsistence expenses at state travel rates.
- Prevailing wages of the public body.

Other In-kind

Examples of other in-kind match contributions are property, goods, or services contributed to the recipient (or any contractor under the agreement) without direct monetary compensation. Other in-kind match includes donated or loaned real or personal property, volunteer services, and employee services donated to a project. Other in-kind match does not include eligible project costs paid directly by the recipient (see Cash Match above). Other in-kind contributions must be fully documented and reported separately when requesting reimbursement.

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

The following are examples of **ineligible** other in-kind contributions:

- Contributions of overhead costs, per-diem, travel, and subsistence expenses.
- Contributed time from individuals receiving compensation through the grant, except when those individuals are off duty and contributing on their own time.
- Time spent at advisory groups or meetings that do not directly contribute to project activities.
- Studies conducted by other state or federal agencies.
- Any activities or expenses that are ineligible for Ecology funding are also ineligible to be used as match.

Third-party In-kind Contribution

When a third-party employer (not the recipient, state agency, 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 may be valued at the employee's regular rate of pay.

Chapter 3: Eligible Project Categories

Eligible projects fall into five main categories: wastewater facilities, onsite sewage systems, stormwater facilities, stormwater activities, and nonpoint source activities. Some projects are eligible for both loans and grants, while other projects are eligible for only loans.

Wastewater Facility Projects

Water pollution control facilities projects can include planning, design, and construction of wastewater infrastructure, including treatment, collection, combined sewer overflow (CSO) abatement, and infiltration and inflow (I/I) correction. The technical prerequisites and approval process for facilities projects can be extensive. Ecology encourages applicants to work closely with the Ecology project engineers to ensure that all technical prerequisites are in place when planning facilities projects.

In accordance with the 2018 revision to Chapter 90.50A RCW, beginning with this funding cycle publicly-owned industrial wastewater treatment facilities that reduce the treatment burden of a municipal wastewater treatment facility are eligible to apply for CWSRF funding.

Planning

Costs of preparing planning documents, including General Sewer Plans, Engineering Reports, environmental review, value engineering studies, and rate studies are eligible for Water Quality Financial Assistance Program funding. Applicants must comply with planning requirements in order to be eligible for financial assistance from Ecology.

Subsequent project steps often require Ecology approval of a planning document. If Ecology approved a planning document more than two years prior to the close of a loan and grant application period, an applicant must have Ecology complete a more recent review to ensure that the document reflects current conditions.

If a project requires the formation of a utility local improvement district (ULID), formation must be completed during planning. Design, construction, and combined design/construction projects that require formation of a ULID are ineligible to apply for funding until the ULID is formed.

Reclaimed Water Facilities

Reclaimed water facilities are eligible for loans. Reclaimed water facilities must meet the same eligibility standards as other water pollution control facilities, including demonstrating that the project is the cost effective solution to a water quality problem. Cost effectiveness can include the environmental benefits of advanced wastewater treatment as well as the provision of additional water supplies.

Generally, project components with water quality benefits are eligible. Components with strictly water supply benefits are not eligible. Eligible project components may include, but are not limited to:

- Wastewater treatment plant facilities.
- Rapid infiltration basins.
- Dedicated irrigation systems necessary to support the use of the water, such as poplar plantations.
- Purchase of land when that purchase is necessary for water storage or is the cost effective option, such as a dedicated land application site.
- Distribution piping and appurtenances needed to transport reclaimed water to the reuse site.

The purchase of land and distribution systems for recreation facilities (e.g., golf courses, ball fields, and parks) and similar community development features not directly related to water and wastewater infrastructure needs are not eligible for financial assistance.

Design

Facility design is eligible for funding. Design plans and specifications must be consistent with:

- Chapter 173-240 WAC, *Submission of Plans and Reports for Construction of Wastewater Facilities*; see <http://app.leg.wa.gov/wac/default.aspx?cite=173-240>.
- An approved planning document.
- Ecology's *Criteria for Sewage Works Design* (the "Orange Book"); see <https://fortress.wa.gov/ecy/publications/summarypages/9837.html>.
- Other applicable requirements.

Applicants must base the plans and specifications on the preferred cost-effective alternative identified in the cost effectiveness analysis.

Construction

Recipients of grants and loans for facility construction must ensure that the project complies with the approved plans and specifications. To this end, the applicant must provide adequate and competent construction management and inspection. This may involve procuring professional engineering services.

Design and Construction

Applicants can also apply for a combined facility design and construction project. The total project cost for both phases must be less than \$7,000,000 to be eligible to apply under one application. All the applicable requirements for both design and construction projects apply, including the possibility of hardship assistance for the construction components and preconstruction funding for the design portion of the project.

Table 4 provides a summary of the funding eligibility of some wastewater facility projects and components.

Land Acquisition

Acquiring land to site a wastewater facility or as an integral part of the treatment process (e.g., land application) must adhere to RCO's *Acquisition Manual 3*; see http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf.

Land acquisition before construction is at the community's risk. Ecology will not reimburse for land acquisition until construction begins. Land acquisition that occurs prior to construction is eligible for reimbursement under the CWSRF interim refinance provisions; see the *Interim Refinance* subsection in Chapter 2.

Table 4: Wastewater Facility Projects and Components Eligibility

Description	Centennial Hardship Grant	CWSRF Loan
Combined sewer overflow abatement facilities	Yes	Yes
Construction administration and inspection services	Yes	Yes
Cost and effectiveness analysis	Yes	Yes ¹
Environmental review	Yes	Yes ¹
Equipment and/or tools pre-approved for a funded project	Yes	Yes
Facilities for the control, storage, treatment, disposal, or recycling of domestic wastewater	Yes	Yes
Fiscal sustainability plans required for facility construction projects	Yes	Yes
Indirect rate (up to 30% of salaries and benefits)	Yes	Yes
Investment grade efficiency audit	Yes	Yes ¹
Land acquisition as an integral part of the treatment process (e.g., land application)	No	Yes
Land acquisition to site a wastewater facility	No	Yes
Landscaping for erosion control directly related to a project	Yes	Yes
Legal expenses associated with use of a bond counsel in developing a loan agreement	No	Yes
Light refreshments for meetings if pre-approved	Yes	No
LOSS/community wastewater systems construction	Yes	Yes
LOSS/community wastewater systems cost and effectiveness analysis	Yes	Yes ¹
LOSS/community wastewater systems environmental review	Yes	Yes ¹
LOSS/community wastewater systems investment grade efficiency audit	Yes	Yes ¹
LOSS/community wastewater systems planning, including feasibility studies, value engineering, rate studies, and general sewer plans and engineering reports that include environmental review	Yes	Yes ¹
LOSS/community wastewater systems plans and specifications (facility design)	Yes	Yes ¹
Mitigation to comply with requirements in SEPA/NEPA or other environmental review directly related to a project	Yes	Yes
Permits required for project implementation	Yes	Yes
Planning, including feasibility studies, value engineering, rate studies, and general sewer plans and engineering reports	Yes	Yes ¹
Plans and specifications (facility design)	Yes	Yes ¹
Project Management Consultant	Yes	Yes
Publicly-owned industrial wastewater treatment facilities that reduce the treatment burden of a municipal wastewater treatment facility	No	Yes
Reclaimed water distribution infrastructure for transportation to reuse site.	Yes	Yes

Description	Centennial Hardship Grant	CWSRF Loan
Refinancing: <i>Interim</i> for any project eligible for a CWSRF loan or <i>Standard</i> for water pollution control facilities begun after March 7, 1985	No	Yes
Side-sewer laterals, pump stations, and other appurtenances on private property for projects that address documented infiltration and inflow issues	Yes	Yes
Side-sewer laterals, pump stations, and other appurtenances on private property for projects that address documented nonpoint pollution issues	Yes	Yes
Side-sewer laterals, pump stations, and other appurtenances on private property where the facilities are owned and maintained by a public body or a public body has a property easement for at least the length of the loan/grant	Yes	Yes
Side-sewer laterals, pump stations, and other appurtenances on private property where the facilities are not owned and maintained by a public body or a public body does not have a property easement for at least the length of the loan/grant, the project does not address documented nonpoint pollution issues, and the project does not address documented infiltration and inflow issues	No	No
Side-sewer laterals, pump stations, and other appurtenances on public property	Yes	Yes

¹ Up to 50 percent FP for qualified hardship applicants.

Onsite Sewage System (OSS) Projects

OSS projects are eligible for both grants and loans. Eligible projects include planning, design, and construction of community large onsite sewage systems (LOSS), surveys of existing OSS throughout watersheds, local government loan programs provided to homeowners and small commercial enterprises for the repair and replacement of failing OSS, and homeowner education and outreach on the topic of OSS operation and maintenance.

Large Onsite Sewage Systems (LOSS)

The Department of Health (Health) permits LOSS designed to treat less than 100,000 gallons per day through Chapter 246-272B WAC, *Large On-site Sewage System Regulations*; see <http://app.leg.wa.gov/WAC/default.aspx?cite=246-272B&full=true>. With the exception that planning and design documents are approved through Health, these systems are considered facilities, and all the rules and requirements for facility projects apply.

Planning and Survey

OSS pollution identification and survey projects may be conducted throughout a watershed. Funded projects have included OSS data collection and management, system inspections and dye testing, and shoreline surveys to identify fecal coliform hotspots within the water source. Recipients may use grant or loan dollars to conduct door-to-door surveys for sewer infrastructure evaluation and to provide education and outreach, including Homeowner Septic Self-Inspection Trainings or Septics 101 classes.

Local Loan Program

Ecology may provide loans and grants to local governments to establish and manage OSS repair and replacement local loan programs. OSS funding programs through local governments provide low-interest loan options to homeowners and small commercial enterprises for OSS repair and replacement. Local governments that have OSS funding programs in place have ensured improvement to water quality, protection of public health, and assisted in the protection and restoration of critical commercial and recreational shellfish habitat through the reduction of fecal coliform bacteria and nutrient levels in surface waters.

Recipients may use Centennial grants and CWSRF loans for the following:

- Subsidized loans to property owners with financial hardship.
- Project administration and management.
- A loan loss reserve account in accordance with the following:
 - The grant recipient can establish and accumulate a reserve account using Centennial funds and local sources to secure the potential loss from default on individual homeowner OSS repair and replacement local loans.
 - Up to 10 percent of the total eligible cost for an individual OSS repair and replacement project may be deposited from the Centennial grant into the reserve account.
 - Recipients must apply the amount of Centennial funds on deposit in the reserve account to either:
 - Cover, in part or in full, losses realized by the grant recipient on homeowner default.
 - Additional OSS repair and replacement local loans at the timing discretion of the grant recipient.

OSS repair and replacement programs may also be used for LOSS projects. However, because the LOSS is considered a “facility”, completion of the State Environmental Review Process (SERP) process will be required before a local OSS repair and replacement program may be used for a LOSS construction.

Centennial grants for up to \$500,000 may be awarded for repair and replacement local loan programs with a 100 percent cash match. Match may be either a CWSRF loan or the recipient’s own source of funds.

Ecology may adjust CWSRF loan interest rates to a lower rate at the end of the project based on the recipient’s assistance to financially challenged homeowners. Ecology adjusts the interest rate on the local loan program based on the income of loan recipients in comparison to the county MHI.

A local government can tailor the OSS financial assistance program to fit into its existing water quality management strategies and efforts. Local governments may use an outside administrator for complete program management or provide some or all aspects of the loan program using internal resources. Local governments with successful local loan programs use a variety of internal and external resources for marketing and implementing the OSS loan program,

application review, loan authorization and processing, and establishment and collection of homeowner installment payments.

Aspects of a successful program include one or more of the following:

- Establishment of a program framework that addresses the identification and/or assessment of the failing OSS, homeowner loan application processing and management, and an on-going operation and maintenance program for repaired septic systems.
- Establishment of environmental and credit worthiness criteria.
- Staffing for program oversight.
- Marketing and promotion of the program through the local health jurisdiction, Septics 101 workshops, and local septic designers, installers, and pumpers.
- Septic surveys to identify OSS failures.

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 government during implementation.
- Assurances that citizens receiving local loan funds will properly operate and maintain the systems that are constructed.

Local governments must use the following guidelines when considering providing loans from local loan funds to small commercial enterprises for OSS rehabilitation or replacement:

- No more than one-third of the local loan fund may be used by small commercial enterprises for onsite wastewater treatment corrections.
- No more one-sixth of the local fund may be loaned to any single individual or business, up to a maximum of \$50,000.
- The average daily flows for any small commercial enterprise cannot exceed 3,500 gallons per day.

Small commercial enterprises may include public lodging (including motels, hotels, and bed and breakfast establishments), rentals (apartments, duplexes, or houses), small restaurants, stores, or taverns.

Regional Loan Program

The Regional Loan Program (RLP) is a partnership between local governments, Health, Ecology, and a financial institution partner (FIP). The FIP provides loans to property owners for repair or replacement of failing OSS in participating jurisdictions. The loans are supported by SRF and Centennial funds. Participating jurisdictions support the program through outreach and education, and through regular OSS permitting activities.

A participating jurisdiction may submit one funding application on behalf of the entire RLP. The funding application must include information on the relevant water quality and public health priorities of each participating or interested jurisdiction.

In addition to being included on the funding application, jurisdictions interested in joining the RLP must:

- Send a letter of support to the FIP before the application cycle closes.
- Send a letter to Health requesting to join the program.
- Attend the Annual Partners' Meeting. Partners will vote to include the new jurisdiction.
- Sign an memorandum of understanding (MOU) with Ecology, Health, and the other participating jurisdictions.

More information on joining the RLP can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/On-site-sewage-projects#RegOSS>.

Table 5 provides a summary of the funding eligibility of some OSS projects and components.

Table 5: Onsite Sewage System Projects and Components Eligibility

Description	Centennial Grant	Section 319 Grant	CWSRF Loan
Cost and effectiveness analysis	No	No	Yes
Equipment and/or tools pre-approved for a funded project	Yes	Yes	Yes
Fiscal sustainability plans required for facility construction projects	No	No	Yes
Indirect rate (up to 30% of salaries and benefits for Centennial and CWSRF and up to the EPA/Ecology negotiated rate for Section 319)	Yes	Yes	Yes
Landscaping for erosion control directly related to a project	Yes	Yes	Yes
Light refreshments for meetings if pre-approved	Yes	Yes	No
LOSS/community wastewater systems repair and replacement through a local loan/grant fund	No ¹	No	Yes
Mitigation to comply with requirements in SEPA/NEPA or other environmental review directly related to a project	Yes	Yes	Yes
Onsite sewage system education, information, and technical assistance programs	Yes	Yes	Yes
Onsite sewage system repair and replacement programs through a local loan/grant fund	Yes	No	Yes
Onsite sewage system surveys	Yes	Yes	Yes
Permits required for project implementation	Yes	Yes	Yes
Project Management Consultant	Yes	Yes	Yes
Side-sewer laterals for OSS abandonment and connection projects	Yes	No	Yes

¹ Qualified hardship applicants may be eligible.

Stormwater Facility Projects

Stormwater facility projects provide water quality benefits by treating and/or providing flow control for water generated from impervious surfaces associated with urban development (such as roads and buildings) prior to discharge to receiving waters. Grant and/or loan funding is

available for stormwater facilities. Applicant eligibility and the BMPs proposed will determine the type (grant or loan) of funding available for a specific project.

Applicants may receive funding for:

- Retrofit site evaluation and planning.
- Design.
- Design/construct.
- Construction-only stormwater facility projects.

Applicants are encouraged to apply for design dollars prior to requesting construction funding unless their design has been formally accepted by Ecology.

Projects that propose BMPs that are not included in an approved manual and/or have not received a GULD rating may be eligible to receive loan dollars.

All projects that propose retrofit or installation of BMPs that meet the definition of an Underground Injection Control (UIC) well must follow guidelines and regulation for stormwater management using UIC wells. More information about guidelines and regulations for UIC wells is available at <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Underground-injection-control-program>.

Planning and Design

Costs of stormwater facility siting and design are eligible for grant and/or loan funding. These costs may include assembling basin-specific data, such as land use, coverage, or ownership, as well as any geotechnical or mapping work that is necessary to formulate and evaluate project alternatives within the drainage basin.

Stormwater project design includes preparing design documents, cultural resource determinations, geotechnical work, engineering design reports, environmental review, value engineering studies, and rate studies.

Design documents require Ecology review prior to receiving construction funding. If Ecology accepted a planning document more than two years prior to the close of a loan and grant application period, an applicant must have Ecology complete a more recent review to ensure that the document reflects current conditions.

Construction

Ecology may provide loans or grants to eligible applicants for construction of stormwater facility projects. Examples of funded project include:

- Low impact development BMPs.
- BMPs listed in Washington State Eastern and Western Stormwater Management Manuals.
- BMPs that have achieved a GULD rating through the Ecology TAPE Program.
- Other BMPs that provide water quality benefit (loan only).

- New, non-proprietary, BMP development and assessment through the Ecology TAPE program (loan only).

Land Acquisition

Installation of a BMP/facility to treat run-off generated by private property requires the local jurisdiction to take responsibility for all operation and maintenance for the BMP/facility and to obtain a permanent easement to allow for access to the BMP/facility or purchase of the land itself.

Acquiring land to site a stormwater facility must adhere to RCO's Acquisition Manual 3; see http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf. The land purchase must be limited to the footprint necessary for installation of a BMP/facility or the relocation of a facility displaced by construction of a BMP/facility.

Land acquisition that occurs prior to construction is eligible for reimbursement under the CWSRF interim refinance provision and may also be used as match. Ecology will not reimburse for land acquisition until construction begins. Acquisition before construction is at the community's risk.

Table 6 provides a summary of the funding eligibility of some stormwater facility projects and components.

Table 6: Stormwater Facility Projects and Components Eligibility

Description	SFAP Grant	CWSRF Loan
Basin modeling for retrofit prioritization	Yes	Yes
BMPs or stormwater facilities, for new or redevelopment	No	Yes
BMPs that have not received a GULD rating	No	Yes
Cost and effectiveness analysis	Yes	Yes ¹
Environmental review	Yes	Yes ¹
Equipment and/or tools pre-approved for a funded project	Yes	Yes
Fiscal sustainability plans required for facility construction projects	No	Yes
Indirect rate (up to 30% of salaries and benefits)	Yes	Yes
Individual residential stormwater infiltration treatment and collection systems, such as bioretention swales on private property	Yes ²	No
Installation of rip rap, boulders, and retaining walls to prevent sediment discharge into stormwater BMPs	Yes	Yes
Land acquisition for stormwater facility siting	Yes	Yes
Landscaping for erosion control directly related to a project	Yes	Yes
Light refreshments for meetings if pre-approved	Yes	No
Mitigation to comply with requirements in SEPA/NEPA or other environmental review directly related to a project	No	Yes
Outreach to property owners/residents potentially affected by installation of a facility project	Yes	Yes
Permits required for project implementation	Yes	Yes
Pet waste signs/containers	Yes	Yes
Project Management Consultant	Yes	Yes
Stormwater facility projects required by court or administrative order	No	Yes
Stormwater facility, retrofit, or low impact development retrofit projects	Yes	Yes

¹ Up to 50 percent FP for qualified hardship applicants.

² Approval on a case by case basis with appropriate easements/landowner agreements.

Stormwater Activity Projects

Stormwater activity projects provide water quality benefits by creating behavior change, preventing future impacts to water bodies, and protecting and restoring natural systems. These projects may be funded by a variety of funding sources.

Due to the complex eligibility rules for stormwater activities, Ecology strongly recommends contacting appropriate regional or headquarters staff listed near the beginning of this document to discuss eligibility prior to submitting an application.

Eligibility for grant assistance depends on the specific stormwater activity proposed and the jurisdiction where the activity takes place. Generally, grant funding for stormwater activity projects is reserved for activities proposed outside the boundaries of a NPDES municipal stormwater permit. A limited suite of activity projects focused on source control are eligible for SFAP grants in both permitted and un-permitted communities.

Table 7 provides a summary of the funding eligibility of some stormwater activity projects and components.

Table 7: Stormwater Activity Projects and Components Eligibility

Description	Centennial Grant or Section 319 Grant	SFAP Grant	CWSRF Loan
Development of inspection programs for private parcel stormwater BMPs	No	Yes	Yes
Establishment of stormwater utilities	Yes	No	Yes
Implementation of educational activities not required by permit	Yes	No	Yes
Indirect rate (up to 30% of salaries and benefits for Centennial, SFAP, and CWSRF and up to the EPA/Ecology negotiated rate for Section 319)	Yes	Yes	Yes
Land acquisition for: wetland habitat preservation and protection; riparian area and watershed preservation; drinking water source protection	Yes	No	Yes
Landscaping for erosion control directly related to a project	No	Yes	Yes
Legacy pollutant source identification, tracing, and removal	No	Yes	Yes
Light refreshments for meetings if pre-approved	Yes	Yes	No
Outreach and education projects not required by stormwater permits	Yes	No	Yes
Outreach and education projects required by stormwater permits	No	No	Yes
Project Management Consultant	Yes	Yes	Yes
Purchase, rental, or use fees for high-efficiency vacuum sweepers supporting a source control program	No	Yes	Yes
Stormwater quality monitoring	No	No	Yes

Nonpoint Source Activity Projects

Nonpoint source water pollution control activities include a wide variety of projects that do not involve constructing or preparing to construct a traditional water pollution control facility. These types of projects involve activities such as implementing nonpoint BMPs and using outreach and education to help improve water quality by addressing nonpoint source pollution. Ecology may require specific review and approval for certain BMPs in the individual loan or grant agreements. Projects that implement direct water quality benefits are prioritized in the application evaluation process.

All proposed nonpoint source activity projects must implement an element of a state or local plan directed at addressing water quality issues (e.g., watershed management plan, nonpoint source pollution control plan, TMDL). The plan being implemented must meet the criteria of the nine Key Elements for nonpoint source projects as outlined in EPA's *Handbook for Developing Watershed Plans to Restore and Protect Our Waters*; see <https://www.epa.gov/polluted-runoff-nonpoint-source-pollution/handbook-developing-watershed-plans-restore-and-protect>.

All Ecology funded nonpoint source activity projects must also meet the objectives of *Washington's Water Quality Management Plan to Control Nonpoint Sources of Pollution*; see <https://fortress.wa.gov/ecy/publications/SummaryPages/1510015.html>.

Following is an overview of project types that qualify as nonpoint source activity projects.

Nonpoint Best Management Practices (BMPs) Implementation Projects

Water quality BMPs are defined as structural or non-structural methods recommended through a planning process that have a demonstrated success for addressing or preventing water quality degradation. Implementation of BMPs refers to the use of established approaches or practices to address water quality problems. BMPs are physical, structural, and managerial practices that prevent or reduce nonpoint source pollution.

Ecology may fund BMPs that address or correct water quality degradation through facility- or activity-focused projects. However, BMP eligibility is not the same for loans and grants.

BMP Funding Eligibility

BMPs for water quality improvements on private property, public property, public easements, or public rights-of-way through private property are eligible for grant and loan funding. Nonpoint source BMPs eligible for grants are limited to livestock exclusion fencing, riparian buffer establishment and planting, stream restoration activities, direct seeding, and certain livestock feeding practices.

All Nonpoint BMPs must meet the conditions of these funding guidelines and be reviewed by Ecology prior to installation. Ecology will require recipients to submit a BMP Approval form that describes the implementation plan for all BMPs with any supporting documents such as maps, designs, and maintenance plans, etc. to the regional Project Manager. A BMP Approval Form template is available at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Nonpoint-source-activity->

[projects/Nonpoint-source-project-resources](#). Ecology's Project Manager or Project Engineer will review the proposed project and provide written notice to proceed with implementation. If the recipient installs un-approved BMPs, the recipient assumes the risk that Ecology may delay or deny part or all of the reimbursement for that activity.

Eligible Nonpoint BMPs

Eligible BMPs include, but are not limited to, those that:

- Are recommended through a multi-agency watershed management planning process and approved by Ecology as an effective technique to reduce nonpoint source pollution.
- Provide public benefits through improved water quality.
- Are based on water quality improvements and not on agricultural production needs.
- 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.

Ecology limits its financial assistance to public bodies. However, the public body that receives a grant or a loan can provide financial assistance to a private landowner.

BMPs on Private Property Limitations

BMPs on private property are limited to those that involve:

- A landowner agreement or conservation easement that is granted and signed by the landowner. An example landowner agreement can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Nonpoint-source-activity-projects/Nonpoint-source-project-resources>.
- Site-specific project plans that have been reviewed and approved by Ecology in writing prior to implementation.
- Implementation of BMPs in the riparian zone consisting of revegetation or fence construction that meets the riparian restoration criteria in Appendix G.
- Implementation of no-till BMPs in areas where sedimentation and erosion affect water quality in streams and rivers.
- Implementation of livestock feeding BMPs where:
 - Activity from livestock is contributing to fecal coliform or sedimentation problems and/or other degradation to the riparian area, stream, and water quality.
 - The installation meets all of Ecology's prerequisites for eligibility.
- Implementation of new, innovative, or alternative technology BMPs not yet demonstrated in the Ecology region in which they are proposed. Demonstration projects are approved for grant eligibility by Ecology on a case-by-case basis.

Agricultural BMPs must comply with the Natural Resource Conservation Service (NRCS) Field Office Technical Guide (FOTG) construction specifications or equivalent construction standards. If NRCS specifications are not available, the structural design of the proposed BMP must be designed by a licensed engineer. For further information, see Section IV of the FOTG at <http://efotg.nrcs.usda.gov/treemenuFS.aspx?Fips=53077&MenuName=menuWA.zip>.

Stream restoration and bank stabilization projects must meet the standards established in Appendix G of this document and the Washington State Aquatic Guideline Program's *Stream Habitat Restoration Guidelines*. The current version of this guidance can be found at <http://wdfw.wa.gov/publications/01374/>.

Appendices D, E, and F discuss more specific BMP provisions.

Agricultural BMPs

Direct Seed Systems

Direct seed systems are eligible for Water Quality Program financial assistance. Direct seed systems plant and fertilize row crops into undisturbed soil and eliminate full width tillage for seedbed preparation. Equipment used for direct seeding disturbs only a narrow strip of soil and retains a majority of residue from the previous crop. Direct seed systems significantly reduce erosion, improve soil quality, reduce fuel consumption, and are a viable alternative to traditional, full tillage systems. Direct seeding practices are eligible for three types of funding:

- Equipment rental cost reimbursement.
- Cost of custom application fee reimbursement.
- Direct seed equipment purchase.

Appendix D contains the eligibility conditions for direct seed systems.

Livestock Exclusion Fencing

Livestock exclusion fencing is eligible for Water Quality Program financial assistance when installed at a minimum setback from the ordinary high watermark (OHWM) consistent with the riparian restoration guidance found in Appendix G. Exclusion fencing protects riparian areas from impacts due to livestock activities in and around streams. Recipients are required to plant the buffer established by the fencing setback with native trees and shrubs to provide a higher level of water quality improvement. This minimum setback and vegetation helps protect surface waters from pollutants such as pathogens, sediment, and nutrients, and provides physical protection so riparian areas may be restored. Grass filter strips are not sufficient to meet this requirement.

Livestock Off-stream Watering Facilities

If an applicant proposes to install livestock exclusion fencing as part of a riparian protection/restoration project and the fencing meets the minimum standards for that BMP, Ecology may award grant dollars to install an off-stream watering facility. A livestock owner uses off-stream watering to provide an alternative source of watering where fencing or other method(s) exclude livestock from streams in order to protect water quality. Off-stream watering facilities (including well construction) are conditionally eligible for Water Quality Program financial assistance for projects that include privately owned livestock operations.

Appendix E contains the eligibility conditions for off-stream watering facilities.

Livestock Feeding BMPs

Livestock feeding BMPs support the relocation of livestock activities that threaten water quality, or to enhance existing feeding areas distanced from surface waters. Recipients may install a combination of these BMPs when appropriate. Funding for livestock feeding BMPs only applies to projects that will improve existing water quality problems, and may not be used to rebuild feeding facilities where the primary purpose is to repair existing structures. Ecology's Project Management Team must approve all projects before installation. Livestock exclusion fencing is a required prerequisite for these practices and must meet the minimum setback requirement. Eligible livestock BMPs include heavy use area protection and associated fencing, waste storage facilities, and windbreaks.

Appendix F contains the eligibility conditions for livestock feeding BMPs.

Demonstration Nonpoint BMP Projects

Ecology will consider demonstration BMP activity projects for funding if they meet the following two conditions.

- The practice has a proven record to improve the water quality problem of concern.
- The practice has not previously been demonstrated in the Ecology region where the project is proposed.

Demonstration projects should be relatively small in scope, yet large enough to clearly evaluate BMP effectiveness. Demonstration projects also need to incorporate education and outreach, including direct involvement from the local county cooperative extension office or local conservation district. The applicant should plan outreach efforts that include news articles, focus sheets, or other written materials to maximize public exposure and increase the public awareness of the project. The applicant should describe approaches for planned outreach in the application.

Ecology expects recipients with demonstration projects to include a thorough analysis of the effectiveness and outcomes of the project in the final report and provide recommendations for the potential of the BMP to become a grant-eligible activity.

Groundwater, Aquifer, Wellhead Planning and Implementation

Planning for and implementation of wellhead protection projects, groundwater protection projects, source water (including groundwater and surface water) protection, and critical aquifer recharge area projects are eligible for loan or grant funding. Applicants undertake these projects to protect the quality of water used as a public drinking water supply. Decommissioning of abandoned wells is only eligible for loan funding.

Drinking water system data are available at

<http://www.doh.wa.gov/DataandStatisticalReports/EnvironmentalHealth/DrinkingWaterSystemData.aspx>.

Lake Restoration Planning and Implementation

Lake restoration planning and implementation projects on lakes with public access are eligible for loans or grants. Lake restoration implementation projects where there is no public access are not eligible for funding. The “Step Process” is required for all lake restoration projects (see Application Requirements in Chapter 4 for a description of the Step Process). Step 1 is planning: it involves the identification of problems and evaluation of cost-effective alternatives. Step 2 is the implementation of the planning document. If the project includes construction, a design component may be included before the implementation step.

In-lake treatments, such as alum, are only eligible for CWSRF loans.

Land Acquisition

The purchase of real property and conservation easements is eligible for Water Quality Program financial assistance for the following purposes:

- Wetland habitat preservation and protection.
- Riparian area and watershed preservation and protection.
- Drinking water source protection.

Recipients may use grants to buy the land itself through fee title acquisitions or to buy an interest in the land such as a conservation easement. Requirements for acquisition projects will align with RCO’s *Acquisition Manual 3*; see http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf. The funding assistance limits and all other nonpoint conditions of these funding guidelines still apply.

Public Outreach and Education Projects

Projects with public outreach and education components are eligible for loan or grant funding. Public outreach and education use effective methods and programs, guided by a detailed outreach strategy, to engage the public's interest in improving water quality. Applicants should consider that the public has different levels of background knowledge of both water quality management and its role in reducing water pollution. Therefore, applicants should consider a multi-pronged approach to outreach. Public outreach efforts should include:

- Generating basic awareness of water pollution.
- Educating at a more sophisticated level using more comprehensive content.
- Building on existing recognition of the issue to prompt behavior changes that reduce pollution or opportunities for pollution.

The strategy should also specifically address combining public outreach with the implementation of other water quality management measures. This aspect of outreach could involve more in-depth education, short training courses, live presentations and slideshows, handbooks, posters with educational content and captioned illustrations, and web-based training modules, or websites with photos of good and bad practices.

Applicants should target their outreach and education efforts to landowners with properties adjacent to surface waters. Ecology acknowledges it is important to educate the general public about behaviors and impacts to water quality. However, for grant project purposes, the most benefit is gained by targeting landowners with properties adjacent to surface waters.

Appendix H provides guidance on how to develop outreach and education project proposals. Ecology provides this information as a resource or checklist and does not require the applicant to follow it. The goal of the checklist is to help design effective projects that change behaviors and achieves environmental results.

Riparian and Wetland Restoration Planning and Implementation

Planning and implementing riparian and wetland habitat restoration projects are eligible for loans or grants. Applicants can include installation of livestock exclusion fencing as part of a riparian protection/restoration project. Appendix G contains requirements for riparian restoration and planting projects.

Ecology's *Restoring Wetlands in Washington: A Guidebook for Wetland Restoration, Planning & Implementation* provides guidance in developing a project proposal; see <https://fortress.wa.gov/ecy/publications/SummaryPages/93017.html>.

Riparian Buffer Incentive

As an incentive to implement the riparian buffer requirements, Ecology will provide 100 percent grant funding for the buffer implementation project task in applications that rate and rank highest in the evaluation process. This 100 percent funding will include site-specific planning, design, and implementation of riparian buffer planting projects and associated livestock exclusion fencing only. All other BMPs will be reimbursed at the 75 percent grant share with a 25 percent match required on the project level.

Technical Assistance

Ecology may reimburse the costs associated with project-specific planning and technical assistance for planning, design, and implementation of grant and loan eligible water quality BMPs or riparian restoration. Site-specific planning for resource and land management is an eligible activity if the resulting plan includes eligible water quality BMPs consistent with the criteria required under these guidelines. Any plan for riparian buffer protections or streambank stabilization must include recommendations that meet or exceed the buffer width guidance found in Appendix G.

Total Maximum Daily Loads (TMDL) Support Projects

Projects that support the planning and implementation of TMDL programs are eligible for grants and loans. The BMPs recommended for TMDL implementation are subject to the same eligibility criteria as projects that are not part of a TMDL implementation plan.

Applicants should work directly with Ecology’s TMDL coordinators in their region on planning for and managing these projects; see <https://ecology.wa.gov/Water-Shorelines/Water-quality/Water-improvement/Total-Maximum-Daily-Load-process/Directory-of-improvement-projects>.

Water Quality Monitoring

Water quality monitoring before and during implementation and after project completion is critical for tracking environmental and project results. Ecology may provide loans or grants for water quality monitoring projects. Typically, a recipient undertakes monitoring to characterize the existing conditions of ground waters and surface waters, to identify or quantify pollutant sources or loads, or to establish the effectiveness of BMPs. Monitoring may be the entire project or a component of a larger project.

Water quality sampling for Deoxyribonucleic Acid (DNA)-typing is not an eligible activity.

Watershed Planning and Implementation

Watershed planning projects are eligible for loans or grants. If the project is located in the 12 counties that border Puget Sound, it must comply with planning criteria contained in Title 400 WAC, *Puget Sound Partnership*; see <http://app.leg.wa.gov/WAC/default.aspx?cite=400>. 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. Watershed-wide planning projects funded by Section 319 must also meet the nine Key Elements for Watershed Plans in EPA’s *Handbook for Developing Watershed Plans to Restore and Protect Our Waters*; see <https://www.epa.gov/polluted-runoff-nonpoint-source-pollution/handbook-developing-watershed-plans-restore-and-protect>.

Table 8 provides a summary of the funding eligibility of some nonpoint source activity projects and components.

Table 8: Nonpoint Source Activity Projects and Components Eligibility

Description	Centennial Grant or Section 319 Grant	CWSRF Loan
Acquisition/installation of fencing along stream ^{1, 2, 6}	Yes	Yes
Acquisition/installation of native plant material ^{2, 6}	Yes	Yes
Acquisition/installation of plant material stabilizer ^{2, 6}	Yes	Yes
Activities required by NPDES municipal stormwater permits	No	Yes
Agricultural BMP implementation on private property at concentrated animal feeding operations (CAFOs) (only CAFOs in areas covered by federally designated National Estuaries are eligible for CWSRF loans)	No	Yes
Agricultural BMP implementation on private property for the following: riparian re-vegetation, exclusion fence construction; livestock feeding BMPs including heavy use area protection and associated fencing, waste storage facilities, and windbreaks; certain activities that contribute to converting conventional tillage practices to direct seed practices; new	Yes	Yes

Description	Centennial Grant or Section 319 Grant	CWSRF Loan
innovative/alternative technology if they have not yet been demonstrated in the Ecology Region in which they are proposed; new BMPs approved by Ecology that are environmentally sound, effective, and consistent with the funding program goals and objectives		
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	Yes	Yes
Armoring of the toe ^{2, 6}	Yes	Yes
Beaver Dam Analogues ^{1, 6}	Yes	Yes
BMP's on public property	Yes	Yes
Bridges (livestock only) – up to 6 feet wide and no culverts ^{2, 5, 6}	Yes	Yes
Channel re-establishment or naturalization/meander reconstruction/ re-sloping ^{1, 2}	Yes	Yes
Comprehensive planning for basin, watershed, and area-wide water quality	Yes	Yes
Computer equipment, software, etc. specific to a funded project	Yes	Yes
Conservation easement administration and legal costs associated with establishing conservation easements	Yes	Yes
Conservation plans (site-specific) targeted to water quality BMP implementation ¹	Yes	Yes
Cost and effectiveness analysis to encourage implementation of eligible BMPs	No	Yes
Cultural resources review for BMP implementation	Yes	Yes
Culvert removal for improved water quality and riparian restoration ^{2, 6}	Yes	Yes
Diagnostic studies to assess current water quality	Yes	Yes
Direct seed custom application fee reimbursement ^{1, 2, 6}	Yes	Yes
Direct seed equipment purchase by public body for rental purposes ¹	Yes	Yes
Direct seed equipment purchase for private landowner use	No	Yes
Direct seed equipment rental by private landowner - reimbursement ^{1, 6}	Yes	Yes
Education and stewardship programs related to water quality	Yes	Yes
Educational and funding recognition signage	Yes	Yes
Equipment and/or tools pre-approved for a funded project	Yes	Yes
Grass filter strips ^{1, 2, 6}	Yes	Yes
Groundwater and source water protection	Yes	Yes
Hardened stream crossings for livestock ^{1, 2, 3, 5, 6}	Yes	Yes
Indirect rate (up to 30% of salaries and benefits for Centennial and CWSRF and up to the EPA/Ecology negotiated rate for Section 319)	Yes	Yes
In-lake treatments, such as alum	No	Yes
Installation of log structures ^{1, 2, 6}	Yes	Yes
Installation of root wads ^{2, 6}	Yes	Yes
Installation of siphons	No	Yes
Installation of tide or flood gates	No	Yes
Irrigation canal efficiency measures (such as lining or piping existing canals)	No	Yes
Irrigation efficiency implementation (such as drip, mist, or low delivery systems)	No	Yes
Lake restoration implementation that has gone through the Step process	Yes	Yes
Lake water quality planning	Yes	Yes
Lakeshore riparian installation ^{1, 2, 6}	Yes	Yes

Description	Centennial Grant or Section 319 Grant	CWSRF Loan
Land acquisition for: wetland habitat preservation and protection; riparian area and watershed preservation; drinking water source protection	Yes	Yes
Legal expenses associated with development of local ordinances for water quality protection	Yes	Yes
Light refreshments for meetings if pre-approved	Yes	No
Livestock exclusion fencing on private property ^{1, 2, 5, 6}	Yes	Yes
Livestock exclusion fencing on public property ^{1, 5, 6}	Yes	Yes
Livestock feeding BMPs including heavy use area protection, waste storage facilities, and windbreaks ^{1, 2, 5, 6}	Yes	Yes
Manure waste storage lagoon	No	Yes
Mitigation to comply with requirements in SEPA/NEPA or other environmental review directly related to a project	Yes	Yes
Model ordinances to prevent or reduce pollution from nonpoint sources (development and dissemination)	Yes	Yes
Monitoring equipment used for water quality assessment	Yes	Yes
Nutrient Management Plan	No	Yes
Off-stream watering provisions ^{1, 2, 3, 5, 6}	Yes	Yes
Permits required for project implementation	Yes	Yes
Planting trees for future harvesting	No	Yes
Pledge programs	Yes	Yes
Project Management Consultant	Yes	Yes
Residue management via no till, direct seeding ^{1, 2, 6}	Yes	Yes
Riparian and wetlands habitat restoration and enhancement	Yes	Yes
Riparian forest buffers (not for future harvest) ^{1, 2, 6}	Yes	Yes
School programs (water quality related) ^{1, 4}	Yes	Yes
Sediment control basins ^{2, 6}	No	Yes
Site monitoring and follow-up maintenance ¹	Yes	Yes
Site preparation work (e.g., weed removal) ²	Yes	Yes
Site-specific BMP or watershed planning when it results in water quality BMP recommendations consistent with these guidelines	Yes	Yes
Spring development ^{1, 2, 3, 5, 6}	Yes	Yes
Stream bank revegetation and stabilization ^{1, 2, 6}	Yes	Yes
Stream restoration projects for water quality purposes	Yes	Yes
Technical assistance for irrigation water management such as planning and soil testing	Yes	Yes
Technical assistance for the planning, design, and implementation of eligible water quality BMPs and stream restoration activities	Yes	Yes
TMDL plan development and implementation	Yes	Yes
Use of sediment settlers (e.g., Polyacrylamide) ^{1, 2}	No	Yes
Water quality monitoring	Yes	Yes
Watering riparian plantings ^{2, 3}	Yes	Yes
Weed control associated with riparian revegetation ²	Yes	Yes
Well decommissioning	No	Yes
Wellhead protection	Yes	Yes
Wetland creation ^{1, 2, 6}	No	Yes
Wetlands restoration ^{1, 2, 6}	Yes	Yes

¹ Specific criteria or guidelines apply.

² Work on private property requires landowner agreement.

³ May have Ecology's Water Resources or Shorelands and Environmental Assistance Program issues. Applicants, recipients, and Ecology staff may need to inquire as to specific project limitations or permits.

⁴ School districts are not eligible for funding.

⁵ Requires exclusion fencing with a minimum setback from the ordinary high water mark consistent with the riparian restoration guidance found in Appendix G.

⁶ Requires prior review and approval from Ecology's Project Manager before implementation.

Program-wide Ineligible Projects and Components

In general, projects or project components that do not have a direct water quality benefit are not eligible for funding. Projects or project components prohibited by statute, federal appropriation, or administrative rules are also ineligible. Table 9 contains a list of some projects and project components that are ineligible for all funding sources.

Table 9: Ineligible Projects or Project Components

Description
Acquisition/installation of side/cross fencing
Annual permit fees
Application preparation (grant or loan)
Aquatic plant control for aesthetic reasons, navigational improvements, or other purposes unrelated to water quality
BMPs implementation on most federal and state owned property
BMPs implementation that affect upland areas
BMPs implementation that are solely agricultural production oriented or for private gain
Bond costs for debt issuance
Bonus or acceleration payments to contractors to meet contractual completion dates for construction
Buildings unless they are required to protect water quality or they are needed to implement permit requirements such as a laboratory at a wastewater treatment facility
Cost-plus-a-percentage-of-cost contracts (also known as multiplier contracts), time and materials contracts, and percent-of-construction contracts; this does not apply to General Contractor/Construction Manager (GC/CM) contracts procured in accordance with Chapter 39.10 RCW
Culvert installation, repair, or replacement unless required to protect water quality for wastewater projects
Facilities designed solely to provide primary treatment
Facilities located on private property
Facilities or portions of facilities that are solely intended to control transport, treat, dispose or otherwise manage commercial, institutional, or industrial wastewater except for projects at publicly-owned industrial wastewater treatment facilities that reduce the treatment burden of a municipal wastewater treatment facility
Farm planning - general
Fees for failure to pay invoices on time, check overdrafts, etc.
Fines and penalties due to violations of or failures to comply with federal, state, or local laws
Installation of rip rap, boulders, and retaining walls/bulkheads intended for shoreline or streambank armoring
Lake restoration implementation where there is no public access
Landscaping for aesthetic reasons
Lobbying or expenses associated with lobbying
Monitoring equipment used by an industry for sampling and analyses of industrial discharges to municipal water pollution control facilities

Description
Operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc.
Operation and maintenance expenses
Overtime differential paid to employees of local government to complete administrative or force account work
Previously funded objectives
Projects solely for flood control
Reclamation of abandoned mines
Removal of existing structures or demolition of structures that are not interfering with proposed construction
Scientific research unrelated to a specific activity or facility
Side-sewer laterals, pump stations, and other appurtenances on private property where the facilities are not owned and maintained by a public body or a public body does not have a property easement for at least the length of the loan/grant, the project does not address documented nonpoint pollution issues, and the project does not address documented infiltration and inflow issues
Solid and hazardous waste cleanup
State and federal agency facilities and other duties and responsibilities
Terralift technology for repairing OSS
Vehicle purchase, except where Ecology has determined that a specialized vehicle is essential to directly satisfy the project scope of work and to achieve the project water quality goals and outcomes
Water supply and conveyance

Chapter 4: Applying for Funding

Ecology manages the four major funding programs for water quality projects as one program. We have one combined funding cycle, one application process, and one Final Offer List and Intended Use Plan.

The Funding Cycle

The SFY20 application cycle begins on August 13, 2018. Before the application period opens, Ecology posts information explaining the application process and sends out a notice about the application period and corresponding applicant workshops.

During the annual funding cycle, Ecology:

- Accepts applications for approximately two months.
- Holds applicant training workshops around the state.
- Rates and ranks the eligible applications based on the evaluation criteria.
- Solicits advice on project scope of work from other state agencies and other Ecology programs, if applicable.
- Conducts evaluators' meetings to discuss the project proposals water quality priorities, finalize evaluations, and develop a Draft Water Quality Funding Offer List and Intended Use Plan (Draft List).
- Sends the Draft List to the Governor's Office of Financial Management and the State Legislature for consideration during the funding appropriation process and makes adjustments based on legislative provisions.
- Holds a 30-day public review and comment period.
- Conducts a public meeting during the 30-day public review process to present the Draft List.
- Publishes the Final Water Quality Funding Offer List and Intended Use Plan (Final List) that includes a responsiveness summary to comments received on the Draft List.
- Develops agreements.
- Manages agreements.
- Closes-out agreements.

Figure 1 illustrates the estimated timeline for the SFY20 funding cycle steps.

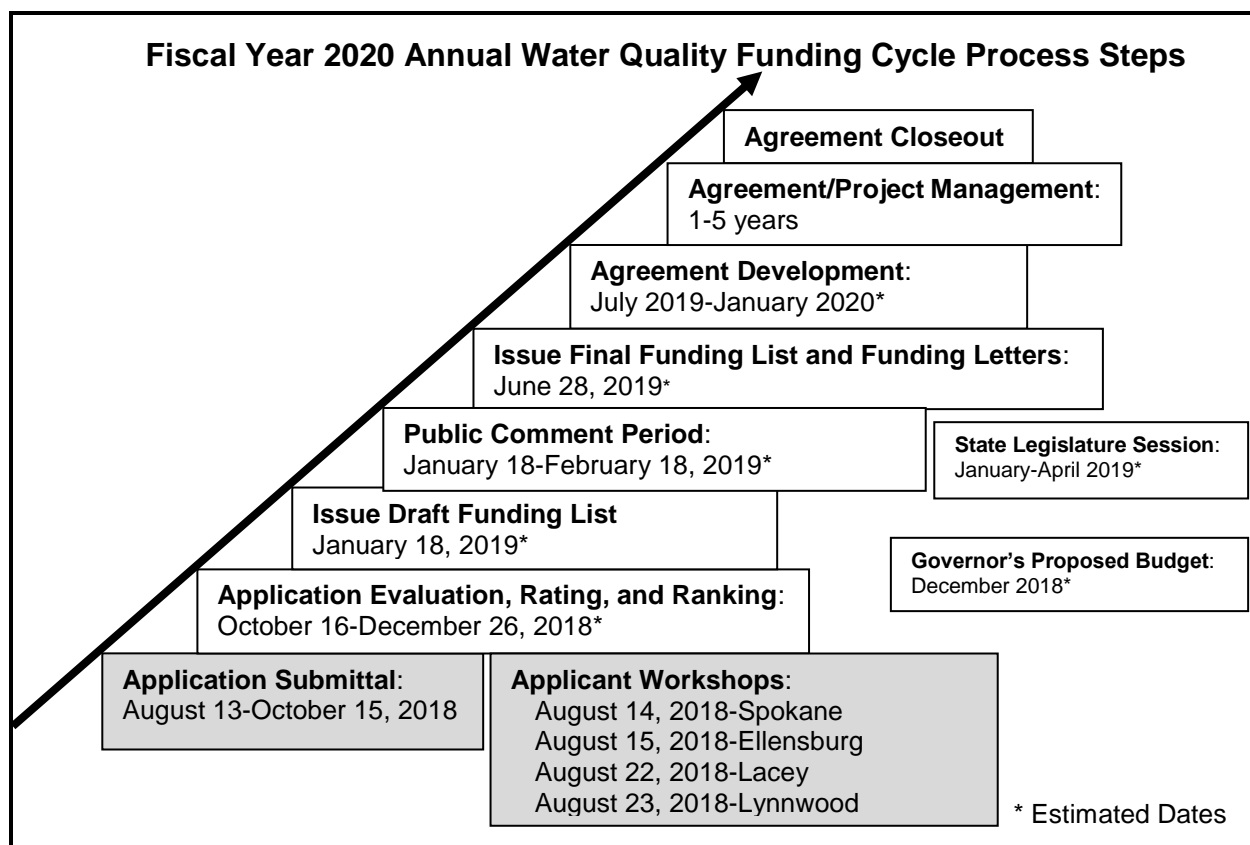


Figure 1: The SFY20 Funding Cycle

How to Apply

The Application

Applicants submit applications for funding through the Ecology Administration of Grants and Loans (EAGL) system. The funding application is available by going to <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans> and following the instructions. Once in the EAGL system, applicants can access the funding application and an EAGL User's Manual that provides instructions on accessing and using the system.

Applicants can submit applications beginning August 13, 2018. All applications must be submitted by 5:00 pm on October 15, 2018.

Evaluation Process

Ecology evaluates project proposals based on responses provided in the application. A total of 1,000 points are available. In order to obtain funding a project must receive a score of at least 600 total points, and it must receive at least 250 of the 500 possible points on Water Quality and Public Health Improvements. Table 10 shows the scoring breakdown along with the rating criteria and guidance.

Table 10: Application Rating Criteria and Guidance

Application Rating Criteria and Guidance
<p>Funding Request</p> <p>Scoring Worth up to 15 total points as follows:</p> <ul style="list-style-type: none"> • 0-15 points: Applicant has identified adequate matching funds. (Full points if no match is required.) <p>Guidance</p> <ul style="list-style-type: none"> • To receive full points the match plus funding request must equal the total eligible cost. • Applicants that will accept loan dollars will receive full points. • Match may exceed the minimum amount required.
<p>Scope of Work - Additional Tasks</p> <p>Scoring Worth up to 75 total points as follows:</p> <ul style="list-style-type: none"> • 0-75 points: The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables. To receive full points, scope of work must align with the schedule and detailed budget. <p>Guidance</p> <ul style="list-style-type: none"> • Scope must demonstrate an understanding of all elements necessary to implement and complete the project. • Maps, plans, and detailed drawings of proposed BMPs and their locations, and other documents that show the feasibility of the project should be uploaded on the “Uploads” form. • Deliverables should provide evidence that the task has been successfully completed. Examples include: reports, maps, pictures, educational materials, meeting agendas and notes, construction documents, copies of agreements, lists and quantities of BMPs, etc.
<p>Task Costs and Budget</p> <p>Scoring Worth up to 135 total points as follows:</p> <ul style="list-style-type: none"> • 0-50 points: The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data. • 0-85 points: The cost to complete the scope of work is reasonable when compared to similar projects in the region. <p>Guidance</p> <ul style="list-style-type: none"> • Applicants should “show their work” and describe the general method used for cost estimation. Supporting documentation may be included as a separate upload. • Applicants should reference any similar projects that they have completed or have been completed in their region and explain why the cost of the proposed project is greater or less than the referenced project.
<p>Project Team</p> <p>Scoring Worth up to 65 total points as follows:</p> <ul style="list-style-type: none"> • 0-50 points: Team members’ roles and responsibilities are well defined and adequate for the scope of work. Team members’ past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project. • 0-15 points: The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget. <p>Guidance</p> <ul style="list-style-type: none"> • Application should demonstrate the applicant’s understanding of the skill-set required to successfully complete the project and show that the proposed team has successfully demonstrated those skills.

Application Rating Criteria and Guidance
<p>Specific information such as “managed construction of 10 stormwater projects in Washington”, will score higher than “10 years’ experience as a P.E.”.</p> <ul style="list-style-type: none"> • If the project team includes staff that will be hired to complete the project, the application should list the skill set they will be seeking to hire.
Project Schedule
<p>Scoring Worth up to 100 total points as follows:</p> <ul style="list-style-type: none"> • 0-25 points: The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, landowner agreements, etc., and provides sufficient time to complete all elements. • 0-75 points: The applicant is ready to start on the proposed scope of work and can begin drawing down funds. <p>Guidance</p> <ul style="list-style-type: none"> • The schedule should have enough detail to show the reviewer that all tasks have been included. Applicants should consider providing a Gantt chart for complex projects with tasks that will run concurrently. • The schedule should correlate with the scope of work. • To receive full points, tasks that must be completed prior to beginning work on the proposed scope but are not part of scope of work, (e.g., design of a road repair project that will be simultaneous with a road stormwater project) must be completed, and the applicant must be ready to draw down funds within 10 months of the publication of the Final Offer List.
Project Planning and Development
<p>Scoring Worth up to 60 total points as follows:</p> <ul style="list-style-type: none"> • 0-40 points: Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives. • 0-20 points: Applicant has provided documentation showing that key stakeholders have been identified and will support the project. <p>Guidance</p> <ul style="list-style-type: none"> • Project criteria should include all factors that were considered by the applicant when selecting a project to implement. Criteria should reflect both the feasibility of the project and the water quality value. • Applicant must discuss how the proposed project and the rejected alternatives met or failed to meet these criteria. • Documentation showing stakeholder support may include minutes from public or city council meetings, or letters of support from tribes, other local governments, non-governmental organization, homeowners associations, landowners, etc. Larger communities must include other relevant departments such as maintenance, parks and recreation, health, permitting, etc. in the stakeholder process to receive full points. • Projects in the Puget Sound watershed must be consistent with the Puget Sound Action Agenda, and applicants for stormwater projects in the watershed must have considered project connection to Governor’s Executive Order on Southern Resident Killer Whale recovery; see https://www.governor.wa.gov/sites/default/files/exe_order/eo_18-02_1.pdf.

Water Quality and Public Health Improvements

Scoring

Worth up to **500 total points** as follows:

- **0-135 points:** Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency through the development of a federal, state or local water quality plan.
- **0-150 points:** The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
- **0-50 points:** Applicant has identified how each task will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
- **0-100 points:** The project represents a good value for the water quality benefits that will be achieved.
- **0-50 points:** Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
- **0-15 points:** How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?

Guidance

- Responses to the questions on this form must clearly be tied to the tasks, goals, and outcomes delineated in the Scope of Work.
- If the project is required by the state or a federal agency, applicants should provide references or documentation, including permit conditions, Ecology orders, Court orders, or other correspondence.
- Applicants must reference and describe all local or regional water quality planning or regulatory documents that apply to the water body targeted for improvement including local watershed plans, TMDLS, and permits.
- Applicants should provide maps and aerial photos to illustrate how the project area is connected to the water body. Nonpoint projects should include basic topographic information to show direction of overland flow. Projects primarily designed to protect or recharge groundwater should describe the soils in the project area and any known aquifers, wells, or areas of high groundwater.
- The work proposed must be appropriate to address the pollutants generated in the project area and should support the goals outlined in the water quality planning documents.
- Goals should have clear numeric commitments (e.g., volumes or area treated, quantity installed, people contacted, feet restored, etc.). Goals that do not have a strong connection to improvement in water quality will not receive full points.
- Plans to sustain water quality benefits must include an estimate of project life cycle maintenance costs and identify how those costs will be met.
- Evaluators award full points for the greenhouse gas emission reductions question if both the applicant and the project address the issue. Partial points will be awarded if either the applicant or the project addresses the issue. No points will be awarded if neither the applicant nor the project addresses the issue.

Financial Hardship

Scoring

Worth **0 or 50 points** as follows:

- **0 points:** If the applicant does not meet the criteria for financial hardship.
- **50 points:** If the applicant meets the criteria for financial hardship.

Guidance

- Evaluators award 50 points to wastewater facility construction projects in communities with less than 25,000 residents where the project costs may result in sewer fees greater than 2% of the median household income of the community.

Two Ecology staff review each project proposal; each reviewer gives the proposal a numeric score. One reviewer is from the Ecology region where the project is located, and the second

reviewer is from one of the other regions or headquarters. Ecology staff compares the two scores to ensure evaluation consistency for the application. If needed, a third Ecology reviewer performs an evaluation to ensure accurate, consistent scoring. Ecology develops a ranked list of projects based on the project scores.

Ecology may request input from other state agencies and other Ecology programs about certain types of projects. This outside review may not generate a numerical score, but it can influence the score. Outside reviewers could include staff from the State Conservation Commission, Puget Sound Partnership, or Health, as well as other Ecology programs.

The information provided in the application is the basis for the scope of work used in a funding agreement. If the applicant makes significant changes to the scope of work after the application deadline, Ecology may withdraw a funding offer.

The Successful Project Proposal

Demand for Water Quality Combined Financial Assistance Program funding has routinely exceeded available funding. With such a competitive funding environment, applicants must develop a strong project application to display the project in the best light. While there is no guarantee that a project proposal will be funded, applicants can do several things to improve their chances of success.

A successful project proposal will:

Show how the project solves or addresses a water quality problem.

- Identify a documented water quality issue.
- Demonstrate a clear connection between the proposed project and how it will help resolve the identified water quality issue.
- Explain how the applicant will document the water quality benefit.

Explain why the applicant chose the project.

- Describe the process the applicant used to select the project over other solutions.
- Provide documentation of plan(s) that supports the project.
- Explain why the project is the applicant's highest priority.

Demonstrate that the project is well thought out.

- Include a well-defined scope of work that has goals, objectives, timelines, and measurable outcomes. A sample scope of work for stormwater facility projects can be found in Appendix M.
- Show how the project enjoys broad support by the community and agency partners.

Show that funds will be well spent.

- Provide an accurate and reasonable budget.
- Show that the funding request is reasonable compared to the proposed water quality benefit.

Illustrate that the project is ready to go.

- Confirm that the applicant has completed all required environmental review or has a plan and schedule to do so.
- Document that the applicant has obtained or applied for all permits.
- Verify that the applicant has completed all necessary easements, property owner agreements, or land acquisition.

Be easy to read and understand.

- Address all of the items identified in the evaluation criteria and scoring guide.
- Give clear, concise answers to all questions.
- Write in complete sentences.

Helpful hints:

- Include maps, diagrams, and pictures of the project and project area and display past projects (if any exist).
- Provide documentation to support answers.
- Include citations.

Application Requirements

Ecology evaluates all applicants on how they are implementing the State's requirements for Greenhouse Gas Emissions reductions. Applicants in the Puget Sound basin must be consistent with the Puget Sound Partnership's Action Agenda. Applicants with wastewater facilities projects need to complete certain prerequisites in order to be eligible for funding assistance.

The Step Process

Wastewater Projects

Applicants that propose wastewater facilities projects must proceed according to a systematic method known as the Step Process. Funding for one step does not guarantee funding for subsequent steps. The Step Process consists of three steps.

- Step 1 (planning) involves preparing a site-specific plan that identifies the cost-effective alternatives for addressing a water pollution control problem.
- Step 2 (design) involves preparing plans and specifications for use in construction.
- Step 3 (construction) is the actual building of the facilities based on the approved design.

There are no prerequisites to apply for a Step 1 (planning) project.

Applicants must submit the following prerequisites for a Step 2 (design) project by December 19, 2018:

- Ecology's letter approving the site-specific planning for the project.

- Documentation that the project is the cost effective approach to achieving the water quality benefit.

Applicants must submit the following prerequisites for a Step 3 (construction) project by December 19, 2018:

- Ecology's letter approving the site-specific planning for the project.
- Documentation that the project is the cost effective approach to achieving the water quality benefit.
- Ecology approval of the plans and specifications for the project.

Irrigation efficiency projects, and other types of projects that are not required to prepare a general sewer plan or engineering report may substitute a pre-design report for Step 1 of the process.

Design and construction (Steps 2 and 3) can be combined into one application in certain cases; these projects are called Step 4 projects. To qualify for Step 4, the project must be \$7,000,000 or less, and the applicant must be able to demonstrate that they can complete the design and have it approved by Ecology within one year of the funding agreement.

Applicants must submit the following prerequisites for a Step 4 (design/construction) project by December 19, 2018:

- Ecology's letter approving the site-specific planning for the project.
- Documentation that the project is the cost effective approach to achieving the water quality benefit.

In some circumstances, approved plans and specifications are not required to apply for certain types of wastewater collection construction projects. As described in <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-240-030>, if an applicant has received Ecology approval of a general sewer plan and standard design criteria, Ecology does not require plans and specifications for sewer line extensions, including pump stations, to be submitted for approval.

Stormwater Facility Projects

Stormwater facility projects must complete, and Ecology must accept, a Stormwater Facility Design Report prior to receiving construction funds. Ecology encourages applicants to apply for planning and design funding prior to construction funding, but will accept design/construct projects. Construction funding for design/construct projects may be conditioned on the applicant completing the design process in a timely fashion. Additional information regarding the requirement in a Stormwater Facility Design Report are available at <https://ecology.wa.gov/DOE/files/93/930ea880-3989-4ac3-9b6b-ae6dd7b0151c.pdf>.

Onsite Sewage System, Nonpoint and Stormwater Activity Projects

Ecology encourages applicants to follow the Step Process for activities projects; however, with one exception, it is not required and it may not be applicable in some cases. The Step Process is required for nonpoint source activity lake restoration projects.

Growth Management Act (GMA) Compliance

Any county, city, or town required or choosing to fully plan under [RCW 36.70A.040](#) of the Growth Management Act (GMA) that is proposing a facility project must be in compliance with the applicable GMA requirements at the time a loan or grant agreement is signed unless exceptional situations exist. Ecology may make exceptions in situations involving a public health need or a significant environmental degradation.

GMA compliance impacts the program 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 not be ready to proceed.
- 2) Ecology coordinates with the Washington State Department of Commerce to help ensure the applicants are in compliance when the financial assistance agreement is signed. If an applicant achieves GMA compliance during the fiscal year, Ecology may sign the agreement.
- 3) Under certain circumstances Ecology may make temporary exceptions to the GMA compliance requirement if the proposed project is required to address a “serious public health need” or a “significant environmental degradation.” Ecology looks at such designations very carefully and makes determinations on a case-by-case basis. However, Ecology exceptions do not relieve applicants of their responsibilities to comply with the GMA requirements.

GMA compliance does not affect activity project applications, such as watershed planning, water quality monitoring, public information and education, etc. GMA compliance also does not affect facilities projects proposed by counties, cities, or towns not fully planning under the GMA.

Environmental Review

A SERP environmental review applies to projects involving the construction of “treatment works” funded under the CWSRF. Treatment works include wastewater and stormwater collection, storage, and treatment facilities, including reclaimed water, combined sewer, and LOSS projects.

SERP for CWSRF Projects

The recipient must complete SERP before Ecology may sign a funding agreement for construction projects or before construction begins for combined design/construction projects.

The State Environmental Policy Act (SEPA) provides a mechanism to achieve environmental review and disclosure. Washington State’s SERP complements the SEPA process. SERP procedures supplement SEPA in order to meet federal requirements and incorporate review and determination by Ecology.

A basic overview of SEPA is available at <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-at-Ecology>. SEPA applies to decisions made by every state and local agency, including state agencies, counties, cities, ports, and special districts. The SEPA lead agency is responsible for identifying and evaluating the potential environmental consequences of a proposal. This evaluation is documented and sent to other agencies and the

public for review and comment. Every facility construction project is subject to SEPA review regardless of how the project is financed.

SEPA alone does not meet all the federal requirements that projects using CWSRF financing must meet. The following elements must be added:

- 1) Documentation of the SEPA review process.
- 2) Cost effectiveness analysis that includes consideration of alternatives.
- 3) Additional public participation opportunity.
- 4) Review and final SERP determination by Ecology.

If a federal agency has completed a National Environmental Policy Act (NEPA) review of the project, that review can be used to satisfy SERP requirements.

More information on SERP can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review>.

Puget Sound Action Agenda

The Puget Sound Partnership is a Washington State agency, created by the State Legislature and charged to create an Action Agenda that leads to a healthy Puget Sound. The Puget Sound Partnership Action Agenda:

- Prioritizes cleanup and improvement projects.
- Coordinates federal, state, local, tribal, and private resources.
- Makes sure that they are all working cooperatively.

Water quality projects located in the Puget Sound basin must not be in conflict with the Puget Sound Partnership Action Agenda. The Puget Sound basin is defined as WRIAs 1 through 19 (see Appendix C for a map of WRIAs in Washington State).

Projects in the Puget Sound basin that address specific actions outlined in the Puget Sound Partnership Action Agenda will receive preference over projects in the Puget Sound basin that do not; see <http://psp.wa.gov/action-agenda-document.php>.

Greenhouse Gas Emission Reductions

In 2009, the State Legislature passed ESSB 5560 adding new policies related to greenhouse gas (GHG) emissions to state funding for infrastructure. These policies are codified in RCW 70.235.070 (*Distribution of funds for infrastructure and capital development projects – Prerequisites*); see <http://app.leg.wa.gov/rcw/default.aspx?cite=70.235.070>.

Requirements of RCW 70.235.070 must be included in the CWSRF and Centennial programs as a factor for consideration as part of the competitive selection process. The integration of GHG consideration should be a factor that influences project selection, but should not overwhelm the underlying goals of the funding programs. Ecology's funding application includes questions

related to applicant and project consistency with GHG emissions reduction goals, including asking the applicant to describe how it is meeting requirements of RCW 70.235.070.

Measures *the applicant* can take to reduce GHG emissions include:

- Enacting goals and policies committing to GHG emissions reduction targets.
- Adopting energy efficiency policies to reduce consumption in buildings and infrastructure.
- Adopting policies that promote and support the generation and use of alternative energy.
- Adopting waste reduction and diversion policies such as methane recovery or waste-to-energy programs.
- Adopting policies to replace or repower existing vehicles with cleaner, more efficient vehicles.
- Adopting equipment procurement policies that result in reduced consumption of fossil fuels.
- Implementing commute trip reduction plans and policies that establish reduction goals and strategies to reduce annual per capita vehicle miles travelled by the entity's community or workforce.
- Adopting policies that preserve forest, agricultural, and open space lands.
- Adopting comprehensive land use plans or planning policies that promote and support development patterns that encourage compact and transit-friendly communities and protect natural resources lands from conversion.

Examples of how *the project* can be designed or built to reduce GHG emissions include:

- The project site reduces GHG emissions by being located in:
 - Existing developed areas (e.g., high-density areas, urban growth areas, or designated urban centers) where services exist or are planned.
 - Areas where transportation options can be efficiently provided.
 - Areas where conversion of natural resources and rural land is prevented.
 - Areas that promote transportation choices such as transit, bicycle, and pedestrian accessibility.
 - Brownfield redevelopment areas.
 - Other areas that encourage the use of non-single occupancy vehicles and minimize the amount of land to be devoted to the project.
- Methods used to develop, construct, and operate the project reduce the use of fossil fuels (GHG emissions) by:
 - Using high performance sustainable building design, such as the use of green building standards.
 - Using green materials and high-energy efficiency measures.
 - Promoting the use of recycled content materials for building construction.
 - Supporting environmental/ecological footprint improvements (e.g., energy efficiency, water conservation, habitat preservation, green alternatives, waste-to-energy, and lowering surface disturbance).

- Implementing new technologies, practices, and equipment to lower energy use for operation.
- Using renewable energy (wind, geothermal, solar, etc.), distributed energy (solar photovoltaic panels), or purchased green power.

Public Review and Request for Reconsideration

Applicants and the public receive notice from Ecology about the 30-day public comment period on projects proposed for funding when Ecology issues the Draft List. During the 30-day public comment period, applicants may provide comment on the process or request reconsideration of a project proposal.

Official comments on the Draft List and process or requests for reconsideration must be submitted to Ecology in writing within the 30-day comment period. Any request for reconsideration must be well-defined and supported.

Ecology will provide a response to written comments when it issues the Final List. Ecology publishes the Final List following the final approval of the State's budget that provides appropriation authority for funding.

Chapter 5: Agreement Development, Management, and Conditions

Agreement Development

Project Management Team

Ecology makes formal funding offers at the time of the Final List publication. Ecology assigns a Project Management Team to each project receiving a funding offer. The Project Management Team consists of one or more of the following: a Financial Manager from the headquarters office; a Project Manager from the regional office where the project is located; and a Technical Advisor. Ecology's Project Management Team contacts the applicant within four weeks of the loan or grant offer to schedule a time to discuss the funding offer and begin the process of developing a funding agreement. The Project Management Team works to develop and negotiate funding agreements and monitor recipient performance after an agreement is signed.

The Project Management Team uses information found in the funding proposal as the basis for developing the funding agreement. Funding agreements for clearly defined project proposals that include a detailed scope of work, measurable objectives, and accurate budgets take less time to develop. If the applicant makes significant changes to the scope of work after the award, Ecology may withdraw or modify a funding offer.

To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

The Financial Manager reviews and approves payment requests and assists the Project Manager in the negotiation of agreements. The Financial Manager also administers the project, determines eligibility, and maintains project files.

The Project Manager is the primary contact for technical assistance and day-to-day questions. The Project Manager also works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, call any member of the Project Management Team for information.

Ecology assigns a regional Project Engineer as a Technical Advisor for most facilities projects to provide engineering technical assistance and conduct engineering review and approvals. The Project Engineer may also serve as the Project Manager.

After developing the agreement, the Project Management Team requests a funding program review. When the agreement is finalized, the applicant signs the agreement. The applicant will send the funding agreement to the Financial Manager for the final signature by the Water Quality Program Manager or the authorized designee.

Once Ecology signs the agreement, the Financial Manager returns a fully executed original to the recipient. The *applicant* becomes the *recipient* once the agreement is signed.

Agreement Conditions

Contract Clauses and Specification Inserts

Agreements for projects funded through Centennial, CWSRF, and SFAP may contain several contract clauses and specification inserts.

The contract clauses and specification inserts for Centennial- and CWSRF-funded projects can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

The specification clauses and bid inserts for SFAP-funded projects can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources>.

Historic and Cultural Resources Requirements

Many proposed projects have the potential to significantly impact traditional cultural properties, places, or historically significant locations or artifacts. Ecology staff coordinates with the Washington State Department of Archaeology and Historic Preservation (DAHP) to meet all state or federal requirements regarding cultural and historic preservation.

Staff from Ecology's Water Quality Program work with grant and loan recipients to follow the appropriate steps to work with DAHP and the tribe(s) to determine if a site has the potential of disturbing or significantly impacting cultural or historic resources. All activities associated with site assessments for historic properties are grant and loan eligible.

Additional information can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review>.

Initial Data Reporting and Federal Funding Accountability and Transparency Act (FFATA)

Recipients of funding from the CWSRF must complete the "CWSRF Federal Reporting Information" form in EAGL. The form will be available for completing in EAGL during the agreement negotiation process.

Recipients of funding from Section 319 or Centennial projects used for the state match for Section 319 must complete the "Section 319 Initial Data Reporting" form in EAGL. The form will be available for completing in EAGL during the agreement negotiation process.

Recipients of CWSRF and Section 319 funding must also complete and submit the Federal Funding Accountability and Transparency Act (FFATA) form to Ecology; the FFATA form can be accessed at <https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070395.html>.

Investment Grade Efficiency Audit (IGEA)

Recipients of funding from the CWSRF and Centennial with Step 2, Step 3 and Step 4 facilities projects are required to conduct an investment grade efficiency audit (IGEA). The IGEA can be just for the funded project or the entire system; the latter is preferable. In addition, if an IGEA was conducted for the entire system within the past 5 years, recipients need only upload a copy of the previously-completed IGEA to EAGL—no additional work is required.

The IGEA may be paid for with Centennial grant or CWSRF loan funds.

Minority and Woman Owned Business Enterprises (MBE/WBE) and Disadvantaged Business Enterprises (DBE)

To document voluntary and mandatory state and federal reporting requirements around Minority and Women Owned Business Enterprises (MBE/WBE) and Disadvantaged Business Enterprises (DBE), Ecology requires all recipients to report on contracting by completing Form D when submitting all payment requests. Form D is available at <https://fortress.wa.gov/ecy/publications/summarypages/ecy06011.html>.

Project Management Consultant

In some cases it may be beneficial or necessary for recipients to hire a “Project Management Consultant” (PMC). The PMC should be well-versed in preparing and managing contracts. The PMC would represent the recipient and be completely independent of the recipient’s consulting engineer and all other contractors. Smaller communities would be most likely to benefit from having a PMC. Ecology maintains the option to require a PMC in accordance with its “*Grant and Loan Project Monitoring and Oversight*” policy. Applicants who are considering hiring a PMC should consider the costs when submitting their project budget. PMC costs are eligible for funding.

Special Conditions for CWSRF Loans

The following items are required conditions of specified recipients of CWSRF loans.

American Iron and Steel (AIS)

Recipients of CWSRF loans for Step 3 or Step 4 wastewater facility projects and stormwater facility projects with a construction component must meet the American Iron and Steel (AIS) requirements. Such projects may use only specific iron and steel products that are produced in the United States.

The requirements apply to:

- Projects involving the construction, alteration, maintenance, or repair of wastewater or stormwater facilities funded in part or in full by the CWSRF for which the agreement is signed on or after January 17, 2014.

- In cases where construction on the project began before January 17, 2014, the requirement applies to all construction that occurs on or after January 17, 2014.

The requirements do not apply if:

- The funding agreement was signed before January 17, 2014.
- Ecology approved the engineering plans and specifications before January 17, 2014.
- The project is strictly for planning or design.
- The project is an activity project.

For additional guidance visit EPA's AIS website at www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement.

Architectural and Engineering (A/E) Services Procurement

Recipients of CWSRF loans for Step 3 or Step 4 wastewater facility projects identified by Ecology in its *Funding Offer List and Intended Use Plan* as Designated Equivalency Projects (DEPs) are required to procure architectural and engineering (A/E) services in accordance with the federal requirements found in Chapter 11 of Title 40, U.S.C.; see www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleI-chap11.pdf.

The federal requirements differ somewhat from the state requirements found in Chapter 39.80 RCW; see <http://app.leg.wa.gov/rcw/default.aspx?cite=39.80&full=true>.

A/E services include, but are not limited to, program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, and architectural related services.

Ecology implements this requirement by including in agreements signed for DEPs, a Scope of Work task to procure, A/E services in accordance with the federal requirements, and to provide a certification to Ecology that they have done so as a deliverable under the task.

Authorizing Ordinance or Resolution

Recipients must provide an authorizing ordinance or resolution that states that the recipient accepts responsibility to repay the loan and abide by the provisions of the agreement. The resolution must be signed by the governing board or council and is included in the loan agreement as an attachment.

Cost and Effectiveness Analysis (CEA) Certification

All recipients of CWSRF loans, regardless of the type of project, must certify that they have conducted a Cost and Effectiveness Analysis (CEA).

For projects involving construction, the CEA must be completed and the certification of completion provided to Ecology before Ecology can provide CWSRF assistance for final design or construction.

The minimum requirements of a CEA are:

- A study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity.
- The selection, to the maximum extent practicable, of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account:
 - The cost of constructing the project or activity.
 - The cost of operating and maintaining the project or activity over the life of the project or activity.
 - The cost of replacing the project or activity.

Recipients must complete a certification and submit it to Ecology or upload it directly to EAGL.

Recipients must complete the certification before they sign the loan for activity projects, facility design projects, facility construction projects, and combined facility design/construction projects.

Recipients must complete the certification during the project for facility planning projects.

The certification is available at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

Davis-Bacon Act Wages

Recipients of CWSRF loans for Step 3 or Step 4 wastewater facility projects and stormwater facility projects with a construction component must comply with the federal Davis-Bacon Act wage requirements.

Equivalency Requirements and Designated Equivalency Projects

“Equivalency requirements” refer to specific requirements EPA applies to Ecology’s funding for CWSRF. “Equivalency” means that Ecology is required to report and/or track compliance with the requirements by CWSRF loan recipients up to an amount equivalent to the amount of the Capitalization Grant Ecology receives from EPA.

The equivalency requirements for CWSRF apply to the following:

- Architectural and engineering (A/E) services procurement.
- Disadvantaged Business Enterprises (DBE).
- Federal Funding Accountability and Transparency Act (FFATA).
- Federal Single Audit Act (SAA).
- Most of the federal cross cutters.
- Signage.

Ecology applies the DBE, FFATA, and signage requirements to all recipients of federal funding.

Ecology applies all the equivalency requirements to DEPs. The criteria for determining which projects are DEPs are:

- Step 3 and Step 4 wastewater facility projects.

- Population of the applicant is 25,000 or more.

Ecology may remove projects from the DEP list that are unlikely to have a significant environmental impact if doing so will not impact Ecology's ability to meet EPA's equivalency requirements.

Federal Environmental Cross Cutter Requirements for CWSRF Equivalency Projects

CWSRF funding applicants/recipients for wastewater facility construction (Step 3) and combined design and construction (Step 4) projects designated by Ecology in its *Funding Offer List and Intended Use Plan* as DEPs must complete federal cross cutter review and receive an Ecology determination. For Step 3 projects, cross cutter review and an Ecology determination must occur before the Water Quality Program Manager signs the CWSRF loan agreement. For Step 4 projects, cross cutter review and an Ecology determination must occur before starting construction activities. Any construction activities that occur prior to an Ecology's cross cutter determination will not be eligible for reimbursement.

Federal cross cutter review is a requirement for wastewater treatment, wastewater collection, reclaimed water, infiltration and inflow correction, and combined sewer projects identified by Ecology as DEPs.

Ecology may require non-DEPs to complete cross cutter review if the project may have a significant environmental impact.

Not allowing enough time to comply with cross cutters can influence the implementation and management of a project. These requirements are detailed in the loan agreement and are implemented in the construction contract by including the Ecology specification inserts into the bid package.

Loan applicants/recipients will prepare a cross cutter report that documents their actions in regard to each federal cross cutter. When complete, the applicant/recipient will submit the report to Ecology's Project Manager for review. The Project Manager reviews the report for completeness and initiates formal review with the Environmental Review Coordinator. When federal and state resource agencies have approved all cross cutters, and the cross cutter report is complete, Ecology's regional Section Manager will send a cross cutter report determination letter with the signed cross cutter checklist to the applicant/recipient. At this point, construction can begin.

The following is a list and brief description of the federal cross cutters required for CWSRF facility construction projects.

- The Clean Air Act establishes air quality standards. This cross cutter requires projects to show how they conform to the Washington State Implementation Plan (SIP), which describes how the state implements, maintains and enforces National Ambient Air Quality Standards (NAAQS). Compliance may require estimating the air pollution emissions associated with the project.
- The Coastal Zone Management Act (CZMA) protects the nation's coastal areas. This cross cutter applies to any project located in a county adjacent to Puget Sound, the Pacific Ocean,

or the Lower Columbia River Estuary. Compliance requires receiving CZMA concurrence from Ecology.

- The Endangered Species Act identifies and protects species at risk of extinction. This cross cutter may apply if the project is located near any endangered species or their critical habitat. Because so many of Washington's rivers are habitat for endangered salmonid species, this cross cutter applies to many water quality projects. Compliance requires an EPA review of the project documentation to determine if coordination with the US Fish and Wildlife Service and the National Marine Fisheries Service (Services) is necessary.
- The Farmland Protection Policy Act protects the nation's productive farmland. This cross cutter may apply if the project converts farmland to another purpose. Compliance may require consultation with the US Soil Conservation Service.
- Floodplain Management Executive Orders are a series of presidential executive orders that protect floodplain function and protect federally funded projects from flood damage. This cross cutter may apply if the project is located in a base floodplain. Compliance may require consultation with the local government and/or Federal Emergency Management Agency.
- Environmental Justice seeks to protect minority, low-income and tribal communities that may experience disproportionate environmental or human health impacts caused by project activities.
- The National Historic Preservation Act protects archeological and cultural resources and historic structures. This cross cutter may apply if the project modifies a building older than 50 years old, or if the project involves any amount of excavation.
- The Safe Drinking Water Act protects sole source drinking water aquifers. This cross cutter may apply if the project is located on a sole source aquifer. Compliance may require consultation with state groundwater officials and EPA.
- Essential Fish Habitat Consultation Process under the Magnuson-Stevenson Fishery Conservation and Management Act protects habitat for commercially valuable fish species. This cross cutter may apply if the project is located near essential fish habitat (EFH). Compliance may require sending information on EFH near the project area to EPA.
- The Protection of Wetlands Executive Orders seek to avoid to the extent possible adverse impacts associated with the destruction and modification of wetlands, and to avoid direct and indirect support of new construction in wetlands wherever there is a practicable alternative. This cross cutter may apply if your project is located near any wetlands. Compliance may require consultation with the US Corps of Engineers, Ecology Shorelands and Environmental Assistance Program, and your Ecology Regional Ecologist. The Wild and Scenic Rivers Act protects the free-flowing character of designated rivers. This cross cutter may apply if the project is located in the river basin of a wild and scenic river. Compliance may require consultation with the land managing agency where the river is located.

Compliance with all applicable local, state, and federal ordinances, laws, and regulations is required regardless of funding source or specific reporting requirements. For example, a CWSRF-funded project that is not a DEP must still comply with all applicable federal laws and regulations even if the recipient is not required to submit a federal cross cutter report to Ecology. For assistance with permitting requirements, please check with the Governor's Office for Regulatory Innovation and Assistance (ORIA); see <http://www.oria.wa.gov>.

More detailed environmental review guidance is available at <https://fortress.wa.gov/ecy/publications/SummaryPages/1610003.html> and <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review>.

Financial Capability Assessment (FCA)

Ecology must conduct a financial capability assessment (FCA) of all recipients of CWSRF loans. Among other items, conducting a FCA requires Ecology staff to review current financial statements to determine the ability of applicants to repay the CWSRF loan. Ecology cannot sign loan agreements without a FCA. Applicants offered CWSRF loans must complete a FCA checklist and provide supporting documents to Ecology. The FCA checklist can be accessed at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

Fiscal Sustainability Plan (FSP)

Recipients of CWSRF funding for Step 3 or Step 4 wastewater facility and stormwater projects with a construction component, and recipients of Centennial hardship funding must certify that they have prepared a Fiscal Sustainability Plan (FSP) or another plan(s) that contains at least the minimum required elements of a FSP.

The FSP must cover the entire system for which funding is provided. By “entire system”, Ecology means the following:

- If funding is only for a collection system, then the FSP must cover the entire collection system.
- If the funding is only for a treatment system, then the FSP must cover the entire treatment system.
- If funding is for both a collection system and a treatment system, then the FSP must cover the entire collection system and the entire treatment system.

The minimum required elements of a FSP are:

- 1) An inventory of critical assets that are part of the system.
- 2) An evaluation of the condition and performance of the critical assets.
- 3) A plan to maintain, repair, and replace the critical assets and to fund those activities.
- 4) A process to evaluate and implement water and energy conservation efforts as part of the plan.

Recipients must complete a certification and submit it to Ecology or upload it to EAGL prior to loan signing. The certification is available at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

Insurance

Where applicable, recipients must maintain comprehensive insurance coverage on projects in amounts equal to the funds disbursed.

Interest Accrual

Ecology disburses loan funds on a cost-reimbursable basis. An incurred cost is defined as a cost that has occurred and is eligible for payment. Interest begins to accrue on each disbursement at the time it is paid to the recipient. Interest is compounded monthly.

Operation and Maintenance of Utility

The recipients must keep the utility in good working order and operate the utility efficiently. Recipients of funding for stormwater facilities must agree to maintain stormwater facilities for the design life of the facility, typically 20 years.

Opinion of Recipient's Legal Counsel

Recipients must provide a statement from their legal counsel regarding the final draft of the loan agreement. The statement will be included in the loan agreement. A template can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

Pledge of Net Revenue or Utility Local Improvement District (ULID) Assessments

If revenue from a utility local improvement district (ULID) is used to secure a loan, the recipient must irrevocably pledge to pay the net revenue of the ULID to cover the principal and interest.

Repayments

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

Special Conditions for Onsite Sewage System Local Loan Fund Projects

Administration

Recipients must use the funds received from Ecology to establish and administer a local loan fund. Recipients are responsible for local loan servicing, collecting payments, and payment tracking, but may contract for such services through a lending institution. Recipients must officially approve or deny local loan requests and establish the local loan interest rate and the repayment period.

Reporting

A schedule for project completion, including milestone dates for loan marketing activities, numbers of loan applications and closures, disbursements, application deadlines, etc., must be submitted by the recipient with each quarterly progress report.

Recipients of funding must also submit a final list of the local loans provided to homeowners throughout the duration of the project. The list must include information regarding the number and final dollar amounts of loans funded in the following respective homeowner income levels:

- County Median Household Income

- Above 80 percent.
- 50 to 80 percent.
- Below 50 percent.

Special Conditions for Nonpoint Source Pollution Control Activity Projects

Landowner Agreements

The recipient must obtain a conservation easement or a landowner agreement signed by the landowner prior to planning and installing a BMP on private property. An example landowner agreement can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Nonpoint-source-activity-projects/Nonpoint-source-project-resources>. The recipient must send the agreement or easement to the Ecology Project Manager. The landowner agreement must include, but not be limited to:

- A minimum 10-year maintenance agreement that is transferred with the ownership, rental, and leasing of the land. Agreements shall not contain provisions for termination of the agreement at any time.
- Allowance of inspection of the project area by the recipient and by Ecology staff with prior notification.
- A written and signed maintenance plan that covers establishment and long-term maintenance of the BMP(s). This plan will detail responsibilities for both the landowner and the recipient and must include details concerning, but not limited to, watering plants, maintaining a reasonable level of plant survivability, replacing dead plants, controlling noxious weeds, and repairing and maintaining exclusion fencing, off-stream watering provisions, or other eligible BMPs. This maintenance plan is generally the responsibility of the recipient unless otherwise written in the landowner agreement.
- Commitment from the landowner and producer to implement a full three-year crop rotation for agreements related to direct seed practices.
- When projects include off-stream watering installation, agreements must include provisions to ensure that water supplied is for livestock use only.
 - Per Ecology Water Resources Program Policy 1025, watering facilities provided must serve no greater number of livestock than historically range that parcel of property. The quantity of water consumed by livestock as a result of the funded off-site watering facility should not exceed the quantity consumed if the stock were to drink directly from the stream.
 - If land use is changed from livestock management to residential, commercial, or industrial development during the 10-year landowner/recipient agreement period, all financial assistance issued for the off-stream watering facilities must be immediately repaid by the loan or grant recipient to Ecology.

Best Management Practice (BMP) Approval Form

Prior to implementation of BMPs, the recipient must complete a BMP Approval Form and submit to Ecology's Project Manager for review and approval. Supporting documents such as

site plans, maps, maintenance plans, and cultural resource review forms must be included. A BMP Approval Form template is available at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Nonpoint-source-activity-projects/Nonpoint-source-project-resources>.

Quality Assurance Project Plan (QAPP)

Prior to initiating water quality monitoring activities, the recipient must prepare a Quality Assurance Project Plan (QAPP). The QAPP must follow Ecology's *Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies*; see <https://fortress.wa.gov/ecy/publications/summarypages/0403030.html>. A QAPP template and Standard Operating Procedures for field sampling and testing activities associated with monitoring QAPP development are available at <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

Recipients may also reference Ecology's *Technical Guidance for Assessing the Quality of Aquatic Environments* in developing the QAPP; see <https://fortress.wa.gov/ecy/publications/summarypages/9178.html>.

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's Project Manager for review, comment, and approval before starting the environmental monitoring activities. Any monitoring activity conducted before the QAPP receives final approval is not eligible for reimbursement.

Use of an Ecology Accredited Laboratory

The recipient must use an environmental laboratory accredited by Ecology to analyze water samples for all parameters that require bench testing. Information on currently accredited laboratories and the accreditation process is provided on Ecology's Environmental Assessment Program website at <https://fortress.wa.gov/ecy/laboratorysearch/>.

The recipient should manage all monitoring data collected or acquired under the agreement to be available to secondary users and meet the "10-year rule." The 10-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 10 years after data are collected.

Monitoring Data Management and Submittal

Recipients that collect environmental monitoring data must submit all data to Ecology using the Environmental Information Management System (EIM). Data must be loaded into EIM following instructions on the EIM website at <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database> and be approved by Ecology's Project Manager. Final payment requests will be withheld until data has been approved in EIM.

The data submittal portion of the EIM website provides information and help on formats and requirements for submitting tabular data. Specific questions about data submittal may be directed to the EIM Data Coordinator.

Recipients must follow Ecology data standards when Geographic Information System (GIS) data are collected and processed as documented at <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. Recipients must submit copies of all final GIS data layers, imagery, related tables, raw data collection files, map products, metadata, and project documentation to Ecology.

Table 11 summarizes the applicability of some of the funding requirements listed above, including the types of projects to which they apply and when the requirements apply.

Table 11: Applicability of Various Funding Requirements

Requirement	What projects does it apply to?	When does it apply?
American Iron and Steel	Facility construction projects that receive CWSRF funds.	Throughout project.
Authorizing Ordinance or Resolution	Projects that receive CWSRF funds.	Before loan signing.
Cost and Effectiveness Analysis Certification	Projects that receive CWSRF funds.	Planning projects: during project. Activity projects, design projects, construction projects, and combined design/construction projects: before loan signing.
Environmental Information Management System	Recipients that collect environmental monitoring data.	Throughout project.
Federal Architectural and Engineering Services Procurement	Wastewater facility construction projects identified as CWSRF DEPs.	Throughout project.
Federal Environmental Cross Cutters	Wastewater facility construction projects identified as CWSRF DEPs.	Construction projects: before loan signing. Design/construction projects: before construction begins.
Federal Davis-Bacon Wages and State Prevailing Wages on Public Works	Facility construction projects that receive CWSRF funds.	Throughout project.

Requirement	What projects does it apply to?	When does it apply?
Federal Funding Accountability and Transparency Act Form	Projects that receive CWSRF or Section 319 funds.	Before loan or grant signing.
Final List of Local Loans Report	Local loan programs.	At project completion.
Financial Capability Assessment	Projects that receive CWSRF funds.	Before loan signing.
Fiscal Sustainability Plan Certification	Facility construction and combined design/construction projects that receive CWSRF funds and projects that receive Centennial hardship funding.	Before loan signing. Recipients that complete the plan during the project must resubmit upon completion.
Growth Management Act Compliance	Facility projects in a city, county, or town that is required to or chooses to plan under the Growth Management Act.	Before agreement signing.
Investment Grade Efficiency Audit	Facility design, construction, or combined design/construction projects that receive CWSRF or Centennial funds.	During project.
Landowner Agreements or Conservation Easement	Nonpoint source projects.	Prior to installing a BMP on private property.
Minority- and Women-Owned Business Enterprises and Disadvantaged Business Enterprises	All projects.	Throughout project.
Quality Assurance Project Plan (QAPP)	Projects that include water quality monitoring.	Before conducting monitoring.
Rate Study and Fee Ordinance	Facility construction projects that receive CWSRF funds.	Before agreement signing.
Section 319 Load Reduction Report	Section 319 projects and Centennial projects used as match.	Annually and at project close.
Single Audit Act	Recipients of CWSRF or Section 319 funds that expend \$750,000 or more in federal funds in the calendar year.	Throughout project.
State Environmental Review Process	Facility projects that receive CWSRF funds.	Construction projects: before loan signing. Design/construction projects: before construction begins.

Standard Agreement Terms and Conditions

The following are important terms and conditions that play a role in the day-to-day decisions made on loan or 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 (Yellow Book)*; see <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>.

Accounting Standards

Recipients must maintain accurate records and accounts for the project in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets, or in accordance with the state standards in Chapter 43.09.200 RCW Local Government Accounting – Uniform System of Accounting. For more information see <http://www.gasb.org/home> and <http://app.leg.wa.gov/rcw/default.aspx?cite=43.09.200>.

Advisory Committee Time

Time spent by advisory councils to carry out projects is an eligible cost, including costs incurred by advisory councils or committees established according to federal or state requirements.

Amendment Process

Modifications and changes to the funding agreement may become necessary. The recipient must negotiate changes and document the changes as an amendment to the funding agreement. All proposed project changes are subject to approval by Ecology.

Either the recipient or Ecology may initiate the amendment process. If the recipient initiates the process, they must request the change through the EAGL system. If the Project Manager concurs with the request, the Financial Manager prepares the amendment.

The recipient prints, signs, and returns two copies of the amendment to Ecology. Ecology's Water Quality Program Manager or designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the recipient contact.

Reasons for amendments could include:

- Budget increases or decreases.
- Scope of work changes.
- Changes to required performance.
- Time extensions.

Appeals Process

Loan or grant recipients may formally appeal a written decision by Ecology. A recipient cannot bring a lawsuit to Superior Court unless the aggrieved party adheres to the following procedures. The procedures are intended to encourage the informal resolution of disputes.

- 1) The recipient may seek review of the financial assistance program's initial decision within 30 days of the decision. The recipient makes the request for review in writing to the Water Quality Program Manager.
- 2) The Program Manager will consider the appeal information and will issue a written decision within 30 days from the date the appeal is received.
- 3) If the recipient is not satisfied with the Program Manager's decision, the recipient has 30 days to submit a written request to Ecology's Deputy Director of Ecology for a review of the decision.

- 4) The Deputy Director will consider the appeal information and will issue a written decision within 30 days from the date the request is received. The Deputy Director's decision will be the final decision of Ecology.
- 5) If the recipient is not satisfied with the Deputy Director's final decision, the recipient may appeal to the Thurston County Superior Court, pursuant to RCW 34.05.570(4), *Judicial Review*; see <http://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>.
- 6) Unless all parties to such appeal agree that a different time frame is appropriate, the parties shall attempt to bring the matter for a superior court determination within four months of the date in which the administrative record is filed with the court. This time frame is to ensure minimal disruptions to the program.

Budgets

All recipients must track the project budget by task. An object-based budget is not permitted. Object budget information provided in the application is used to evaluate if all costs were considered by the applicant at the time of application and to track requested purchases during project implementation.

The budget amount for Administration cannot exceed 15 percent of the total eligible cost of the project.

Definitions

See Appendix J for a complete list of the standard definitions found in loan and grant funding agreements.

Disbursements of Loan and Grant Funds

Ecology disburses loan and grant funds to recipients on a cost-reimbursable basis. The recipient must incur eligible costs within the effective date and expiration date of the funding agreement.

Education and Outreach

Recipients of grant funding for education and outreach activities projects must do a regional search for existing materials before producing any new educational flyers or pamphlets and request the use of existing materials before time and resources are invested to duplicate materials that are already available. Recipients must also check the Washington Waters website at <https://ecology.wa.gov/About-us/Get-involved/What-you-can-do/Washington-Waters-ours-to-protect> for useful educational materials. These materials are available for public use and can be downloaded directly from the website.

Recipients must provide Ecology with a copy of any tangible educational products developed under the grant, such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements or gadgets, such as a refrigerator magnet with a message. If this is not practical, recipients must provide Ecology a complete description including photographs or printouts of the products.

Recipients must also provide Ecology with contact information for local project leads.

If there are a significant number of people in the community that speak languages other than English, recipients must produce all educational and public outreach materials in English and in the other most prevalent language.

Equipment Purchase and Equipment Fees

Equipment purchases are eligible if Ecology's Project Management Team approved them in advance or they are specified in the agreement. The recipient may charge an appropriate use fee for equipment it owns.

A use fee for equipment owned by the recipient or utilized 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.

Force Accounts and Staffing Plans

Force account refers to a local government that uses its own staff to complete a facilities project. For activities projects, it may be considered a staffing plan. Force accounts and staffing plans may be eligible for funding under the CWSRF if:

- The recipient complies with laws on discrimination, such as wages, job safety, insurance, licenses, and certifications; see <http://app.leg.wa.gov/RCW/default.aspx?cite=39.04>; <http://app.leg.wa.gov/RCW/default.aspx?cite=35.22.620>; and <http://app.leg.wa.gov/RCW/default.aspx?cite=35.23.352>.
- The recipient demonstrates that they have the legal authority and the technical capability to perform the work.
- The recipient demonstrates that other essential functions will not be affected by performing the work.
- The work is accomplished more economically than if procured competitively.
- The recipient submits a written request to fund the force account work that includes a dollar amount and a general description of the force account work. The request must be approved by the Ecology Regional Section Manager.
- The work to be performed using recipient forces is included as a separate budget line item in the financial assistance agreement.

The recipient must maintain separate and identifiable records for a force account or staffing plan to ensure eligible costs are charged to the project. Overtime differential is not allowed.

Indirect Rate

The recipient can charge an indirect rate of up to 30 percent of salaries and benefits for Centennial, SFAP, and CWSRF and up to the EPA/Ecology negotiated rate for Section 319 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. Before Ecology can approve requests for reimbursement of indirect costs, recipients are required to upload documentation of their most current rate and list what is included in the indirect rate.

Interlocal Agreements

Interlocal agreements must be consistent with the terms of the loan or grant agreement and Chapter 39.34 RCW, *Interlocal Cooperation Act*; see <http://app.leg.wa.gov/rcw/default.aspx?cite=39.34&full=true>.

Light Refreshments

Light refreshment costs for meetings or conferences are eligible under Centennial, Section 319, and SFAP as permitted by Ecology's travel policy. They must be approved by the Ecology Project Manager. Light refreshments are not eligible under CWSRF.

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

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.

Payment Requests Processing

Payment requests are initiated and processed through the EAGL system. Backup documentation is required for all goods and services listed in a payment request.

Permits

Recipients must secure any required permits and provide documentation upon request. Work on the permit preparation is an eligible cost. Permit fees associated with completing a funded project are also eligible. Ecology considers annual permit fees a normal operating expense, so annual permit fees are not eligible for funding.

Procuring Goods and Services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements

made with Ecology funds. Each loan and grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation.

Progress Reports

Recipients must submit progress reports at least quarterly and with every payment request. Progress reports are submitted through the EAGL system.

Progress reports should include a description of all progress made in the reporting period to meet goals as well as any successes, problems, and delays that affect the project. If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed.

Project Site Visits and Post Project Assessments

Ecology's Project Management Team may conduct site visits to provide technical assistance and verify progress or payment information for projects.

Recipients of grant funding for activities projects must agree to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion.

Public Awareness

Recipients must inform the public about the project and about Ecology and EPA participation for the following:

- Any site-specific project that is accessible to the public must acknowledge state and federal participation by one of the following means:
 - Standard signage (appropriately sized and weather resistant).
 - Ecology and EPA logos are available from Ecology's Financial Managers for use on signs.
 - Posters and wall signage in a public building or location.
 - Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of the new or improved facility.
 - Online signage placed on community website or social media outlet.
 - Press release.
- All publications must include acknowledgment of state and federal participation.

Transportation Costs

The recipient can recover the cost of transportation through the state mileage rate, a use fee, or an indirect rate. The recipient may charge mileage to the project at the current state mileage rate. The mileage charge includes all vehicle-related needs, such as gas, tires, insurance, and maintenance.

Agreement Management

Contractor or Consultant Role Permissions in EAGL

Recipients may not allow any contractors or consultants to hold the Authorized Official role in EAGL. In order to maintain effective internal controls and accountability for all project cash and avoid related audit findings, only organization staff can have an Authorized Official role for an active grant or loan. This role allows certification and submittal of payment request/progress reports, submittal of amendment requests, and the ability to change member roles. Recipients may assign contractors to a Contractor or Writer role if they need access permissions for grant or loan administration.

Incurring Eligible Costs

The *effective date* is the earliest date on which eligible costs may be incurred. The effective date is negotiated between the applicant and Project Management Team during agreement development.

Unless explicitly stated by the State Legislature in a budget appropriation, the effective date for grants cannot be before the beginning of the state fiscal year (July 1, 2019).

The effective date for CWSRF loans can go back to the beginning of the project if appropriate; see the *Interim Refinance* subsection in Chapter 2.

The applicant may incur project costs on and after the effective date and before Ecology's signature of the final agreement, but expenditures cannot be reimbursed 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.

Important Dates

The time limits for starting and ending projects are based on the publication date of the Final List that identifies the project for funding.

While there is some flexibility, the funding agreement for the project should be signed by both parties no later than seven months after the publication date of the Final List. Generally this means January 31 of the year following the publication of the Final List. Actual work on the project should begin no later than 10 months after the publication date of the Final List, generally by April 30 of the year following the publication of the Final List.

The *expiration date* (of an agreement or amendment) is the last date on which costs may be incurred and be considered eligible. The *project completion date* is the date specified in the agreement on which the Scope of Work will be fully completed. Both dates are negotiated between the applicant and the Project Management Team.

The *initiation of operation date* applies to facilities construction projects. It is the actual date that a facility starts operation or can be 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 project completion date, or it may be earlier. The initiation of operation date triggers the start of the one-year loan repayment grace period. If the project completion date occurs before the initiation of operation date, the start of the one-year loan repayment grace period starts with the project completion date.

Project Completion Dates and Extensions

Facility and activity projects funded through the CWSRF and stormwater facility projects funded through SFAP must be completed within five years of the publication date of the Final List. After the five-year limit is reached, a time extension of no more than 12 months may be made with valid reasons supporting the time extension. In no event can the project be extended beyond six years of the publication date of the Final List identifying the project.

Activities projects funded with Section 319 grants, Centennial grants used for the Section 319 match, and SFAP grants must be completed within three years. Projects can begin as early as the publication date of the Final List. After the three-year limit is reached, a time extension of no more than 12 months may be made with valid reasons supporting the time extension. In no event can the project be extended beyond four years. Section 319 grants have a limit on contract extensions based on when the grant is awarded to the State; this limit may be less than the three-year limit described previously.

Conditions under which Ecology can authorize time extensions include but are not limited to:

- Schedules included in water quality permits, consent decrees, or enforcement orders.
- Work that falls within an environmental window in a specific season of the year.

To ensure timely processing, the recipient must request extensions no less than three months before the funding agreement is due to expire.

Appendix A: Acronyms and Abbreviations

Acronyms and Abbreviations	
A/E	Architectural and engineering
ACS	American Community Survey
APE	Area of Potential Effect
BMP	Best Management Practice
CDP	Census Designated Place
CEA	Cost and Effectiveness Analysis
Centennial	Centennial Clean Water Fund
Combined Funding Program	Water Quality Combined Funding Program
CSO	Combined Sewer Overflow
CWA	Clean Water Act
CWSRF	Washington State Water Pollution Control Revolving Fund; a.k.a., Clean Water State Revolving Fund
DAHP	Department of Archaeology and Historic Preservation
DBE	Disadvantaged Business Enterprises
DEPs	Designated Equivalency Projects
Draft List	Draft Water Quality Funding Offer List and Intended Use Plan
EAGL	Ecology Administration of Grants and Loans
Ecology	Washington State Department of Ecology
EIM	Ecology Information Management System
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FCA	Financial Capability Assessment
FFATA	Federal Financial Accountability and Transparency Act
FFY	Federal Fiscal Year
Final List	Final Water Quality Funding Offer List and Intended Use Plan
FIP	Financial Institution Partner
FOTG	Field Office Technical Guide
FP	Forgivable Principal
FSP	Fiscal Sustainability Plan
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GC/CM	General Contractor/Construction Manager
GHG	Greenhouse Gases
GMA	Washington State's Growth Management Act
GPR	Green Project Reserve
GULD	General Use Level Designation
Health	Washington State Department of Health
I/I	Infiltration and Inflow
IACC	Infrastructure Assistance Coordinating Council
IGEA	Investment Grade Efficiency Audit
LID	Low Impact Development
LOSS	Large Onsite Sewage System
MBE/WBE	Minority- and Woman-Owned Business Enterprises
MOU	Memorandum of Understanding
N/A	Not applicable
NPDES	National Pollution Discharge Elimination System
NRCS	Natural Resource Conservation Service
OHWM	Ordinary High Water Mark

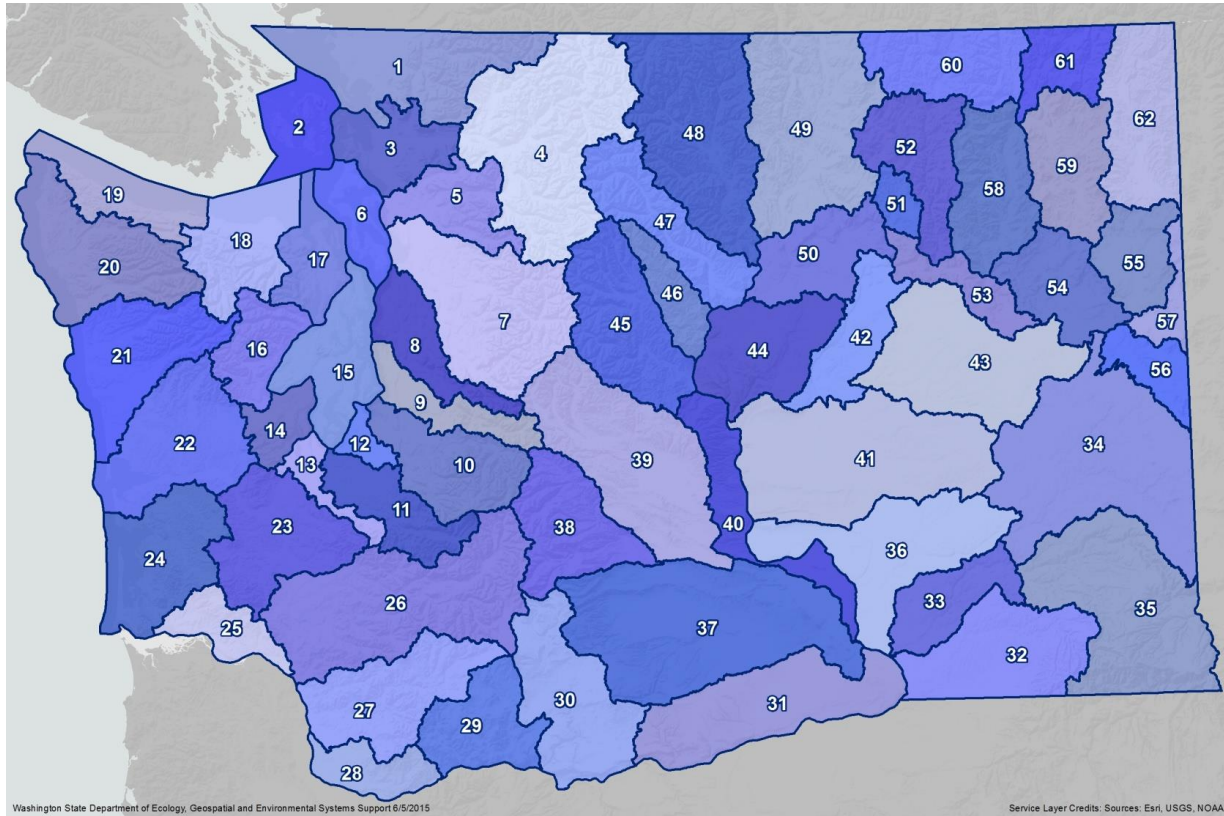
Acronyms and Abbreviations	
OMWBE	Office of Minority and Women Owned Business Enterprises
ORIA	Governor's Office for Regulatory Innovation and Assistance
OSS	Onsite Sewage System
PMC	Project Management Consultant
POTW	Publicly Owned Treatment Works
QAPP	Quality Assurance Project Plan
RCO	Washington Recreation and Conservation Office's
RCW	Revised Code of Washington
RLP	Regional Loan Program
SAA	Federal Single Audit Act
Section 319	The Clean Water Act Section 319 Nonpoint Source Grant Program
SEPA	State Environmental Policy Act
SERP	State Environmental Review Process
SFAP	Washington State Stormwater Financial Assistance Program
SFY	State Fiscal Year
TAPE	Technology Assessment Protocol – Ecology
TMDL	Total Maximum Daily Loads
UIC	Underground Injection Control
ULID	Utility Local Improvement District
WAC	Washington State Administrative Code

Appendix B: Department of Ecology Offices



- [Headquarters](#) (Statewide)
 - 300 Desmond Drive, Lacey, WA 98503-1274; 360-407-6000
- [Southwest Regional Office](#) (Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum)
 - 300 Desmond Drive, Lacey, WA 98503-1274; 360-407-6300
 - Vancouver Field Office: 12121 NE 99th St., Ste. 2100, Vancouver, WA 98682-2346
 - Receptionist: 360-690-7171
- [Northwest Regional Office](#) (Counties: Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom)
 - 3190 160th Ave. SE, Bellevue, WA 98008-5452; 425-649-7000
 - Bellingham Field Office: 913 Squalicum Way #101, Bellingham, WA 98225; 360-255-4400
- [Central Regional Office](#) (Counties: Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima)
 - 1250 West Alder Street, Union Gap, WA 98903-0009; 509-575-2490
- [Eastern Regional Office](#) (Counties: Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman)
 - 4601 N Monroe, Spokane, WA 99205-1295; 509-329-3400

Appendix C: Map of Water Resource Inventory Areas (WRIAS) in Washington



Appendix D: Direct Seed Systems

Direct seed systems are eligible for Water Quality Program financial assistance. Direct seed systems plant and fertilize into undisturbed soil and eliminate full width tillage for seedbed preparation. Implements used for direct seed disturb only a narrow strip of soil and retain a majority of residue from the previous crop. Direct seed systems significantly reduce erosion, improve soil quality, reduce fuel consumption, and are a viable alternative to traditional full tillage systems.

Required Eligibility Conditions for All Activities

- Cropland acres currently planted with a single pass, low disturbance direct seed are not eligible.
- Rental and custom application cost reimbursement will be provided to only those producers or landowners that have not previously implemented a single pass, direct seeding system.
- A landowner or producer that owns a single pass, low disturbance direct seed drill is not eligible for rental or custom application cost reimbursement.
- The landowner and producer must use a direct seed system or plan for three full years.
- A single pass, low-disturbance direct seed drill must be used for all planting.
- Crop residue cannot be burned.
- Grant recipients must offer educational opportunities in conjunction with direct seed programs. Examples of such opportunities include a mentoring program, workshops, or referrals to direct seed organizations. Grant recipients may coordinate with other Conservation districts, organizations or associations to fill this need.
- Cropland acres with any post-harvest or pre-planting tillage are not eligible. This includes the use of inversion tillage equipment such as moldboard plows, chisel plow, rod weeder and disks. Conventional summer fallow is not eligible.
- To be eligible for reimbursement, the public entity recipient and the landowner and producer must sign a landowner agreement prior to renting direct seed equipment or contracting with a custom applicator to plant with a single pass, low disturbance direct seed drill.
- The grant recipient must report on the following information (additional requirements may be added as part of any grant contract):
 - Number of acres enrolled in program.
 - Number of landowners/producers enrolled.
 - Location of acres enrolled including information such as county, farm number, tract number, and field number. GIS layers and other relevant spatial reference information may also be required.

Eligible Direct Seed Activities

Equipment Rental Cost Reimbursement

- Producers may be reimbursed for a portion of the cost of renting a single pass, low-disturbance direct seed drill.
 - Producers may be reimbursed from the grant for a portion of the cost to rent a single pass, low disturbance drill.
 - Producers must agree to try the practice for a full three year direct seed rotation.
 - Cost share is available for only a first-time, full three year direct seed rotation. Reimbursement payments will be made for eligible expenses during the initial three year rotation only.
 - If a three year direct seed rotation is not completed, the producer is not eligible for any future direct seed reimbursements.
 - Cost share must not exceed \$28 dollar per acre, up to 250 acres, per producer. Total eligible cost shall not exceed \$7,000 per producer, per rotation for up to three rotations.
 - The grant recipient must verify the number of acres planted with a single pass, low disturbance direct seed drill before reimbursement is provided.

Cost of Custom Application Fee Reimbursement

- Producers may be reimbursed for a portion of the cost of hiring a custom applicator to plant with a single pass, low disturbance direct seed drill.
 - Producers may be reimbursed from the grant for a portion of the cost to have a custom applicator seed a section of the producer's land with a single pass, low disturbance drill.
 - Producers must agree to try the practice for a full three year direct seed rotation.
 - Cost share is available for only a first-time, full three year direct seed rotation. Reimbursement payments will be made for eligible expenses during the initial three year rotation only.
 - If a three year direct seed rotation is not completed, the producer is not eligible for any future direct seed reimbursements.
 - Cost share must not exceed \$28 dollar per acre, up to 250 acres, per producer. Total cost shall not exceed \$7,000 per producer, per rotation for up to three rotations.
 - The grant recipient must verify the number of acres planted with a single pass, low disturbance direct seed drill before reimbursement of is provided.

Direct Seed Equipment Purchase

- Public entities are eligible to receive a one-time grant to purchase a single pass, low disturbance direct seed drill for the purpose of providing regional access to direct seed equipment and facilitating education, outreach, and technical assistance to promote the benefits of direct seeding systems.
 - Grant recipients must sign a 10-year maintenance agreement to keep the drill in its best condition.

- The drill must be a low disturbance, one pass drill.
- The cost share for equipment shall not exceed \$175,000 per grantee.
- Producers may not receive rental reimbursement or custom application reimbursement payments from an Ecology-funded program when using a seed drill purchased with an Ecology grant.
- Grant recipients may charge a fee for the use of the Ecology-funded drill to cover the cost of maintenance and storage. However, the fees should be set to encourage broad participation and must not be set to gain a profit.
- Grant recipients must provide staff with knowledge of direct seed systems or equivalent experience.

Appendix E: Livestock Off-stream Watering Facilities

Off-stream watering provides an alternative source of watering where fencing excludes livestock from streams in order to protect water quality. If a recipient installs livestock exclusion fencing as part of a riparian protection/restoration project and meets the minimum standards for that BMP, grant dollars may be used to install an off-stream watering facility. Off-stream watering facilities (including well construction) are conditionally eligible for Water Quality Program financial assistance for projects that include privately-owned livestock operations.

Off-stream watering facilities must meet the following conditions to be considered for a Water Quality program grant:

- 1) Land use must currently be dedicated to livestock or milk production. That use must occur within or adjacent to riparian areas, surface water or groundwater, where an assumed threat to the integrity of the riparian area and water quality exists.
- 2) The property owner and the recipient must sign a landowner agreement before they install the off-stream watering facility.
- 3) When the recipient installs off-stream watering systems, they must locate the new feeding areas or relocate the existing areas so that the presence of livestock will no longer threaten surface water quality. Grant recipients must provide assurances to the Ecology Project Manager that the location or relocation of the new or existing feeding area optimizes water quality protection. Ecology will not fund projects that are located too close to waters of the state.
- 4) Off-stream watering systems may include water gaps in fencing for emergency watering purposes only. If the recipient wishes to design water gaps, they must submit a plan to Ecology's Project Manager which details the design and describes how they will minimize potential impacts to water quality resulting from water gaps.
- 5) Recipients must install livestock exclusion fencing and provide a minimum setback from the ordinary high water mark in the riparian area consistent with the riparian restoration guidance found in Appendix G. If a recipient installed a livestock exclusion fence prior to July 1, 2014, and it provides a minimum of a 35-foot riparian buffer measured horizontally from the ordinary high water mark, Ecology may consider the livestock watering facility eligible without meeting the width requirements in Appendix G.
- 6) Ecology requires the recipient to plant native trees and shrubs within the buffer created by the exclusion fencing to provide controlled overland flow filtering of pollutants (in accordance with Appendix G and all applicable NRCS FOTG Practices).
- 7) Off-stream watering facilities (not including well construction) may be provided for fewer than 20 Animal Units (see Animal Units Table E-2 of this section).
- 8) For wells to be eligible, operations must have (on or before the beginning of the funding cycle) at least 20 Animal Units (see Animal Units Table E-2 of this section). The cost for well drilling is included in the funding caps associated with off-stream watering facilities. The recipient must complete a cost-effective analysis for wells in accordance with the following criteria:

- a) The recipient must consider gravity feeding or pumping from existing surface and groundwater sources and water hauling as first choices. If these alternatives are not feasible, the recipient may consider dug or drilled wells.
 - b) Wells must be either less costly or demonstrably more cost-effective (may include analysis of such issues as hydraulic flow, sediment clogging, freezing).
 - c) The practice chosen must be in accordance with the conservation plan (or more focused plan involving livestock exclusion and off-stream water provisions).
 - d) The recipient must complete plan(s) and at least the respective conservation district must approve them before off-stream watering is installed.
- 9) Financial Assistance Limits and Other Provisions.
- a) Off-stream livestock water provisions are eligible only where the recipient provides permanent and continuous exclusion from waters of the state.
 - b) Off-stream livestock water provisions are eligible with limits on financial assistance based on the continuous linear length of riparian exclusion fence per landowner (maximum of \$37,500). See Table E-1 for limits.
 - c) Recipients must locate off-stream water developments a distance away from surface waters that will prevent water quality impacts.
 - d) Projects funded by loan can cover up to 100 percent of eligible project cost.
 - e) Pumps, pipes, water troughs, and wells, as needed, are eligible.
 - f) All components of solar powered pumps are project eligible. Electrical or mechanical power provisions are only eligible if existing infrastructure is available that can be utilized at a minimal cost.
 - g) Heavy use area protection at watering facilities is eligible as needed. Both the final cost of the off-stream watering facility and the funding limitations include the cost of heavy use area protection.
 - h) The loan or grant will not reimburse recipients for costs associated with unsuccessful well drilling.
 - i) Cross fencing is ineligible.
 - j) Third party contributions above the eligible financial costs are eligible to be counted toward match.

Table E-1: Miles of Livestock Riparian Exclusion and Financial Assistance Limits

Miles of Livestock Riparian Exclusion	Financial Assistance Limit (per project)
< ½ mile	Up to \$7,500
≥ ½ mile and < 1 mile	Up to \$11,250
≥ 1 mile and < 1.5 miles	Up to \$15,000
≥ 1.5 miles and < 2 miles	Up to \$22,500
≥ 2 miles and < 2.5 miles	Up to \$30,000
≥ 2.5 miles	Up to \$37,500

Animal Units as defined in WAC 173-224-030 are shown in Table E-2.

Table E-2: Animal Units

Animal Type	Number of Animal Units per Animal
Dairy Cows	
Jersey Breed	
Milking Cow	0.900
Dry Cow	0.900
Heifer	0.220
Calf	0.220
Other Breeds	
Milking Cow	1.400
Dry Cow	1.000
Heifer	0.800
Calf	0.500
Feedlot Beef	0.877
Horses	0.500
Sheep	0.100
Swine for breeding	0.375
Swine for slaughter	0.110
Laying hens & pullets > 3 months	0.004
Broilers & pullets < 3 months	0.002

Example Calculation: 23 Feedlot Beef x 0.877 = 20 Animal Units.

Appendix F: Livestock Feeding BMPs

Introduction

The following BMPs support the relocation of livestock feeding areas that threaten water quality, or enhance existing feeding areas distanced from surface waters. The recipient may install a combination of these BMPs when appropriate. Funding for the following BMPs only applies to projects that will improve existing water quality problems. The funding may not be used to rebuild feeding facilities where the primary purpose is to repair existing structures. Ecology's Project Management Team must approve all projects before installation.

Conditions for All Livestock Feeding BMPs

- Operations meeting the definition of the Concentrated Animal Feeding Operation Permit are not eligible for funding.
- When the recipient installs BMPs, they must locate new feeding areas or relocate or existing areas so that the presence of livestock will no longer threaten surface water quality. Grant recipients must provide assurances to the Ecology Project Manager that the location or relocation of the new or existing feeding area optimizes water quality protection. Ecology will not fund projects that are located too close to waters of the state. BMPs are eligible only when livestock presence currently occurs within or adjacent to riparian areas and can be an assumed threat to the integrity of the riparian area and water quality.
- The recipient must build and locate all BMPs according to NRCS specifications.
- The producer must exclude livestock from all waters of the state, with a minimum setback from the ordinary high water mark consistent with the riparian restoration guidance found in Appendix G. If the producer installed a livestock exclusion fence prior to July 1, 2014, and it provides a minimum of a 35-foot riparian buffer measured horizontally from the ordinary high water mark, the livestock watering facility may be eligible without meeting the width requirements in Appendix G.
- The owner or operator must have a plan in place to manage manure to protect water quality. The plan must detail how the owner or operator will store and use the manure onsite to prevent discharges to surface or groundwater, or store and transfer offsite. The recipient must submit the plan to Ecology for review prior to the construction of waste storage facilities.
- The landowner must sign a landowner agreement. An example landowner agreement can be found at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Nonpoint-source-activity-projects/Nonpoint-source-project-resources>.
- Roof runoff structures on existing structures may be conditionally eligible for reimbursement where direct water quality improvements can be achieved. Ecology's Project Management Team must approve the structures prior to installation.

Eligible Livestock Feeding BMPs

Heavy Use Area Protection

- Heavy use area protection is eligible only to protect critical areas directly surrounding feeding and watering locations.
- Building permanent feed lots that will confine livestock continuously throughout the year is not eligible for Heavy Use Area Protection funding.
- Heavy use area protection is eligible up to a maximum of \$10,000 per landowner.
- Concrete and other cement based materials, rock aggregate, and other appropriate materials are eligible for funding.
- Heavy use area protection must prevent erosion and polluted runoff at feeding and watering facilities.
- Fencing that creates temporary animal confinement to support relocation of livestock feeding areas that threaten water quality or to prevent the use of pasture/rangeland in winter months is eligible. Fencing to create permanent confinement areas is not eligible. Fencing must be limited to areas directly surrounding feeding stations and may include a connected pasture area. This type of fencing is eligible up to a maximum of \$10,000 per landowner.
- Heavy use area protection areas must be designed and constructed according to NRCS standards.
- The producer must use a waste storage facility meeting the following criteria to be eligible for heavy use area protection.

Waste Storage Facilities

- Waste storage facilities, waste storage covers, and roof runoff structures are eligible if constructed to NRCS or equivalent engineering standards.
- The total package of waste storage BMPs is eligible up to a maximum of \$30,000 per landowner.
- Waste storage facilities must include a permanent roof, curbed concrete floor, and gutters or other appropriate structures to manage roof runoff. Metal framed, tension fabric designs may be conditionally approved.
- A professional engineer must design and stamp waste storage facilities. .
- The recipient must obtain building permits if required.
- The owner or operator must have a plan in place to manage manure to protect water quality. The plan must detail how the owner or operator will store and use the manure onsite to prevent discharges to surface or groundwater, or store and transfer offsite. The recipient must submit the plan to Ecology for review prior to the construction of waste storage facilities.

Livestock Crossing

Structures built for the purposes of livestock access across a stream are conditionally eligible for grant reimbursement on private property only. To be eligible, livestock must be excluded from

stream access to prevent water pollution and riparian degradation, and the width of the bridge may not exceed 6-feet across. Culverts in design or construction are not eligible. If a landowner wants to construct a wider crossing for motorized vehicle access in addition to livestock, the eligible cost of the bridge can be pro-rated based on the 6-foot width. For example, the total cost of a 10-foot wide bridge would be 60 percent eligible for grant reimbursement.

Windbreaks

- Windbreaks are planted tree rows used to shelter livestock from summer sun and winter wind, and therefore encourage the congregation of livestock and use of pasture or rangeland away from the riparian area.
- Windbreaks are eligible to support the relocation of winter feeding operations upland, away from riparian areas, and to prevent water quality impacts.
- Windbreaks are eligible up to a maximum of \$1,500 per landowner.

Appendix G: Riparian Restoration and Planting

The following are requirements for implementing a riparian restoration or riparian planting project.

Environmental Protection Agency and National Marine Fisheries Service Buffer Requirements

Ecology has increased the minimum requirements for riparian buffers to protect and restore salmon fisheries and achieve water quality standards. These requirements apply to funding for projects that address nonpoint pollution problems, including Section 319 grants, Centennial grants or loans, and the CWSRF loans.

In response to tribal concerns, the U.S. Environmental Protection Agency (EPA) and the National Oceanographic and Atmospheric Administration (NOAA) told the Department of Ecology to take additional actions to protect salmon and salmon habitat. The EPA requires Washington State to include conditions on federal pass-through grants to be consistent with National Marine Fisheries Service (NMFS) buffer guidance to help protect and recover Washington's salmon runs.

Ecology includes the special conditions to grant funds to increase levels of riparian protection to both protect and restore salmon fisheries and help achieve water quality standards.

Conditions of the Funding Agreement

All restoration activities must also be consistent with the Stream Habitat Restoration Guidelines, available at <http://wdfw.wa.gov/publications/01374/> and the requirements below.

EPA and NMFS Riparian Buffers

The minimum buffer size for surface waters (on each side) will be consistent with Table G-1 and the following additional guidance provided below. Ecology developed Table G-1 from information provided by NMFS. Buffer widths must be measured starting from the ordinary high water mark.

Table G-1: Minimum Buffer Requirements for Surface Waters

Category	Functions	Minimum Buffer Width West of Cascades	Minimum Buffer Width East of Cascades
A. Constructed Ditches, Intermittent Streams and Ephemeral Streams that are not identified as being accessed and were historically not accessed by anadromous or Endangered Species Act (ESA) listed fish species	Water quality, shade, source control and delivery reduction.	35' minimum	35' minimum
B. Perennial waters that are not identified as being accessed and were historically not accessed by anadromous or ESA listed fish species	Water quality, shade, source control and delivery reduction.	50' minimum	50' minimum
C. Perennial, intermittent and ephemeral waters that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, large wood debris (LWD) for cover, complexity and shade and microclimate cooling, source control and delivery reduction.	100' minimum	75' minimum
D. Intertidal and estuarine streams and channels that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, habitat complexity	35'-75' minimum, or more as necessary to meet water quality standards	N/A

Additional Guidance

- To determine which buffer category applies to a water body, EPA and Ecology developed a mapping tool available at <http://www.arcgis.com/home/webmap/viewer.html?webmap=d5478a4aaf704d81bac63ffc934e1549&extent=-123.0388,47.109,-122.5317,47.2963>.
 - If surface water is present on a property but not shown on the map, a 35 foot minimum buffer width will apply.
 - If a water body is identified as “Category B” in the Table G-1, the grant recipient must contact the regional Washington Department of Fish and Wildlife (WDFW) or tribal fish biologist to confirm that the water body is not currently or historically used by anadromous or listed fish. If the fish biologist informs the recipient of fish presence, then the buffer width must meet “Category C” requirements.
 - If a man-made structure (e.g., culvert, dam, etc.) impedes a water body which prevents anadromous or ESA listed fish access, then the buffer width must meet “Category C” requirements.
 - WDFW Fish Biologist Contact Information:
http://wdfw.wa.gov/about/contact/district_biologists.html.

- WA State Tribes and Tribal Reservations Map:
<http://www.washingtontribes.org/tribes-map>.
- The Table G-1 buffer table establishes minimum requirements for funding eligibility purposes. Projects that include buffers that are larger than the minimums are preferred, especially when stated in a TMDL or other watershed improvement plan. To maintain fully functional riparian ecosystems and provide sufficient habitat to meet the needs of fish and wildlife, it is recommended that the recipient use Washington Department of Fish and Wildlife buffer widths table whenever those recommendations are larger.
- As stated in the *Stream Habitat Restoration Guidelines*, if the 100-year floodplain exceeds these widths, the riparian buffer width should extend to the outer edge of the 100-year floodplain.
- Ecology requires recipients to plant the buffer established by the fencing setback with native trees and shrubs to provide a higher level of water quality improvement. Grass filters strips are not sufficient to satisfy this requirement.
- When the project establishes buffers in forested areas, the buffer width must also be consistent with Forest Practices Rules.
- Buffers established as part of a Water Quality Program grant may not violate county Critical Area Ordinances, county Shoreline Rules, or other state and local regulations.
- Ecology may allow a conditional exemption from the minimum buffer width requirements where the presence of a structure, property line, or topography impedes the ability to meet the conditions. The recipient must submit an adequate justification as to why these cannot be met and an alternate written plan to Ecology's Project Manager for review and written approval.

Riparian Plantings

- The recipient must develop site-specific plans for all riparian buffers prior to implementation which include plant locations and species. The plan must be based on an assessment of native plant associations and community types.
- The recipient must only plant species that are riparian in nature and indigenous to the primary watershed where the buffer is being established.
- The recipient must use, to the greatest extent possible, genetically appropriate plant materials collected from the primary or secondary watershed where the buffer is to be established.
- The recipient must use, to the greatest extent possible, plant species that are early successional within the primary watershed. Early successional species are those whose characteristics are such that they are first to colonize after a disturbance.

Streambank Protection

- Streambank protection projects must not stand alone, but be part of a larger riparian buffer or stream restoration project. The project must meet the buffer and planting requirements listed above whether fully or partially funded by the grant. Streambank protection projects primarily intended for structure or property protection are not eligible.

- Rock or concrete may not be used to fully armor a bank against the erosive forces of a stream, river, or marine waters. In any situation where rock is to be used, the recipient must submit the design to Ecology's Project Manager for an evaluation.
- Streambank protection designs must be consistent with the Aquatic Habitat Guidelines Program's, *Integrated Streambank Protection Guidelines*; see <http://wdfw.wa.gov/publications/00046/>.

Relevant Definitions

Anadromous Fish

Fish that live their adult lives in the ocean but move into freshwater streams to reproduce or spawn (e.g., salmon); see <http://www.nmfs.noaa.gov/pr/>.

Constructed Ditch

A regularly maintained man-made trench or furrow dug in the ground for the primary purpose of conveying or draining surface water, storm water or irrigation water, that may or may not contain water at all times of the year.

Ephemeral Stream

A stream or portion of a stream which flows briefly in direct response to precipitation in the immediate vicinity, and whose channel is at all times above the groundwater reservoir.

Endangered Species Act (ESA) Listed Fish Species

The Endangered Species Act (ESA) (<http://www.nmfs.noaa.gov/pr/laws/esa/text.htm>) was signed on December 28, 1973, and provides for the conservation of species that are endangered or threatened throughout all or a significant portion of their range, and the conservation of the ecosystems on which they depend. The ESA replaced the Endangered Species Conservation Act of 1969; it has been amended several times. A "species" is considered: 1) endangered if it is in danger of extinction throughout all or a significant portion of its range, and 2) threatened if it is likely to become an endangered species within the foreseeable future. There are approximately 2,200 total species listed under the ESA. Of these species, approximately 1,576 are found in part or entirely in the U.S. and its waters; the remainder are foreign species. NOAA's National Marine Fisheries Service (NMFS) and the U.S. Fish and Wildlife Service (USFWS) (<https://www.fws.gov/endangered/>) share responsibility for implementing the ESA. Generally, USFWS manages land and freshwater species, while NMFS manages marine and "anadromous" species. NMFS has jurisdiction over 125 listed species; see <http://www.nmfs.noaa.gov/pr/laws/esa/>.

Exclusion Fencing

A constructed fence to restrict livestock, wildlife or people from riparian areas.

Floodplain

Any lowland that borders a stream and is inundated periodically by the stream's waters.

Intermittent Stream

A stream where portions flow continuously only at certain times of the year, for example when it receives water from a spring, ground-water source or from a surface source, such as melting snow (i.e. seasonal). At low flow there may be dry segments alternating with flowing segments. These streams are also defined as no measurable flow during thirty (30) consecutive days in a normal water year.

Ordinary High Water Mark (OHWM)

The point on the sides of streams or lakes which is historically or normally at water's edge, as identified by a visible change in vegetation and/or soil. It is also generally, the lowest point at which perennial vegetation grows on the streambank. The ordinary high water mark (OHWM) can usually be identified by physical scarring along the bank or shore, or by other distinctive signs. Guidance on determining the OHWM on Washington streams can be found at <https://fortress.wa.gov/ecy/publications/summarypages/0806001.html>.

Perennial Stream

A stream or portion of a stream that flows year-round, is considered a permanent stream, and for which base flow is maintained by ground-water discharge to the streambed due to the ground-water elevation adjacent to the stream typically being higher than the elevation of the streambed.

Riparian Buffers

Riparian buffers are generally recognized as a "separation zone" between a water body and a land use activity for the purposes of protecting ecological processes and water quality. The riparian buffer usually extends from the stream's ordinary high water mark to the outer edge of the floodplain. Riparian buffers provide essential functions for river and stream ecosystems, including cover and shade, a source of fine or coarse woody material, nutrients, and organic and inorganic debris that maintain stream ecosystem function. As used here, riparian buffers are defined as separation zones that are relatively undisturbed by humans and contain native vegetation consistent with the potential of the site.

Figure G-1 provides a diagram depicting a typical stream showing the active floodplain, the OHWM, the riparian zone, and the top of the bank.

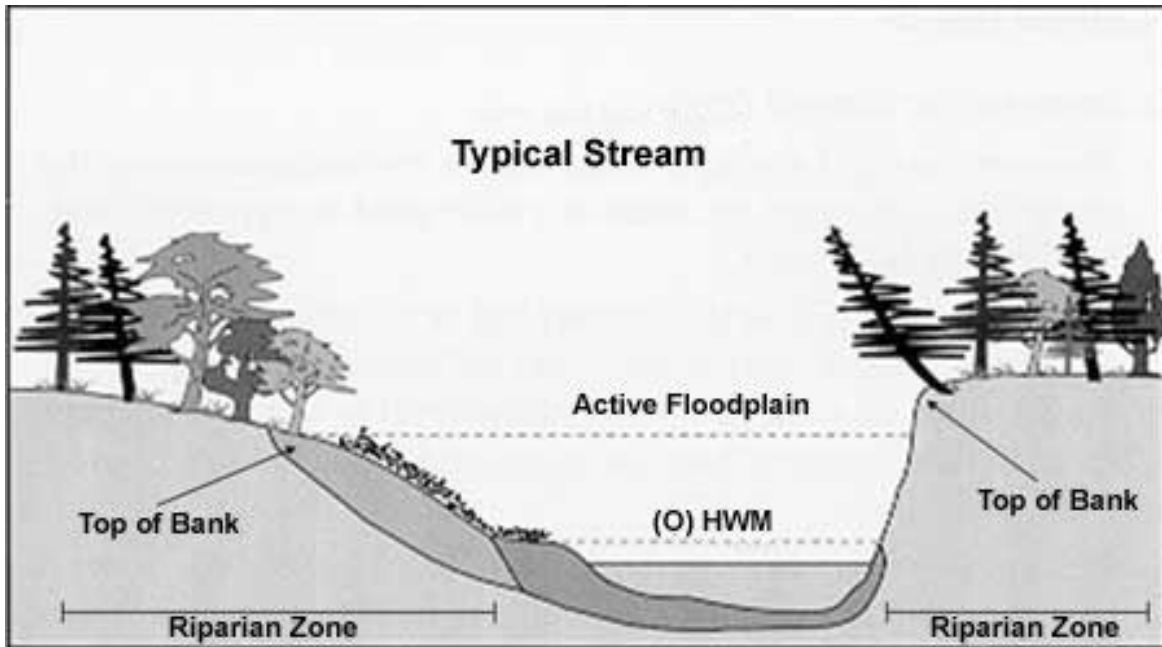


Figure G-1: Diagram of a Typical Stream.

Figure is a reproduction of a figure obtained from Fisheries and Oceans Canada.

Appendix H: Developing Public Communication and Education Project Proposals

Following is a checklist that applicants can refer to in developing public communication and education project proposals. The goal of the checklist is to help in the design of projects that are effective at changing behaviors and achieving environmental results.

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 one or two 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?

Project Design

- Agree on the optimal way to identify and reach your audiences. Include local audiences that speak languages other than English.
- 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, not-for-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. Conduct a regional search for existing materials before producing any new educational flyers or pamphlets.
- 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 previously, 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.

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.

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?

Suggested Resources

- Visual Tools for Watershed Education.
- “Fostering Sustainable Behavior” by Doug McKenzie-Mohr and William Smith.
- “Targeting Outcomes of Programs” by Claude Bennett and Kay Rockwell.

Appendix I: Green Project Reserve Guidance

Please see EPA's GPR webpage at <https://www.epa.gov/cwsrf/green-project-reserve-guidance-clean-water-state-revolving-fund-cwsrf> for the most up-to-date information. If you just want to see the complete GPR guidance document, please see https://www.epa.gov/sites/production/files/2015-04/documents/green_project_reserve_eligibility_guidance.pdf.

Appendix J: Loan and Grant Agreement Definitions

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of Ecology’s Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the recipient and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defease” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the recipient.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by Ecology to meet the requirements for reporting and/or tracking of compliance with certain federal requirements.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the recipient through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the recipient secured by annual *ad valorem* taxes levied by the recipient and by the full faith, credit, and resources of the recipient.

“General Obligation Payable from Special Assessments Debt” means an obligation of the recipient secured by a valid general obligation of the Recipient payable from special assessments to be imposed 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.

“Gross Revenue” means all of the earnings and revenues received by the recipient from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) recipient taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defeasance or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the Ecology’s Funding Guidelines that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

“Loan Fund” means the special fund of that name created by ordinance or resolution of the recipient for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the recipient pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the recipient in causing the Utility to be operated and maintained in good repair, working order, and

condition including payments to other parties, but will not include any depreciation or recipient levied taxes or payments to the recipient in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account of that name created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed.

“Project Schedule” means that schedule for the project specified in the agreement.

“Revenue-Secured Debt” means an obligation of the recipient secured by a pledge of the revenue of a utility and one not a general obligation of the recipient.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a recipient or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the recipient outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of Ecology’s termination of the agreement.

“Termination Payment Date” means the date on which the recipient is required to repay to Ecology any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for Ecology grant or loan funding.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for Ecology grant or loan funding.

“ULID” means any utility local improvement district of the recipient created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the recipient, the Net Revenue of which is pledged to pay and secure the loan.

Appendix K: Median Household Income

The U.S. Census Bureau provides population data. It also provides median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census designated places (CDP) are included in the five-year data series produced by ACS. Searches of the ACS database can be conducted at <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#>.

The MHI data in Table K-1 are from the ACS five-year estimates available in January 2018. The population data in Table K-1 are from the U.S. Census Bureau estimates available in January 2018. Ecology uses the data in Table K-1 when making hardship determinations. If a community does not have an MHI or a population listed in Table K-1, Ecology will use the MHI or population for the county where the community is located or another applicable location such as a CDP or a census tract.

Income Surveys

If an applicant disputes the MHI estimate used by Ecology, the applicant may conduct a scientific survey to determine the MHI for the project area. If an applicant chooses to conduct an Income Survey, they must adhere to the Infrastructure Assistance Coordinating Council (IACC) *Income Survey Guide*, and the results must be approved by Ecology. The IACC Income Survey Guide can be found at <http://www.infracore.wa.gov/>.

Table K-1: January 2018 American Community Survey 5-Year Estimates of Median Household Incomes, U.S. Census Bureau Estimates of Population, and General Eligibility for SFAP Hardship, CWSRF/Centennial Preconstruction Hardship, and CWSRF/Centennial Hardship for Wastewater Facility Construction

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Washington	\$62,848	7,073,146	n/a	n/a
Adams County	\$47,554	19,100	Eligible	\$79.26
Asotin County	\$45,550	22,113	Eligible	\$75.92
Benton County	\$61,147	187,519	Ineligible	\$101.91
Chelan County	\$51,845	74,761	Ineligible	\$86.41
Clallam County	\$47,180	72,969	Ineligible	\$78.63
Clark County	\$62,879	450,893	Ineligible	\$104.80
Columbia County	\$42,083	3,971	Eligible	\$70.14
Cowlitz County	\$49,127	102,854	Ineligible	\$81.88
Douglas County	\$53,758	40,101	Ineligible	\$89.60
Ferry County	\$39,555	7,639	Eligible	\$65.93
Franklin County	\$58,284	87,810	Ineligible	\$97.14
Garfield County	\$51,395	2,231	Ineligible	\$85.66
Grant County	\$50,145	92,530	Ineligible	\$83.58
Grays Harbor County	\$44,521	71,233	Ineligible	\$74.20
Island County	\$60,261	80,113	Ineligible	\$100.44

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Jefferson County	\$50,928	30,333	Ineligible	\$84.88
King County	\$78,800	2,079,550	Ineligible	\$131.33
Kitsap County	\$65,017	257,488	Ineligible	\$108.36
Kittitas County	\$47,898	42,785	Ineligible	\$79.83
Klickitat County	\$49,633	20,930	Eligible	\$82.72
Lewis County	\$44,526	75,724	Ineligible	\$74.21
Lincoln County	\$47,676	10,326	Eligible	\$79.46
Mason County	\$51,764	61,060	Ineligible	\$86.27
Okanogan County	\$41,158	41,299	Ineligible	\$68.60
Pacific County	\$38,387	20,743	Eligible	\$63.98
Pend Oreille County	\$46,036	13,001	Eligible	\$76.73
Pierce County	\$61,468	832,896	Ineligible	\$102.45
San Juan County	\$58,029	16,056	Ineligible	\$96.72
Skagit County	\$56,433	120,475	Ineligible	\$94.06
Skamania County	\$53,082	11,316	Ineligible	\$88.47
Snohomish County	\$73,528	758,649	Ineligible	\$122.55
Spokane County	\$50,550	485,859	Ineligible	\$84.25
Stevens County	\$44,115	43,744	Ineligible	\$73.53
Thurston County	\$62,854	266,311	Ineligible	\$104.76
Wahkiakum County	\$48,116	4,051	Eligible	\$80.19
Walla Walla County	\$48,705	59,809	Ineligible	\$81.18
Whatcom County	\$54,207	209,729	Ineligible	\$90.35
Whitman County	\$38,636	47,494	Ineligible	\$64.39
Yakima County	\$45,700	247,681	Ineligible	\$76.17
Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Aberdeen city	\$40,478	16,335	Eligible	\$67.46
Aberdeen Gardens CDP	\$71,875	264	Ineligible	\$119.79
Addy CDP	\$8,917	112	Eligible	\$14.86
Ahtanum CDP	\$51,026	3,197	Ineligible	\$85.04
Airway Heights city	\$42,014	6,523	Eligible	\$70.02
Albion town	\$45,000	691	Eligible	\$75.00
Alderton CDP	\$66,504	3,255	Ineligible	\$110.84
Alderwood Manor CDP	\$71,742	9,037	Ineligible	\$119.57
Alger CDP	\$78,438	156	Ineligible	\$130.73
Algona city	\$55,938	3,140	Ineligible	\$93.23
Allyn CDP	\$68,538	2,477	Ineligible	\$114.23
Almira town	\$50,000	271	Eligible	\$83.33
Altoona CDP	\$62,500	80	Ineligible	\$104.17
Amanda Park CDP	\$31,750	150	Eligible	\$52.92
Amboy CDP	\$70,331	2,019	Ineligible	\$117.22
Ames Lake CDP	\$120,089	1,506	Ineligible	\$200.15
Anacortes city	\$61,922	16,229	Ineligible	\$103.20
Anderson Island CDP	\$48,750	1,150	Eligible	\$81.25
Arlington city	\$66,615	18,749	Ineligible	\$111.03

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Arlington Heights CDP	\$92,550	2,786	Ineligible	\$154.25
Artondale CDP	\$93,623	13,506	Ineligible	\$156.04
Ashford CDP	\$47,533	258	Eligible	\$79.22
Asotin city	\$57,984	1,330	Ineligible	\$96.64
Auburn city	\$60,262	75,607	Ineligible	\$100.44
Bainbridge Island city	\$102,906	23,576	Ineligible	\$171.51
Bangor Base CDP	\$50,775	6,046	Ineligible	\$84.63
Banks Lake South CDP	\$36,250	288	Eligible	\$60.42
Barberton CDP	\$85,787	6,440	Ineligible	\$142.98
Baring CDP	\$33,889	177	Eligible	\$56.48
Barney's Junction CDP	\$32,269	174	Eligible	\$53.78
Basin City CDP	\$51,071	1,450	Ineligible	\$85.12
Battle Ground city	\$60,644	18,987	Ineligible	\$101.07
Bay View CDP	\$95,455	700	Ineligible	\$159.09
Beaux Arts Village town	\$176,875	368	Ineligible	\$294.79
Belfair CDP	\$54,070	3,819	Ineligible	\$90.12
Bell Hill CDP	\$108,162	860	Ineligible	\$180.27
Bellevue city	\$100,703	136,718	Ineligible	\$167.84
Bellingham city	\$44,441	84,462	Ineligible	\$74.07
Benton City city	\$55,714	3,193	Ineligible	\$92.86
Bethel CDP	\$72,941	3,764	Ineligible	\$121.57
Bickleton CDP	\$41,250	65	Eligible	\$68.75
Big Lake CDP	\$81,250	1,904	Ineligible	\$135.42
Bingen city	\$50,682	708	Ineligible	\$84.47
Birch Bay CDP	\$54,156	8,107	Ineligible	\$90.26
Black Diamond city	\$70,259	4,321	Ineligible	\$117.10
Blaine city	\$64,063	4,988	Ineligible	\$106.77
Bonney Lake city	\$85,975	19,022	Ineligible	\$143.29
Bothell city	\$86,167	43,153	Ineligible	\$143.61
Bothell East CDP	\$113,393	10,064	Ineligible	\$188.99
Bothell West CDP	\$89,551	19,833	Ineligible	\$149.25
Boulevard Park CDP	\$46,718	3,689	Eligible	\$77.86
Brady CDP	\$68,043	590	Ineligible	\$113.41
Bremerton city	\$47,358	39,388	Ineligible	\$78.93
Brewster city	\$37,763	2,471	Eligible	\$62.94
Bridgeport city	\$39,634	2,448	Eligible	\$66.06
Brier city	\$105,901	6,530	Ineligible	\$176.50
Brinnon CDP	\$51,042	778	Ineligible	\$85.07
Browns Point CDP	\$92,292	1,187	Ineligible	\$153.82
Brush Prairie CDP	\$67,768	2,646	Ineligible	\$112.95
Bryant CDP	\$90,679	2,001	Ineligible	\$151.13
Bryn Mawr-Skyway CDP	\$63,901	17,014	Ineligible	\$106.50
Buckley city	\$60,466	4,516	Ineligible	\$100.78
Bucoda town	\$35,000	593	Eligible	\$58.33
Buena CDP	\$29,076	1,620	Eligible	\$48.46
Bunk Foss CDP	\$97,297	3,484	Ineligible	\$162.16

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Burbank CDP	\$69,432	3,139	Ineligible	\$115.72
Burien city	\$54,546	50,187	Ineligible	\$90.91
Burley CDP	\$61,528	1,835	Ineligible	\$102.55
Burlington city	\$47,500	8,572	Eligible	\$79.17
Camano CDP	\$72,928	15,968	Ineligible	\$121.55
Camas city	\$94,350	21,393	Ineligible	\$157.25
Canterwood CDP	\$129,773	3,409	Ineligible	\$216.29
Canyon Creek CDP	\$73,711	3,153	Ineligible	\$122.85
Carbonado town	\$65,750	682	Ineligible	\$109.58
Carlsborg CDP	\$39,643	750	Eligible	\$66.07
Carnation city	\$78,859	1,902	Ineligible	\$131.43
Carson CDP	\$36,433	2,657	Eligible	\$60.72
Cascade Valley CDP	\$42,330	2,028	Eligible	\$70.55
Cashmere city	\$50,179	3,150	Eligible	\$83.63
Castle Rock city	\$41,417	2,593	Eligible	\$69.03
Cathcart CDP	\$85,000	2,665	Ineligible	\$141.67
Cathlamet town	\$41,389	653	Eligible	\$68.98
Cavalero CDP	\$98,821	5,119	Ineligible	\$164.70
Centerville CDP	\$44,583	124	Eligible	\$74.31
Central Park CDP	\$55,197	2,665	Ineligible	\$92.00
Centralia city	\$40,102	16,729	Eligible	\$66.84
Chain Lake CDP	\$92,064	4,840	Ineligible	\$153.44
Chehalis city	\$34,257	7,340	Eligible	\$57.10
Chelan city	\$48,340	3,989	Eligible	\$80.57
Cheney city	\$31,004	11,479	Eligible	\$51.67
Cherry Grove CDP	\$89,583	447	Ineligible	\$149.31
Chewelah city	\$30,998	2,601	Eligible	\$51.66
Chico CDP	\$106,274	2,463	Ineligible	\$177.12
Chinook CDP	\$53,259	330	Ineligible	\$88.77
Clallam Bay CDP	\$35,208	379	Eligible	\$58.68
Clarkston city	\$33,353	7,314	Eligible	\$55.59
Clarkston Heights-Vineland CDP	\$70,167	6,531	Ineligible	\$116.95
Clayton CDP	\$25,170	374	Eligible	\$41.95
Cle Elum city	\$45,655	2,580	Eligible	\$76.09
Clear Lake CDP (Pierce County)	\$75,227	942	Ineligible	\$125.38
Clear Lake CDP (Skagit County)	\$66,354	1,056	Ineligible	\$110.59
Clearview CDP	\$91,275	3,907	Ineligible	\$152.13
Cliffdell CDP	\$51,094	63	Ineligible	\$85.16
Clinton CDP	\$50,804	768	Ineligible	\$84.67
Clover Creek CDP	\$60,230	6,293	Ineligible	\$100.38
Clyde Hill city	\$193,516	3,197	Ineligible	\$322.53
Cohasset Beach CDP	\$38,586	656	Eligible	\$64.31
Colfax city	\$45,769	2,851	Eligible	\$76.28

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
College Place city	\$40,747	8,996	Eligible	\$67.91
Colton town	\$58,750	418	Ineligible	\$97.92
Colville city	\$37,350	4,724	Eligible	\$62.25
Conconully town	\$26,250	193	Eligible	\$43.75
Concrete town	\$30,234	744	Eligible	\$50.39
Connell city	\$49,221	5,414	Eligible	\$82.04
Copalis Beach CDP	\$40,804	449	Eligible	\$68.01
Cosmopolis city	\$60,898	1,539	Ineligible	\$101.50
Cottage Lake CDP	\$134,107	23,845	Ineligible	\$223.51
Coulee City town	\$42,857	574	Eligible	\$71.43
Coulee Dam town	\$49,531	1,313	Eligible	\$82.55
Country Homes CDP	\$45,357	5,745	Eligible	\$75.60
Coupeville town	\$46,657	2,104	Eligible	\$77.76
Covington city	\$88,806	19,172	Ineligible	\$148.01
Cowiche CDP	\$46,532	1,087	Eligible	\$77.55
Creston town	\$35,000	279	Eligible	\$58.33
Crocker CDP	\$86,326	1,242	Ineligible	\$143.88
Curlew CDP	\$28,472	150	Eligible	\$47.45
Curlew Lake CDP	\$57,625	619	Ineligible	\$96.04
Custer CDP	\$70,423	448	Ineligible	\$117.37
Dallesport CDP	\$45,606	1,700	Eligible	\$76.01
Danville CDP	\$91,250	33	Ineligible	\$152.08
Darrington town	\$45,313	1,301	Eligible	\$75.52
Dash Point CDP	\$101,346	939	Ineligible	\$168.91
Davenport city	\$54,313	1,634	Ineligible	\$90.52
Dayton city	\$38,547	2,702	Eligible	\$64.25
Deep River CDP	\$48,750	168	Eligible	\$81.25
Deer Park city	\$43,648	3,848	Eligible	\$72.75
Deming CDP	\$32,050	246	Eligible	\$53.42
Des Moines city	\$59,948	30,904	Ineligible	\$99.91
Desert Aire CDP	\$53,364	2,278	Ineligible	\$88.94
Dixie CDP	\$51,071	276	Ineligible	\$85.12
Dollars Corner CDP	\$74,777	798	Ineligible	\$124.63
Duluth CDP	\$85,167	1,541	Ineligible	\$141.95
DuPont city	\$76,962	9,224	Ineligible	\$128.27
Duvall city	\$125,123	7,534	Ineligible	\$208.54
East Cathlamet CDP	\$45,875	589	Eligible	\$76.46
East Port Orchard CDP	\$51,505	5,301	Ineligible	\$85.84
East Renton Highlands CDP	\$91,895	11,549	Ineligible	\$153.16
East Wenatchee city	\$50,947	13,589	Ineligible	\$84.91
Eastmont CDP	\$97,626	21,403	Ineligible	\$162.71
Easton CDP	\$60,313	377	Ineligible	\$100.52
Eatonville town	\$60,172	2,862	Ineligible	\$100.29
Edgewood city	\$83,514	9,862	Ineligible	\$139.19
Edison CDP	\$118,750	135	Ineligible	\$197.92

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Edmonds city	\$78,181	41,020	Ineligible	\$130.30
Electric City city	\$51,286	838	Ineligible	\$85.48
Elk Plain CDP	\$60,066	13,835	Ineligible	\$100.11
Ellensburg city	\$31,644	18,957	Eligible	\$52.74
Elma city	\$31,528	3,033	Eligible	\$52.55
Elmer City town	\$38,214	319	Eligible	\$63.69
Endicott town	\$31,250	240	Eligible	\$52.08
Enetai CDP	\$62,554	2,234	Ineligible	\$104.26
Entiat city	\$44,408	1,243	Eligible	\$74.01
Enumclaw city	\$55,644	11,543	Ineligible	\$92.74
Ephrata city	\$56,989	7,980	Ineligible	\$94.98
Erlands Point-Kitsap Lake CDP	\$56,332	3,095	Ineligible	\$93.89
Eschbach CDP	\$81,591	344	Ineligible	\$135.99
Esperance CDP	\$72,273	3,868	Ineligible	\$120.46
Everett city	\$50,933	106,580	Ineligible	\$84.89
Everson city	\$53,500	2,555	Ineligible	\$89.17
Fairchild AFB CDP	\$52,697	2,904	Ineligible	\$87.83
Fairfield town	\$36,406	460	Eligible	\$60.68
Fairwood CDP (King County)	\$92,020	19,724	Ineligible	\$153.37
Fairwood CDP (Spokane County)	\$65,933	8,055	Ineligible	\$109.89
Fall City CDP	\$77,700	1,976	Ineligible	\$129.50
Farmington town	\$51,250	105	Ineligible	\$85.42
Federal Way city	\$58,855	93,986	Ineligible	\$98.09
Felida CDP	\$101,150	7,857	Ineligible	\$168.58
Fern Prairie CDP	\$83,268	2,453	Ineligible	\$138.78
Ferndale city	\$56,859	12,666	Ineligible	\$94.77
Fife city	\$56,871	9,645	Ineligible	\$94.79
Fife Heights CDP	\$80,156	2,098	Ineligible	\$133.59
Finley CDP	\$63,167	5,872	Ineligible	\$105.28
Fircrest city	\$69,278	6,660	Ineligible	\$115.46
Five Corners CDP	\$63,447	19,020	Ineligible	\$105.75
Fobes Hill CDP	\$90,833	2,942	Ineligible	\$151.39
Fords Prairie CDP	\$52,964	2,277	Ineligible	\$88.27
Forks city	\$32,587	3,729	Eligible	\$54.31
Fort Lewis CDP	\$43,379	13,378	Eligible	\$72.30
Four Lakes CDP	\$48,897	274	Eligible	\$81.50
Fox Island CDP	\$90,667	3,829	Ineligible	\$151.11
Frederickson CDP	\$70,935	21,307	Ineligible	\$118.23
Freeland CDP	\$45,313	1,642	Eligible	\$75.52
Friday Harbor town	\$46,964	2,273	Eligible	\$78.27
Garfield town	\$43,125	499	Eligible	\$71.88
Garrett CDP	\$49,119	1,601	Eligible	\$81.87
Geneva CDP	\$75,208	2,630	Ineligible	\$125.35

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
George city	\$47,604	742	Eligible	\$79.34
Gig Harbor city	\$64,931	8,307	Ineligible	\$108.22
Gleed CDP	\$60,829	2,888	Ineligible	\$101.38
Glenwood CDP	\$41,875	170	Eligible	\$69.79
Gold Bar city	\$61,417	2,026	Ineligible	\$102.36
Goldendale city	\$32,454	3,445	Eligible	\$54.09
Gorst CDP	\$39,183	403	Eligible	\$65.31
Graham CDP	\$77,289	25,897	Ineligible	\$128.82
Grand Coulee city	\$33,015	982	Eligible	\$55.03
Grand Mound CDP	\$51,004	3,515	Ineligible	\$85.01
Grandview city	\$38,936	11,098	Eligible	\$64.89
Granger city	\$39,661	3,489	Eligible	\$66.10
Granite Falls city	\$58,698	3,458	Ineligible	\$97.83
Grapeview CDP	\$66,250	1,003	Ineligible	\$110.42
Grayland CDP	\$40,125	501	Eligible	\$66.88
Grays River CDP	\$33,958	510	Eligible	\$56.60
Green Bluff CDP	\$74,318	685	Ineligible	\$123.86
Greenwater CDP	\$16,813	100	Eligible	\$28.02
Hamilton town	\$41,250	197	Eligible	\$68.75
Hansville CDP	\$66,761	3,783	Ineligible	\$111.27
Harrah town	\$49,659	647	Eligible	\$82.77
Harrington city	\$48,333	332	Eligible	\$80.56
Hartline town	\$51,250	152	Ineligible	\$85.42
Hatton town	\$27,292	91	Eligible	\$45.49
Hazel Dell CDP	\$52,434	20,923	Ineligible	\$87.39
Herron Island CDP	\$55,577	67	Ineligible	\$92.63
High Bridge CDP	\$108,000	2,634	Ineligible	\$180.00
Hobart CDP	\$95,010	6,474	Ineligible	\$158.35
Hockinson CDP	\$81,080	4,936	Ineligible	\$135.13
Home CDP	\$56,524	1,531	Ineligible	\$94.21
Hoodsport CDP	\$41,378	684	Eligible	\$68.96
Hoquiam city	\$37,628	8,434	Eligible	\$62.71
Humtulsips CDP	\$53,750	270	Ineligible	\$89.58
Hunts Point town	\$170,250	461	Ineligible	\$283.75
Ilwaco city	\$33,826	1,057	Eligible	\$56.38
Inchelium CDP	\$24,531	466	Eligible	\$40.89
Index town	\$60,357	174	Ineligible	\$100.60
Indianola CDP	\$68,313	3,573	Ineligible	\$113.86
Ione town	\$48,173	399	Eligible	\$80.29
Issaquah city	\$92,071	34,728	Ineligible	\$153.45
Kahlotus city	\$45,417	222	Eligible	\$75.70
Kalama city	\$55,192	2,596	Ineligible	\$91.99
Kapowsin CDP	\$75,865	242	Ineligible	\$126.44
Kayak Point CDP	\$105,592	1,800	Ineligible	\$175.99
Keller CDP	\$15,313	219	Eligible	\$25.52
Kelso city	\$34,556	11,871	Eligible	\$57.59

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Kendall CDP	\$40,000	133	Eligible	\$66.67
Kenmore city	\$93,227	21,830	Ineligible	\$155.38
Kennewick city	\$52,134	77,975	Ineligible	\$86.89
Kent city	\$61,033	125,492	Ineligible	\$101.72
Kettle Falls city	\$37,411	1,447	Eligible	\$62.35
Key Center CDP	\$63,750	3,532	Ineligible	\$106.25
Keyport CDP	\$59,618	442	Ineligible	\$99.36
Kingston CDP	\$46,758	1,859	Eligible	\$77.93
Kirkland city	\$95,939	85,812	Ineligible	\$159.90
Kittitas city	\$42,137	1,265	Eligible	\$70.23
Klickitat CDP	\$32,000	433	Eligible	\$53.33
La Center city	\$83,170	3,079	Ineligible	\$138.62
La Conner town	\$42,589	782	Eligible	\$70.98
Lacey city	\$59,624	45,644	Ineligible	\$99.37
LaCrosse town	\$41,250	286	Eligible	\$68.75
Lake Bosworth CDP	\$85,682	758	Ineligible	\$142.80
Lake Cassidy CDP	\$90,741	3,470	Ineligible	\$151.24
Lake Cavanaugh CDP	\$77,031	146	Ineligible	\$128.39
Lake Forest Park city	\$96,217	13,156	Ineligible	\$160.36
Lake Goodwin CDP	\$71,958	3,640	Ineligible	\$119.93
Lake Holm CDP	\$92,938	3,111	Ineligible	\$154.90
Lake Ketchum CDP	\$80,431	921	Ineligible	\$134.05
Lake Marcel-Stillwater CDP	\$134,500	1,201	Ineligible	\$224.17
Lake McMurray CDP	\$71,458	120	Ineligible	\$119.10
Lake Morton-Berrydale CDP	\$92,911	10,742	Ineligible	\$154.85
Lake Roesiger CDP	\$88,125	1,012	Ineligible	\$146.88
Lake Shore CDP	\$71,957	7,247	Ineligible	\$119.93
Lake Stevens city	\$79,975	30,352	Ineligible	\$133.29
Lake Stickney CDP	\$71,927	9,533	Ineligible	\$119.88
Lake Tapps CDP	\$105,836	13,030	Ineligible	\$176.39
Lakeland North CDP	\$74,176	12,420	Ineligible	\$123.63
Lakeland South CDP	\$79,485	13,525	Ineligible	\$132.48
Lakeview CDP	\$40,379	861	Eligible	\$67.30
Lakewood city	\$45,261	59,489	Ineligible	\$75.44
Lamont town	\$39,107	87	Eligible	\$65.18
Langley city	\$51,786	1,300	Ineligible	\$86.31
Larch Way CDP	\$90,816	4,118	Ineligible	\$151.36
Latah town	\$42,750	137	Eligible	\$71.25
Leavenworth city	\$45,184	2,147	Eligible	\$75.31
Lebam CDP	\$45,163	117	Eligible	\$75.27
Lewisville CDP	\$80,847	1,838	Ineligible	\$134.75
Liberty Lake city	\$62,428	8,566	Ineligible	\$104.05
Lind town	\$46,083	545	Eligible	\$76.81
Lochsloy CDP	\$81,071	2,789	Ineligible	\$135.12

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Lofall CDP	\$74,844	2,257	Ineligible	\$124.74
Long Beach city	\$26,838	1,395	Eligible	\$44.73
Longbranch CDP	\$50,068	3,314	Eligible	\$83.45
Longview city	\$38,793	36,720	Ineligible	\$64.66
Longview Heights CDP	\$61,179	3,211	Ineligible	\$101.97
Loon Lake CDP	\$44,432	710	Eligible	\$74.05
Lower Elochoman CDP	\$53,415	175	Ineligible	\$89.03
Lyle CDP	\$48,938	472	Eligible	\$81.56
Lyman town	\$62,292	555	Ineligible	\$103.82
Lynden city	\$61,828	13,204	Ineligible	\$103.05
Lynnwood city	\$53,308	36,861	Ineligible	\$88.85
Mabton city	\$38,015	2,225	Eligible	\$63.36
Machias CDP	\$82,632	1,020	Ineligible	\$137.72
Malden town	\$31,250	180	Eligible	\$52.08
Malone CDP	\$47,644	503	Eligible	\$79.41
Maltby CDP	\$101,530	11,221	Ineligible	\$169.22
Manchester CDP	\$73,701	5,242	Ineligible	\$122.84
Mansfield town	\$47,857	274	Eligible	\$79.76
Manson CDP	\$44,215	1,596	Eligible	\$73.69
Maple Heights-Lake Desire CDP	\$99,904	3,512	Ineligible	\$166.51
Maple Valley city	\$98,925	25,093	Ineligible	\$164.88
Maplewood CDP	\$92,854	5,223	Ineligible	\$154.76
Marcus town	\$38,047	186	Eligible	\$63.41
Marietta-Alderwood CDP	\$43,377	4,492	Eligible	\$72.30
Marrowstone CDP	\$60,223	1,152	Ineligible	\$100.37
Martha Lake CDP	\$81,207	17,703	Ineligible	\$135.35
Marysville city	\$67,027	64,955	Ineligible	\$111.71
Mattawa city	\$47,981	4,416	Eligible	\$79.97
May Creek CDP	\$56,574	655	Ineligible	\$94.29
McChord AFB CDP	\$50,409	3,181	Ineligible	\$84.02
McCleary city	\$49,211	2,169	Eligible	\$82.02
McKenna CDP	\$70,550	941	Ineligible	\$117.58
McMillin CDP	\$82,750	1,618	Ineligible	\$137.92
Mead CDP	\$56,128	7,044	Ineligible	\$93.55
Meadow Glade CDP	\$96,250	2,744	Ineligible	\$160.42
Meadowdale CDP	\$94,414	2,998	Ineligible	\$157.36
Medical Lake city	\$42,575	4,931	Eligible	\$70.96
Medina city	\$182,604	3,169	Ineligible	\$304.34
Mercer Island city	\$129,348	24,467	Ineligible	\$215.58
Mesa city	\$51,146	371	Ineligible	\$85.24
Metaline Falls town	\$27,422	194	Eligible	\$45.70
Metaline town	\$54,706	160	Ineligible	\$91.18
Methow CDP	\$113,571	57	Ineligible	\$189.29
Midland CDP	\$44,652	8,730	Eligible	\$74.42

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Mill Creek city	\$88,345	19,372	Ineligible	\$147.24
Mill Creek East CDP	\$100,707	18,771	Ineligible	\$167.85
Millwood city	\$54,000	1,655	Ineligible	\$90.00
Milton city	\$66,744	7,239	Ineligible	\$111.24
Mineral CDP	\$19,018	157	Eligible	\$31.70
Minnehaha CDP	\$67,222	11,068	Ineligible	\$112.04
Mirrormont CDP	\$100,509	3,791	Ineligible	\$167.52
Monroe city	\$70,270	17,906	Ineligible	\$117.12
Monroe North CDP	\$111,635	1,784	Ineligible	\$186.06
Montesano city	\$63,043	3,897	Ineligible	\$105.07
Morton city	\$33,517	1,128	Eligible	\$55.86
Moses Lake city	\$47,005	21,846	Eligible	\$78.34
Moses Lake North CDP	\$31,387	4,167	Eligible	\$52.31
Mossyrock city	\$32,955	670	Eligible	\$54.93
Mount Vernon city	\$49,307	33,388	Ineligible	\$82.18
Mount Vista CDP	\$73,984	8,279	Ineligible	\$123.31
Mountlake Terrace city	\$66,512	20,747	Ineligible	\$110.85
Moxee city	\$55,756	3,833	Ineligible	\$92.93
Mukilteo city	\$98,823	20,994	Ineligible	\$164.71
Naches town	\$46,827	683	Eligible	\$78.05
Napavine city	\$51,094	1,759	Ineligible	\$85.16
Naselle CDP	\$47,083	344	Eligible	\$78.47
Navy Yard City CDP	\$50,719	3,131	Ineligible	\$84.53
Neah Bay CDP	\$31,328	1,009	Eligible	\$52.21
Neilton CDP	\$43,125	332	Eligible	\$71.88
Nespelem town	\$40,000	214	Eligible	\$66.67
Newcastle city	\$111,955	11,189	Ineligible	\$186.59
Newport city	\$31,307	2,454	Eligible	\$52.18
Nile CDP	\$77,900	79	Ineligible	\$129.83
Nisqually Indian Community CDP	\$51,250	735	Ineligible	\$85.42
Nooksack city	\$63,355	1,763	Ineligible	\$105.59
Normandy Park city	\$89,425	6,598	Ineligible	\$149.04
North Bend city	\$90,395	6,475	Ineligible	\$150.66
North Bonneville city	\$52,708	1,049	Ineligible	\$87.85
North Fort Lewis CDP	\$62,964	3,924	Ineligible	\$104.94
North Lynnwood CDP	\$64,320	20,384	Ineligible	\$107.20
North Marysville CDP	\$68,611	138	Ineligible	\$114.35
North Omak CDP	\$36,739	695	Eligible	\$61.23
North Puyallup CDP	\$51,831	2,002	Ineligible	\$86.39
North Sultan CDP	\$87,250	244	Ineligible	\$145.42
North Yelm CDP	\$37,146	2,590	Eligible	\$61.91
Northport town	\$27,167	352	Eligible	\$45.28
Oak Harbor city	\$46,959	22,544	Eligible	\$78.27
Oakesdale town	\$50,781	444	Ineligible	\$84.64
Oakville city	\$45,694	724	Eligible	\$76.16

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Ocean City CDP	\$28,903	186	Eligible	\$48.17
Ocean Park CDP	\$22,833	1,573	Eligible	\$38.06
Ocean Shores city	\$36,950	5,673	Eligible	\$61.58
Odessa town	\$36,510	817	Eligible	\$60.85
Okanogan city	\$35,045	2,570	Eligible	\$58.41
Olympia city	\$54,523	49,608	Ineligible	\$90.87
Omak city	\$41,136	4,824	Eligible	\$68.56
Onalaska CDP	\$54,242	772	Ineligible	\$90.40
Orchards CDP	\$64,117	21,249	Ineligible	\$106.86
Orient CDP	\$11,591	95	Eligible	\$19.32
Oroville city	\$30,246	2,087	Eligible	\$50.41
Orting city	\$71,981	7,254	Ineligible	\$119.97
Oso CDP	\$35,313	293	Eligible	\$58.86
Othello city	\$48,495	7,726	Eligible	\$80.83
Otis Orchards-East Farms CDP	\$63,563	6,399	Ineligible	\$105.94
Pacific city	\$53,301	7,042	Ineligible	\$88.84
Packwood CDP	\$61,481	332	Ineligible	\$102.47
Palouse city	\$54,583	1,048	Ineligible	\$90.97
Parkland CDP	\$48,149	36,998	Ineligible	\$80.25
Parkwood CDP	\$47,608	6,535	Eligible	\$79.35
Pasco city	\$57,440	68,567	Ineligible	\$95.73
Pateros city	\$38,438	768	Eligible	\$64.06
Pe Ell town	\$52,679	586	Ineligible	\$87.80
Peaceful Valley CDP	\$42,875	3,503	Eligible	\$71.46
Picnic Point CDP	\$95,900	9,068	Ineligible	\$159.83
Pine Grove CDP	\$37,841	141	Eligible	\$63.07
Point Roberts CDP	\$41,618	1,203	Eligible	\$69.36
Pomeroy city	\$43,438	1,281	Eligible	\$72.40
Port Angeles city	\$40,398	19,420	Eligible	\$67.33
Port Angeles East CDP	\$53,059	3,526	Ineligible	\$88.43
Port Gamble Tribal Community CDP	\$44,375	846	Eligible	\$73.96
Port Hadlock-Irondale CDP	\$50,383	3,566	Ineligible	\$83.97
Port Ludlow CDP	\$67,500	2,490	Ineligible	\$112.50
Port Orchard city	\$63,634	13,265	Ineligible	\$106.06
Port Townsend city	\$44,753	9,286	Eligible	\$74.59
Porter CDP	\$38,056	221	Eligible	\$63.43
Poulsbo city	\$60,720	9,806	Ineligible	\$101.20
Prairie Heights CDP	\$87,375	4,433	Ineligible	\$145.63
Prairie Ridge CDP	\$73,865	12,814	Ineligible	\$123.11
Prescott city	\$29,000	386	Eligible	\$48.33
Prosser city	\$53,268	5,860	Ineligible	\$88.78
Puget Island CDP	\$60,833	888	Ineligible	\$101.39
Pullman city	\$27,831	32,176	Ineligible	\$46.39

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Purdy CDP	\$46,250	1,069	Eligible	\$77.08
Puyallup city	\$64,342	39,274	Ineligible	\$107.24
Queets CDP	\$36,250	189	Eligible	\$60.42
Quilcene CDP	\$31,618	499	Eligible	\$52.70
Quincy city	\$51,508	7,248	Ineligible	\$85.85
Raft Island CDP	\$100,882	342	Ineligible	\$168.14
Rainier city	\$66,620	2,138	Ineligible	\$111.03
Ravensdale CDP	\$84,640	1,143	Ineligible	\$141.07
Raymond city	\$32,500	2,825	Eligible	\$54.17
Reardan town	\$39,896	655	Eligible	\$66.49
Redmond city	\$107,341	59,268	Ineligible	\$178.90
Renton city	\$66,050	98,499	Ineligible	\$110.08
Republic city	\$26,125	1,023	Eligible	\$43.54
Richland city	\$69,833	53,227	Ineligible	\$116.39
Ridgefield city	\$88,286	6,112	Ineligible	\$147.14
Ritzville city	\$39,554	1,622	Eligible	\$65.92
River Road CDP	\$32,057	495	Eligible	\$53.43
Riverbend CDP	\$98,952	2,057	Ineligible	\$164.92
Riverside town	\$38,382	395	Eligible	\$63.97
Rochester CDP	\$75,699	2,912	Ineligible	\$126.17
Rock Island city	\$40,714	917	Eligible	\$67.86
Rockford town	\$61,406	364	Ineligible	\$102.34
Rockport CDP	\$33,375	89	Eligible	\$55.63
Rocky Point CDP	\$51,284	1,801	Ineligible	\$85.47
Roosevelt CDP	\$35,000	128	Eligible	\$58.33
Rosalia town	\$40,625	587	Eligible	\$67.71
Rosburg CDP	\$46,667	345	Eligible	\$77.78
Rosedale CDP	\$93,750	4,719	Ineligible	\$156.25
Roslyn city	\$53,583	788	Ineligible	\$89.31
Roy city	\$50,893	689	Ineligible	\$84.82
Royal City city	\$32,656	1,629	Eligible	\$54.43
Ruston town	\$80,192	969	Ineligible	\$133.65
Ryderwood CDP	\$42,961	312	Eligible	\$71.60
Salmon Creek CDP	\$73,813	20,961	Ineligible	\$123.02
Sammamish city	\$153,253	62,136	Ineligible	\$255.42
Satsop CDP	\$40,893	565	Eligible	\$68.16
Seabeck CDP	\$75,156	1,086	Ineligible	\$125.26
SeaTac city	\$48,487	28,298	Ineligible	\$80.81
Seattle city	\$74,458	668,849	Ineligible	\$124.10
Sedro-Woolley city	\$44,643	11,225	Eligible	\$74.41
Selah city	\$50,107	7,599	Eligible	\$83.51
Sequim city	\$38,655	6,736	Eligible	\$64.43
Shadow Lake CDP	\$119,318	2,755	Ineligible	\$198.86
Shelton city	\$38,550	9,832	Eligible	\$64.25
Shoreline city	\$70,398	55,021	Ineligible	\$117.33
Silver Firs CDP	\$110,140	22,221	Ineligible	\$183.57

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Silverdale CDP	\$64,224	20,546	Ineligible	\$107.04
Sisco Heights CDP	\$96,743	2,725	Ineligible	\$161.24
Skamokawa Valley CDP	\$18,516	265	Eligible	\$30.86
Skokomish CDP	\$35,000	840	Eligible	\$58.33
Skykomish town	\$36,250	122	Eligible	\$60.42
Snohomish city	\$56,763	9,551	Ineligible	\$94.61
Snoqualmie city	\$131,453	12,510	Ineligible	\$219.09
Snoqualmie Pass CDP	\$106,250	204	Ineligible	\$177.08
Soap Lake city	\$30,261	1,724	Eligible	\$50.44
South Bend city	\$32,400	1,639	Eligible	\$54.00
South Cle Elum town	\$52,386	524	Ineligible	\$87.31
South Creek CDP	\$58,162	2,132	Ineligible	\$96.94
South Hill CDP	\$76,624	55,194	Ineligible	\$127.71
South Prairie town	\$63,438	282	Ineligible	\$105.73
South Wenatchee CDP	\$42,500	1,814	Eligible	\$70.83
Southworth CDP	\$74,049	2,158	Ineligible	\$123.42
Spanaway CDP	\$60,605	29,834	Ineligible	\$101.01
Spangle city	\$36,250	202	Eligible	\$60.42
Spokane city	\$43,274	212,078	Ineligible	\$72.12
Spokane Valley city	\$47,567	93,322	Ineligible	\$79.28
Sprague city	\$30,833	524	Eligible	\$51.39
Springdale town	\$33,375	308	Eligible	\$55.63
St. John town	\$37,614	528	Eligible	\$62.69
Stansberry Lake CDP	\$56,202	2,550	Ineligible	\$93.67
Stanwood city	\$50,441	6,685	Ineligible	\$84.07
Starbuck town	\$32,578	95	Eligible	\$54.30
Startup CDP	\$28,977	621	Eligible	\$48.30
Steilacoom town	\$67,500	6,175	Ineligible	\$112.50
Steptoe CDP	\$57,917	157	Ineligible	\$96.53
Stevenson city	\$32,277	1,454	Eligible	\$53.80
Sudden Valley CDP	\$80,635	6,818	Ineligible	\$134.39
Sultan city	\$61,948	4,887	Ineligible	\$103.25
Sumas city	\$46,728	1,775	Eligible	\$77.88
Summit CDP	\$63,057	7,646	Ineligible	\$105.10
Summit View CDP	\$60,362	7,312	Ineligible	\$100.60
Summitview CDP	\$70,078	1,109	Ineligible	\$116.80
Sumner city	\$57,303	9,691	Ineligible	\$95.51
Sunday Lake CDP	\$90,511	943	Ineligible	\$150.85
Sunnyside city	\$37,975	16,217	Eligible	\$63.29
Sunnyslope CDP	\$82,419	3,650	Ineligible	\$137.37
Suquamish CDP	\$57,383	4,259	Ineligible	\$95.64
Swede Heaven CDP	\$53,750	980	Ineligible	\$89.58
Tacoma city	\$53,553	205,602	Ineligible	\$89.26
Taholah CDP	\$31,875	688	Eligible	\$53.13
Tanglewilde CDP	\$57,694	6,326	Ineligible	\$96.16
Tanner CDP	\$131,875	1,090	Ineligible	\$219.79

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
Tekoa city	\$47,708	866	Eligible	\$79.51
Tenino city	\$51,635	1,744	Ineligible	\$86.06
Terrace Heights CDP	\$57,151	7,460	Ineligible	\$95.25
Thorp CDP	\$56,188	317	Ineligible	\$93.65
Three Lakes CDP	\$106,429	3,254	Ineligible	\$177.38
Tieton city	\$46,793	1,382	Eligible	\$77.99
Toledo city	\$38,000	552	Eligible	\$63.33
Tonasket city	\$18,219	1,051	Eligible	\$30.37
Toppenish city	\$37,109	8,977	Eligible	\$61.85
Touchet CDP	\$51,667	473	Ineligible	\$86.11
Town and Country CDP	\$60,768	5,048	Ineligible	\$101.28
Tracyton CDP	\$72,966	6,425	Ineligible	\$121.61
Trout Lake CDP	\$56,316	665	Ineligible	\$93.86
Tukwila city	\$48,490	19,878	Eligible	\$80.82
Tumwater city	\$62,050	21,684	Ineligible	\$103.42
Twin Lakes CDP	\$22,188	108	Eligible	\$36.98
Twisp town	\$34,500	1,033	Eligible	\$57.50
Union Gap city	\$37,202	6,125	Eligible	\$62.00
Union Hill-Novelty Hill CDP	\$130,583	22,015	Ineligible	\$217.64
Uniontown town	\$64,375	377	Ineligible	\$107.29
University Place city	\$60,947	32,342	Ineligible	\$101.58
Vader city	\$39,886	712	Eligible	\$66.48
Vancouver city	\$52,004	169,982	Ineligible	\$86.67
Vashon CDP	\$69,364	9,844	Ineligible	\$115.61
Vaughn CDP	\$61,250	529	Ineligible	\$102.08
Venersborg CDP	\$102,188	4,148	Ineligible	\$170.31
Verlot CDP	\$80,234	163	Ineligible	\$133.72
Waitsburg city	\$50,313	1,163	Ineligible	\$83.86
Walla Walla city	\$41,817	31,952	Ineligible	\$69.70
Walla Walla East CDP	\$98,362	1,729	Ineligible	\$163.94
Waller CDP	\$66,750	7,965	Ineligible	\$111.25
Wallula CDP	\$19,955	394	Eligible	\$33.26
Walnut Grove CDP	\$60,166	9,324	Ineligible	\$100.28
Wapato city	\$34,183	5,062	Eligible	\$56.97
Warden city	\$38,140	2,728	Eligible	\$63.57
Warm Beach CDP	\$76,619	2,565	Ineligible	\$127.70
Washougal city	\$70,943	14,987	Ineligible	\$118.24
Washtucna town	\$61,250	326	Ineligible	\$102.08
Waterville town	\$47,708	1,729	Eligible	\$79.51
Wauna CDP	\$75,086	4,447	Ineligible	\$125.14
Waverly town	\$41,250	56	Eligible	\$68.75
Wenatchee city	\$45,606	33,257	Ineligible	\$76.01
West Clarkston-Highland CDP	\$43,447	5,706	Eligible	\$72.41
West Pasco CDP	\$102,292	2,398	Ineligible	\$170.49

Place	MHI	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~ Monthly Sewer Fee Needed to be 2% of MHI
West Richland city	\$84,419	13,407	Ineligible	\$140.70
West Side Highway CDP	\$59,527	5,735	Ineligible	\$99.21
Westport city	\$40,143	2,124	Eligible	\$66.91
Whidbey Island Station CDP	\$26,724	1,970	Eligible	\$44.54
White Center CDP	\$47,680	15,306	Eligible	\$79.47
White Salmon city	\$46,651	2,025	Eligible	\$77.75
White Swan CDP	\$44,659	633	Eligible	\$74.43
Wilbur town	\$40,125	780	Eligible	\$66.88
Wilderness Rim CDP	\$94,536	1,332	Ineligible	\$157.56
Wilkeson town	\$62,955	425	Ineligible	\$104.93
Willapa CDP	\$51,307	251	Ineligible	\$85.51
Wilson Creek town	\$43,750	262	Eligible	\$72.92
Winlock city	\$42,893	1,523	Eligible	\$71.49
Winthrop town	\$41,250	385	Eligible	\$68.75
Wishram CDP	\$29,479	473	Eligible	\$49.13
Wollochet CDP	\$90,833	6,386	Ineligible	\$151.39
Woodinville city	\$106,341	11,549	Ineligible	\$177.24
Woodland city	\$62,344	5,684	Ineligible	\$103.91
Woods Creek CDP	\$92,246	5,852	Ineligible	\$153.74
Woodway city	\$149,821	1,367	Ineligible	\$249.70
Yacolt town	\$61,944	1,814	Ineligible	\$103.24
Yakima city	\$40,951	93,338	Ineligible	\$68.25
Yarrow Point town	\$213,750	1,149	Ineligible	\$356.25
Yelm city	\$51,405	8,066	Ineligible	\$85.68
Zillah city	\$61,197	3,111	Ineligible	\$102.00

Appendix L: Quantifying Benefit for Stormwater Projects

Applicants with stormwater retrofit projects seeking SFAP funding can estimate the water quality benefit of the project by using Section D of the document, “*Design Deliverables for Projects with Ecology Funding*”; see <https://ecology.wa.gov/DOE/files/bf/bf99f44e-e1c2-4b19-b513-1f527c89db41.pdf>.

Appendix M: Sample Scope of Work for Stormwater Facility Projects

This appendix is provided to assist SFAP funding applicants in developing a scope of work that is in-line with Ecology's standard scope of work for stormwater facility grants and to streamline the agreement development process.

Text from this appendix may be copied into EAGL directly. Proposed projects will not necessarily include all tasks listed and may have additional tasks which have not been included in this sample. Please note that the EAGL system will remove all special fonts and convert the text into plain text format.

Sample Scope of Work for Stormwater Facility Projects

Task Number: 1

Task Cost:

Task Title: Project Administration/Management

Task Description:

- A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).
- B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement: Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome: Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report. Properly maintained project documentation.

Recipient Task Coordinator:

Project Administration/Management

Deliverables

Number	Description	Due Date
1.1	Progress Reports	
1.2	Recipient Closeout Report	
1.3	Project Outcome Summary Report	

Task Number: 2

Task Cost:

Task Title: Design Plans and Specs, Environmental Review

Task Description:

The RECIPIENT shall ensure the following items are completed and provide the associated deliverables to ECOLOGY.

- A. The RECIPIENT will coordinate the preparation and submittal of State Environmental Policy Act (SEPA) documentation.
- B. The RECIPIENT is responsible for application of, receipt of, and compliance with all required local, state, tribal and federal permits, licenses, easements, or property rights necessary for the project.
- C. The RECIPIENT will comply with Executive Order (05-05) cultural resources review requirements. To initiate cultural resources review the RECIPIENT will:
 1. Submit a Department of Archaeology and Historic Preservation (DAHP) EZ-1 Form, Ecology's ECY 05-05/106 form (<https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070537.html>), or a cultural resources survey or assessment completed by a licensed archaeologist to ECOLOGY. All submitted materials must conform to the Washington State Standards for Cultural Resource Reporting (DAHP February 2014).
 2. Develop and submit an Inadvertent Discovery Plan (IDP) to ECOLOGY. The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site. An IDP template may be found at <https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070560.html>.

Ground disturbing work (including geotechnical investigations) completed prior to receiving written notice to proceed from ECOLOGY shall not be eligible for reimbursement.
- D. The RECIPIENT will develop a project design. Projects must be designed in accordance with the Stormwater Management Manual for Eastern Washington, Stormwater Management Manual for Western Washington, or equivalent manual. Project must be reviewed and accepted in writing by ECOLOGY to be eligible for reimbursement.
- E. The RECIPIENT will submit one hard copy and one digital copy of the items listed below to ECOLOGY for acceptance. Design figures must be reduced to 11x17 inches in size and must be legible.
 1. Design Report. At a minimum, this package must include 90 percent plans, specifications, engineer's opinion of cost which includes a schedule of eligible costs, and project construction schedule.
- F. The RECIPIENT agrees to respond to ECOLOGY comments.

1. The RECIPIENT must receive an Ecology Design Report Acceptance Letter prior to proceeding to 90 Percent design.
2. The RECIPIENT must receive an Ecology 90 Percent Design Acceptance Letter prior to proceeding to project advertisement for bid and construction.

At its discretion, ECOLOGY may require the RECIPIENT to resubmit revised documents for further ECOLOGY review prior to accepting the project design.

- G. All materials submitted to ECOLOGY for acceptance must be approved by the RECIPIENT prior to submittal to ECOLOGY.
- H. The RECIPIENT will submit to ECOLOGY a digital copy of the Final Bid Package including: project plans, specifications, engineer's opinion of cost which includes a schedule of eligible costs, and project construction schedule.

Task Goal Statement: The RECIPIENT will complete all design, environmental review and permitting tasks and respond to ECOLOGY comments in a timely manner.

Task Expected Outcome: The project will meet the requirements set forth by the State Environmental Policy Act, cultural resource protection requirements, ECOLOGY water quality facility design standards, and all other applicable federal, state and local laws and regulations.

Recipient Task Coordinator:

Design Plans and Specs, Environmental Review

Deliverables

Number	Description	Due Date
2.1	Copy of SEPA determination documentation. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.2	Complete DAHP EZ-1 Form or Ecology's ECY 05-05/106 form. Submit supplemental cultural resources documentation if available. Upload to EAGL and notify ECOLOGY when upload is complete. Cultural Resource surveys should be submitted directly to the ECOLOGY Project Manager and should not be uploaded to the EAGL system.	
2.3	Inadvertent Discovery Plan. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.4	Design Report. Upload to EAGL and notify ECOLOGY when upload is complete. Submit one hard copy of Design Report to ECOLOGY Engineer.	
2.5	Responses to ECOLOGY Design Report Comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.6	Ecology Design Report Acceptance Letter. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.7	90 percent Design Plans, Bid Specifications, and Engineer's Estimate. Upload to EAGL and notify ECOLOGY when upload is complete. Submit one hard copy of 90 percent Design Plans, Bid Specifications, and Engineer's Estimate to ECOLOGY Engineer.	
2.8	Responses to ECOLOGY 90 Percent Design Plan comments. Upload to EAGL and notify ECOLOGY when upload is complete. This may take several exchanges and may require revision of the 90 Percent Design Package. Submit one hard copy of revisions of the	

Number	Description	Due Date
	90 Percent Design Package to ECOLOGY Project Manager. ECOLOGY Project Manager will forward the 90 Percent Design Package to ECOLOGY Engineer for review.	
2.9	Ecology 90 percent Design Acceptance Letter. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.10	List of permits acquired, and environmental review documents. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.11	Final Bid Package. Upload to EAGL and notify ECOLOGY when upload is complete.	

Task Number: 3

Task Cost:

Task Title: Construction Management

Task Description:

- A. The RECIPIENT will provide construction oversight and management of the project.
- B. The RECIPIENT will submit a detailed construction quality assurance plan to ECOLOGY before the start of construction. This plan must describe how adequate and competent construction oversight will be performed.
- C. The RECIPIENT will conduct a pre-construction conference meeting and invite ECOLOGY to attend.
- D. The RECIPIENT will submit an updated project schedule with projected cash flow to ECOLOGY within 30 days of the start of construction. The project schedule will be revised and/or updated whenever major changes occur and at a minimum of every three months. The RECIPIENT will submit the updated schedule to ECOLOGY with the quarterly report. When changes in the construction schedule affect previous cash flow estimates, revised cash flow projections must also be submitted to ECOLOGY.
- E. Prior to execution, the RECIPIENT will submit any eligible change orders that are a significant deviation from ECOLOGY-accepted plans and specifications in writing for ECOLOGY review and acceptance for payment. Ecology must review and accept all change orders that impact grant eligible activities prior to implementation. All other change orders must be reviewed by ECOLOGY for technical merit and should be submitted within 30 days after execution. Change orders are to be signed by the contractor, the engineer (if appropriate), and the RECIPIENT prior to submittal to ECOLOGY for acceptance.
- F. The RECIPIENT will operate and maintain the constructed facility for the design life of the facility. Additionally, the RECIPIENT will develop and submit an operations and maintenance plan for all stormwater treatment, flow control, and low impact development (LID) features. The operation and maintenance plan will describe how the RECIPIENT will ensure project success consistent with the design manual used. The operation and maintenance plan must also address long-term activities to assure ongoing pollutant removal and flow-control capability of the project in accordance with the design manual.
- G. Upon completion of construction, the RECIPIENT will provide to ECOLOGY:
 1. A Stormwater Construction Completion Form signed by a professional engineer indicating that the project was completed in accordance with the plans and specifications

and major change orders approved by ECOLOGY's Project Engineer and shown on the Record Drawings.

2. GIS compatible project area data in an ECOLOGY-approved format (.zip file).

Task Goal Statement: The RECIPIENT will oversee and manage construction, communicate with ECOLOGY in a timely fashion, and provide ECOLOGY with all requested project documentation.

Task Expected Outcome: Project will be constructed on schedule and in accordance with accepted plans.

Recipient Task Coordinator:

Construction Management

Deliverables

Number	Description	Due Date
3.1	Construction Quality Assurance Plan. Upload to EAGL and notify ECOLOGY when upload is complete.	
3.2	Pre-construction conference meeting minutes. Upload to EAGL and notify ECOLOGY when upload is complete.	
3.3	Project Schedule. Upload to EAGL using naming convention D3.3 SCHEDULE MO-DA-YEAR and notify ECOLOGY when upload is complete.	
3.4	Revised Cash Flow Estimates when changes in construction schedule occur. Upload to EAGL using naming convention D3.4 CASHFLOW MO-DA-YEAR and notify ECOLOGY when upload is complete.	
3.5	Change Order(s). Upload to EAGL and notify ECOLOGY when upload is complete.	
3.6	Copy of Facility Operation and Maintenance Plan. Upload to EAGL using naming convention D3.6 OPANDMAINTENANCE MO-DA-YEAR and notify ECOLOGY when upload is complete.	
3.7	Stormwater Construction Completion Form. Upload to EAGL using naming convention D3.7 SWCONSTRUCTIONCOMPLETIONFORM and notify ECOLOGY when upload is complete.	
3.8	Project Area Shapefile or ECOLOGY-Approved Equivalent (.zip file). Upload to EAGL and notify ECOLOGY when upload is complete.	

Task Number: 4

Task Cost:

Task Title: Construction

Task Description:

- A. The RECIPIENT will, in accordance with ECOLOGY-accepted plans and specifications, complete construction of the project. The construction project will include installation of (NAME OF BMPs FROM PROJECT SHORT DESCRIPTION) to mitigate runoff from (ACRES) of pollution generating impervious surfaces.
- B. Calculate and submit an equivalent new/re-development area for the completed retrofit project(s) using the methods outlined in Section D of the document, "Design Deliverables for Projects with Ecology Funding" (<https://ecology.wa.gov/DOE/files/93/930ea880-3989-4ac3-9b6b-ac6dd7b0151c.pdf>) or other ECOLOGY-approved method.

Task Goal Statement: Project will be constructed in accordance with ECOLOGY-accepted plans and specifications.

Task Expected Outcome: Constructed project will provide water quality benefits including reductions in (LIST PARAMETERS FROM SHORT PROJECT DESCRIPTION).

Recipient Task Coordinator:

Construction

Deliverables

Number	Description	Due Date
4.1	Copy of the contract documents (e.g. bid announcement, bid award and bid tabulations). Upload to EAGL and notify ECOLOGY when upload is complete.	
4.2	Copy of signed and dated construction contract. Upload to EAGL and notify ECOLOGY when upload is complete.	
4.3	Construction progress reports and photos included in quarterly reports.	
4.4	Completed equivalent new/redevelopment area determination. Upload to EAGL and notify ECOLOGY when upload is complete.	

For other tasks, use the following format.

Task Number: 5

Task Cost:

Task Title: (50 Character Limit)

Task Description: (3,500 Character Limit)

Task Goal Statement: (1,500 Character Limit)

Task Expected Outcome: (1,500 Character Limit)

Recipient Task Coordinator:

[Task 5 Title]

Deliverables

Number	Description	Due Date
5.1	(500 Character Limit)	
5.2	(500 Character Limit)	
5.3	(500 Character Limit)	

Appendix N: Guidance on Uploads to Funding Applications

Detailed Budget Spreadsheet

A budget spreadsheet should align closely with your scope of work and inform the reviewer how you calculated the application funding request you made. They should be organized by task, deliverable, and line items such as staff hours, travel, contractors, equipment, etc. They should demonstrate that you thoroughly researched the associated and likely costs to complete your project and that the project isn't likely to be greatly underfunded or overfunded.

Project Schedule

The schedule should align closely with your scope of work. It should clearly lay out each task and deliverable and the timelines. Organize your schedule so it is easy to follow, and ensure that it contains each important aspect of your project such as planning, design, permitting, implementation, monitoring, maintenance, etc. Using a Gantt chart format is helpful for complex projects.

Photos

Photos can help the reviewer understand the resource issues at that site. Place all photos into one document with figure headings that describe each photo. Compress the photos and then make the document a pdf to decrease the size. Please do not upload several single photos.

Maps

Maps can help orient the reviewer. Include a map that shows where in the state your project is (county, city, watershed) and a closer map view that shows where your project is in relation to the waterbody of concern. Aerial photos help the reviewer understand the land use around your project site and the conditions upstream, downstream, or at the site.

Letters of Support

If you have stakeholders or partners that are involved in your project or impacted by your project, letters of support help demonstrate that they understand the project, why it is important, and that they support it. The entities providing letters of support should make it clear that they understand the project and explain how they will be involved in the project directly or indirectly. It should not just say that they support the project, but why. Encourage them to write their own letters rather than providing them with cookie-cutter language. These letters are important to demonstrate that you have community support and that there are not going to be significant stakeholder or landowner barriers to initiating and completing the project. You should also have

letters of acknowledgement or agreement from any landowners where the project site occurs or that will be potentially impacted by the project.

Large Documents

Documents that are available on the internet, such as TMDLs, watershed planning, salmon recovery documents, etc., should NOT be uploaded to EAGL. You can refer to these documents within your application by providing a link to them. If you provide a link in your application, also explain how the document is related to your project. For example, if your project was identified as a priority action in a watershed plan, state so and then provide a link and also a page number(s) where this information can be easily found within the document. Do not expect the reviewer to read an entire document; they do not have time. If your project is related to a document, you can simply say so. For example, maybe your project will help clean up a pollutant that is addressed in a TMDL. Give the TMDL name and explain how the project supports it. Do not upload the TMDL plan.

Other Supporting Documents

It is OK to upload a few supporting documents, such as an informational brochure or an MOU, but please do not upload anything that is already on the internet or that isn't critical in helping the reviewer understand your project. More uploads do not make a project seem more valuable. Instead, too many uploads can make it hard for the reviewer to find what they really need.

Other Tips

- **Combine documents.** Combining documents into a single file can make your uploads more manageable for the reviewer. Documents that can be combined include letters of support, photos, outreach materials, maps, etc. This makes it easier to find and review these documents. Do not, for example, upload five separate budget spreadsheets; combine them into one spreadsheet with multiple tabs or upload them a multi-page document.
- **Give the uploaded files clear, easy to understand titles.** *Map_ProjectLocation_Wenatchee Watershed.pdf* is a lot easier to understand and locate than *XJ103WWPL.pdf*.
- **Upload to only one page.** If you upload a document, such as a map, to more than one page of the application, it will show up more than once in the EAGL Attachment Repository. The Attachment Repository is the place where all uploads can be found by the reviewer for use in the evaluation. If there are multiple copies of multiple uploads, it can make it hard for the reviewer to find what you want them to.
- **Do not depend on uploads to answer the questions in the application.** The application should be a stand-alone document that contains all of the information needed to evaluate it (with the exception of the budget and schedule uploads, which provide necessary detail not in the application). The uploads should support the information in the application, but not replace it.
 - A good example is stating in your application that you have the support of partners X, Y, and Z and that they will help with the project in specific ways. The letters of support that

you upload help further demonstrate that support. But if you upload a reach assessment that identifies that this type of project will reduce sediment in that reach, but nowhere in your application do you state that your project will reduce sediment, then don't assume the reviewer will figure it out. The reviewer does not have time to look for information that should be in your application.

- Also, do not assume that the reviewer will already know the pollution issues for the waterbody. Some reviewers are from different parts of the state. Make sure first that the answers provide all the needed information, even if obvious to you, and then provide the links to online documents (with page numbers) or uploads that will support those claims.