



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Guidelines State Fiscal Year 2021 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 (Clean Water State
Revolving Fund)

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This document is available on the [Department of Ecology's website](http://ecyapfass/Biblio2/SummaryPages/1910032.html) (<http://ecyapfass/Biblio2/SummaryPages/1910032.html>).

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**Funding Guidelines
State Fiscal Year 2021
Water Quality Financial Assistance**

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Fund Program (Clean Water State Revolving Fund)

Water Quality Program
Washington State Department of Ecology
Olympia, Washington

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How to Use This Document

This guidance document includes valuable information that will help you understand how Ecology selects projects to fund and manages funding agreements. We recommend that you review this guidance carefully prior to preparing your application and that you retain a copy to help you manage your funded agreements. New guidance is released annually, and agreements are managed according to the guidance that was issued the year the project was funded.

The steps below may help you navigate through this document and locate the information you need to prepare a project application.

Determining Eligibility

Start with Chapter 1 – Program Overview. Use this overview to determine if your organization is eligible to receive funding for the category of project you are proposing. This chapter includes:

- Eligible applicants.
- Critical deadlines.
- Project category descriptions.
- Ineligible project categories and components.

Next go to Chapter 2 – Eligible Project Categories and review the section(s) that is the best fit for your project. This chapter will include additional links and resources that will help you craft a better application such as:

- Project category-specific eligibility requirements.
- Project category-specific application requirements.
- References to funding assistance types and sources available.

After you review the information for your project category, you will know the funding sources available for your project. **Now you are ready to review Chapter 3 – Funding Programs** to ensure that you can meet the funding source provisions and any match requirements.

Finally, review Chapter 6- Agreement Development, Management, and Conditions, and Appendix F – Water Quality Program/Ecology Terms and Conditions to identify any additional requirements that may affect your budget, schedule or scope.

Preparing and Submitting an Application

If your proposed water quality project appears to fit within the eligibility criteria, you are ready to begin your application. Chapter 4 – Preparing and Submitting Your Application, will help you begin the process of filling out the funding application and submitting the application in the

Ecology Administration of Grants and Loans (EAGL) system. The application questions are available in Appendix C – Applicant Prep Tool; however, you **MUST** submit your application electronically via [EAGL](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans) (https://ecology.wa.gov/About-us/How-we-operate/Grants-loans) system.

If you have questions at any time during the application process, please contact Ecology. Current Ecology funding program staff contact information can be found at in Appendix A – Ecology Contacts. Ecology also hosts four free applicant workshops across the state. See Figure 2 and Section 4.1 for information on the workshops for the current funding cycle.

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 funding programs that make up the Water Quality Combined Funding Program (WQC) through an integrated annual funding cycle.

WQC includes the following four funding programs:

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

Eligible applicants prepare and submit applications for many types of water quality projects using a single application. Ecology reviews and ranks the projects and then assigns funding based on project rank and available funding. Applicant and project eligibility is different for each of the programs within WQC. 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. Figure 1 provides a summary of the WQC funding process.

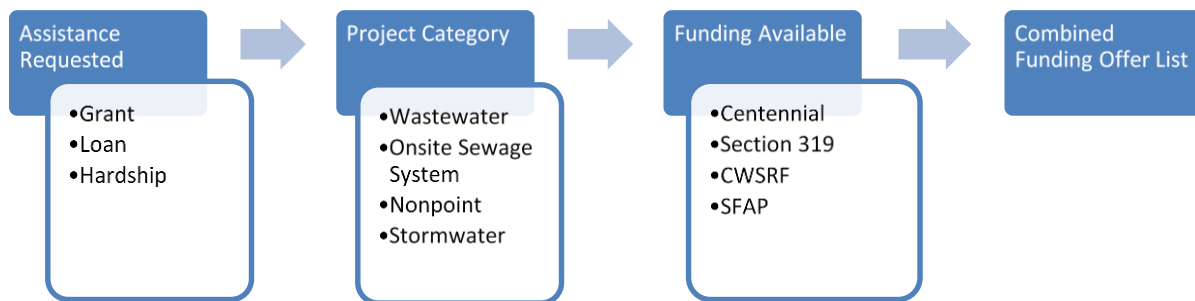


Figure 1: Water Quality Combined Program Funding Process

Section 1.1 Eligible Applicants

WQC provides grant and/or loan funding to:

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

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- 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.

This information is summarized in Table 1. For additional information about each of these funding sources, please see Chapter 3.

Table 1: Eligible Applicants by Funding Source

	CWSRF	SFAP	Centennial	Section 319
Cities, counties	X	X	X	X
Conservation districts	X		X	X
Federally recognized tribes	X		X	X
Irrigation districts	X		X	X
Not-for-profit organizations ¹				X
Ports	X	X	X	X
Quasi-municipal corporations	X		X	X
WA State institutions of higher education ²	X		X	X
Water and sewer districts	X		X	X

Section 1.2 Eligible Project Categories

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.

¹ Must be recognized as tax-exempt by the Internal Revenue Service.

² If the project is not included in the institution's statutory responsibilities.

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- Onsite sewage system
 - Large onsite sewage systems/community systems (planning, design, and construction).
 - Planning, outreach, surveys.
 - Local grant/loan repair/replacement program.
- Stormwater³ facility
 - Planning and design.
 - Construction of facilities for stormwater treatment and flow control.
 - Low impact development or green retrofit projects.
- Stormwater activity
 - Stormwater pollutant management program plans.
 - Stormwater pollutant source control planning and implementation.
- Nonpoint source activity
 - Agricultural best management practices (BMPs).
 - Demonstration nonpoint BMP projects (with Ecology pre-approval).
 - Groundwater, aquifer, wellhead planning and implementation.
 - Land acquisition.
 - Pollution Identification and Correction (PIC) Programs.
 - Public outreach and education.
 - Restoration planning and implementation.
 - Water quality monitoring.
 - Watershed planning.
 - Site planning (cultural resource reviews, etc.).

Table 2 summarizes the project categories and their general eligibility by funding source. For additional information, please see Chapter 2 and Chapter 3.

Table 2: Projects Supported by WQC

	CWSRF	SFAP	Centennial	Section 319
Wastewater facility	X		X (Hardship only)	
Onsite septic	X		X	
Stormwater facility	X	X (Retrofit only)		

³ For the purposes of these guidelines, the term “stormwater” refers to water generated by urban surfaces such as buildings and roads, may be used interchangeably with the term urban-runoff.

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	CWSRF	SFAP	Centennial	Section 319
Stormwater activity	X	X	X	
Nonpoint activity	X	X (Urban runoff only)	X	X

Section 1.3 Ineligible Projects and Components

In general, projects or project components that do not have a direct water quality benefit are not eligible for funding through WQC. Projects or project components prohibited by statute, federal appropriation, or administrative rules are also ineligible. Table 3 contains a list of some projects and project components that are ineligible for all funding sources. Chapter 2 includes additional information on eligibility and ineligibility.

Table 3: Ineligible Projects or Project Components for All Funding Sources

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
BMP implementation on most federal and state owned property
BMP implementation that affects upland areas
BMP implementation 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, or convey water to a stormwater BMP
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; this does not apply to commercial, institutional, or industrial wastewater entering a municipal wastewater treatment facility
Facility and equipment operation and maintenance expenses
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
Land acquisition for right of way using eminent domain

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Description
Landscaping for aesthetic reasons
Lighting or other project elements that do not provide a water quality benefit
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
Operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc.
Overtime differential paid to employees of local government to complete administrative or force account work
Projects or project objectives previously funded by Ecology
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
Solid and hazardous waste cleanup
State and federal agency facilities and other duties and responsibilities
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

Section 1.4 The WQC Annual Funding Cycle

The WQC annual funding cycle begins in August. 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).

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- 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 2 illustrates the estimated timeline and for the State Fiscal Year 2021 (SFY21) Funding Cycle.

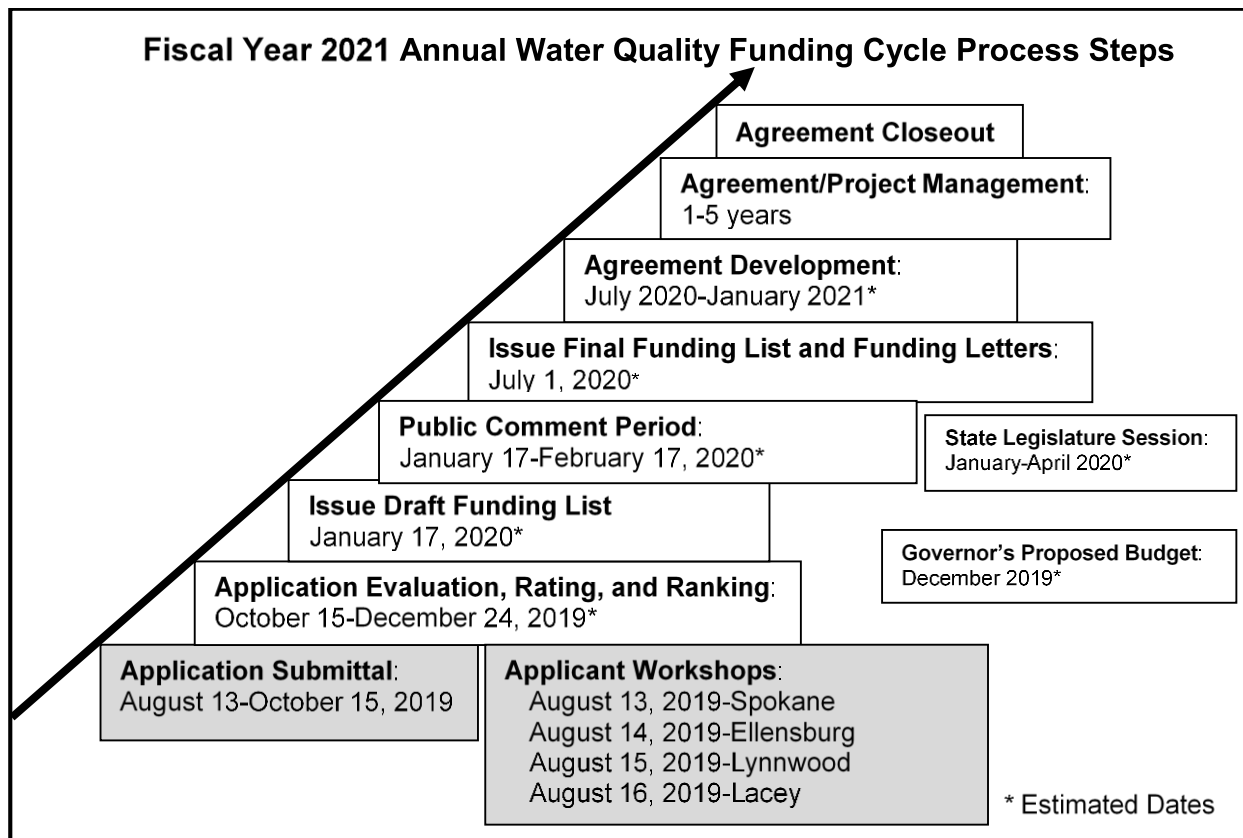


Figure 2: The SFY21 Funding Cycle

Applicants should develop their project schedules based on the dates in Table 4.

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Table 4: Important SFY21 Funding Cycle Dates

Important SFY21 Funding Cycle Dates
Application and Funding Offer Dates
August 13, 2019: Application opens
October 15, 2019: EAGL applications due before 5:00pm
January 17, 2020: Draft offer list published, start of funding program public comment period
February 5, 2020: Public meeting
February 17, 2020: Funding program public comment period closes
July 1, 2020: Final offer list published, project expenses may be eligible ⁴
Negotiation and Agreement Development
July 2020: Regional workshops for funding recipients (dates and locations TBA)
January 31, 2020: All agreements must be negotiated and signed
Project Implementation and Closeout
April 30, 2020: All projects start work
April 30, 2023: Activity projects complete
June 30, 2025: Facility projects complete

Section 1.5 Application Evaluation

All eligible funding applications are independently evaluated and scored in accordance with standard scoring criteria. Proposals are evaluated based on responses provided in the application. A total of 1,000 points are available. Table 5 shows the scoring breakdown and the rating criteria. Please see Chapter 5 for additional information on the evaluation process.

Table 5: Application Rating Criteria

Application Points and Rating Criteria
<ul style="list-style-type: none">• 0-15 points: Applicant has identified adequate matching funds. (Full points if no match is required.)• 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.• 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.

⁴ Expenses incurred prior to agreement negotiation are at the recipient's own risk. No reimbursement will be made until the agreement is signed by the Recipient and Ecology.

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Application Points and Rating Criteria

- **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.
- **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 how they will support the project.
- **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 within 10 months of publication of the Final Offer List.
- **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 the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
- **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.
- **0-100 points:** The water quality and public health improvements that will be achieved represent a good value.
- **0-15 points:** How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?
- **0 points:** If the applicant does not meet the criteria for financial hardship.
- **50 points:** If the applicant meets the criteria for financial hardship.

Chapter 2 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 loans only.

Section 2.1 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.

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 15, 2019:

- 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 15, 2019:

- 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.

Chapter 2 Eligible Project Categories

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 15, 2019:

- 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. In accordance with [WAC-173-240-030](http://apps.leg.wa.gov/WAC/default.aspx?cite=173-240-030) (<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.

Section 2.1.1 Planning

Costs of preparing planning documents, including general sewer plans, engineering reports, environmental review, value engineering studies, and rate studies are eligible for funding. Applicants must comply with planning requirements in order to be eligible.

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.

Section 2.1.2 Design

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

- An approved planning document.
- [Chapter 173-240 WAC](http://app.leg.wa.gov/wac/default.aspx?cite=173-240) (<http://app.leg.wa.gov/wac/default.aspx?cite=173-240>).
- Ecology's [Criteria for Sewage Works Design](https://fortress.wa.gov/ecy/publications/summarypages/9837.html) (the "Orange Book") (<https://fortress.wa.gov/ecy/publications/summarypages/9837.html>).

Chapter 2 Eligible Project Categories

- Other applicable requirements.

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

Section 2.1.3 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. Construction of facilities is regulated by [Chapter 173-240 WAC](http://app.leg.wa.gov/WAC/default.aspx?cite=173-240) (<http://app.leg.wa.gov/WAC/default.aspx?cite=173-240>).

Section 2.1.4 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.

Section 2.1.5 Reclaimed Water Facilities

Reclaimed water facilities are eligible for loans. Reclaimed water facilities must comply with [Chapter 90.46 RCW](http://app.leg.wa.gov/RCW/default.aspx?cite=90.46) (<http://app.leg.wa.gov/RCW/default.aspx?cite=90.46>).

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.

Chapter 2 Eligible Project Categories

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.

Section 2.1.6 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](http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf); (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 Section 3.1.4.

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

Table 6: 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
Cultural resources review	Yes	Yes
Environmental review	Yes	Yes ¹
Equipment and/or tools pre-approved for a funded project	Yes	Yes
Facilities designed solely to provide primary treatment	No	No
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

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Description	Centennial Hardship Grant	CWSRF Loan
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; this does not apply to publicly-owned industrial stormwater facilities	No	Yes
Reclaimed water distribution infrastructure for transportation to reuse site.	Yes	Yes
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 forgivable principal loan for qualified hardship applicants.

Section 2.2 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

Chapter 2 Eligible Project Categories

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.

Section 2.2.1 Large Onsite Sewage Systems (LOSS)

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

Section 2.2.2 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.

Section 2.2.3 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:

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- 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.

The loan loss reserve provisions described only apply to OSS local loan program projects, not other projects such as direct seed programs.

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.

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- 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.

Onsite Sewage System Regional Loan Program

The Regional Loan Program (RLP) is a partnership between local governments, DOH, 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 CWSRF and Centennial funds. Participating jurisdictions support the program through outreach and education and 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 DOH requesting to join the program.
- Attend the Annual Partners' Meeting. Partners will vote to include the new jurisdiction.
- Sign a memorandum of understanding (MOU) with Ecology, DOH, and the other participating jurisdictions.

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More information on joining the RLP can be found on [Ecology's OSS Projects webpage](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) (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 7 provides a summary of the funding eligibility of some OSS projects and components.

Table 7: Onsite Sewage System Projects and Components Eligibility

Description	Centennial Grant	Section 319 Grant	CWSRF Loan
Cost and effectiveness analysis	No	No	Yes
Cultural resources review	Yes	Yes	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
Terralift technology for repairing OSS	No	No	No

¹ Qualified hardship applicants may be eligible.

Section 2.3 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). In the context of this document, pollution and runoff generated from development of urban surfaces such as homes, roads, and businesses may be referred to as “stormwater” regardless of the permit status of the local jurisdiction.

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Applicants may receive funding for:

- Stormwater project planning and prioritization.
- Design.
- Design/construct.
- Construction-only.

Eligible best management practices (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) (<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 2019 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) (<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) (<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Emerging-stormwater-treatment-technologies>).
- BMPs that provide treatment for industrial stormwater. Industrial stormwater BMPs not designed in accordance with a SWMM, Ecology-approved equivalent manual, or GULD must be reviewed and approved by an Ecology Engineer.

Applicants may also propose to design and install nonproprietary BMPs for TAPE review. Applicants must include technical justification in their application that supports (1) the need to develop additional BMPs, and (2) data indicating that the BMP is likely to be highly successful in meeting water quality goals. Applicants proposing a BMP for TAPE review should contact Ecology prior to submitting an application for additional information including Quality Assurance Project Plan (QAPP) requirements.

Design and construction of decant facilities and other equipment necessary for the operation and maintenance of a municipal stormwater system is conditionally eligible for funding. Additional information about these types of projects is included in Section 2.4.

Section 2.3.1 Planning and Prioritization

Costs associated with stormwater facility siting and project planning are eligible for grant and/or loan funding. This may include costs associated with the development of a Stormwater Management Action Plan such as assembling existing basin-specific data, as well as mapping work that is necessary to prioritize receiving waters and formulate and evaluate stormwater project alternatives within a drainage basin. Costs associated with the State Environmental

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Policy Act (SEPA) and/or SERP review and rate studies are also eligible. At a minimum, eligible planning efforts must result in a prioritized list of stormwater projects, and include:

- Project implementation cost estimates.
- The criteria used to evaluate projects and project alternatives.
- A description of the stakeholder engagement process used throughout the planning process.

Section 2.3.2 Design

Ecology will review all stormwater projects to ensure compliance with Ecology design standards and Ecology-approved manuals. Stormwater project design includes preparing design documents, cultural resource determinations, geotechnical work, engineering design reports, environmental review, and value engineering studies. Additional information about Ecology design review requirements, is available in Appendix L.

Section 2.3.3 Construction

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 site conditions. Construction projects that do not have a current Ecology project acceptance letter should apply as a design/construct project and include any available current plans.

Section 2.3.4 Land Acquisition

Acquiring land for installation of a stormwater facility/BMP or to site a facility displaced by construction of a BMP/facility is conditionally eligible for funding. Eligible land acquisitions for stormwater projects are limited to the facility footprint and require that the property be permanently held for the project through a deed restriction, easement or other approved mechanism. Land acquisition to prevent development is not an eligible expense as a stormwater facility, but may be eligible as a nonpoint project. Final decisions regarding land acquisitions, easements, or leases will be based on the RCO's [Acquisition Manual 3](http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf); (http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf). Due to the complex nature of projects that include land acquisition or easements, Ecology strongly recommends contacting the SFAP Coordinator or regional Project Manager prior to submitting an application; see Appendix A.

Eligible expenses, include the appraised/fair market value of the BMP footprint, and access necessary to maintain the BMP/facility, and land acquisition due diligence/associated costs. The associated costs may include but are not limited to the following:

- Environmental review/audit.
- Cultural resource review.

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- Appraisal and review of the appraisal.
- Purchase agreement.
- Preliminary title report.
- Land survey for property boundaries.
- Deed of right.
- Closing fees.
- Recording fees.

The applicant assumes all risks when purchasing a property prior to securing funding or ensuring that the property is suitable for the proposed water quality project. The purchase price of land is not eligible for reimbursement until Ecology receives a signed construction completion form and the deed or easement is recorded.

Required Documentation for Stormwater Land Acquisition

Design only projects must submit the following documents with the application:

- A map showing the proposed parcel(s) under consideration.
- A signed landowner acknowledgment form for all parcels; see Appendix E.

Construction only projects must upload the following documents with the application:

- A map showing the proposed parcel(s) under consideration.
- Proof of due diligence showing the parcel(s) is suitable for building the proposed stormwater project.
- Recent appraisal and appraisal review report (generally less than one year old).
- Signed purchase and sale agreement.

Land owned by the applicant and permanently dedicated to the project may be eligible as match. For additional information about using land as match, please see Section 3.2.4.

Section 2.3.5 Eligibility Summary

In addition to the ineligible items described in Chapter 1, stormwater facility projects or project components that are ineligible to receive funding through WQC 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.
- Projects that treat run-off from undeveloped lands or agricultural areas. Please see Section 2.5 for more eligibility information for such projects.

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- Stormwater runoff from private property or public property that has been leased to a private entity, unless the applicant has taken on ownership and maintenance responsibilities for the BMP/facility via acquisition of the land where the BMP/facility is sited, lease agreement, and/or acquiring a deeded easement.
- Projects that treat process or wastewater.
- Paving projects.
- Equipment purchase without pre-approval from Ecology.
- Costs for ornamental plants, trees, permanent irrigation, or other items associated with installation and maintenance of landscaping. Reimbursements for vegetation may be limited to the cost to install native or adapted plants for erosion control or to provide BMP functionality. Reimbursement for trees may be limited to the planting of new trees that reduce flow as described in the [Stormwater Management Manuals for Eastern and Western Washington](https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Stormwater-manuals) (<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Stormwater-manuals>).
- Contaminated soils removal or remediation.
- In-stream restoration or BMPs.
- Mitigation costs or projects required for mitigation.
- Facility maintenance.

Stormwater facility projects and project elements may be funded by either CWSRF loan or SFAP grant, however there are some critical eligibility differences between the two funding sources. Table 8 provides an eligibility summary for some common stormwater facility projects and components. This list is not intended to be exhaustive, and eligibility is conditional upon meeting all project and funding source eligibility requirements. For more information about project eligibility for specific funding sources, please see Chapter 3.

Table 8: Stormwater Facility Projects and Components Eligibility

Description	SFAP Grant	CWSRF Loan
BMPs or stormwater facilities, for new or redevelopment	No	Yes
Cultural resources review	Yes	Yes
Facilities located within high-value wetlands	No	Yes
Facility-specific outreach materials such as signage or pet waste containers	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	Yes	Yes

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Description	SFAP Grant	CWSRF Loan
stormwater BMPs		
In-stream work	No	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
Maintenance, including maintenance with capital construction costs \geq \$25,000	No	No
Mitigation projects	No	No
Mitigation to comply with requirements in SEPA/NEPA or other environmental review directly related to a project	No	Yes
Monitoring for TAPE	Yes	Yes
Outreach to property owners/residents potentially affected by installation of a facility project	Yes	Yes
Permanent removal of impervious surfaces ²	Yes	Yes
Permits required for project implementation	Yes	Yes
Project alternatives and cost and effectiveness analysis	Yes	Yes ¹
Project Management Consultant	Yes	Yes
Publicly-owned industrial stormwater BMPs	Yes	No
Restoration of riparian buffers	No	Yes
Stormwater conveyance (excluding conveyance to BMPs)	No	Yes
Stormwater facility, retrofit, or low impact development retrofit projects	Yes	Yes
Stormwater Utility Rate Studies	Yes	Yes

¹ Up to 50 percent forgivable principal loan for qualified hardship applicants.

² Approval on a case by case basis with appropriate title restrictions.

Section 2.4 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. In the context of this document, pollution and runoff generated from development of urban surfaces such as homes, roads, and businesses may be referred to as “stormwater” regardless of the permit status of the local government.

Grant funding for stormwater activity projects is intended to enhance, not replace, current local water quality efforts and stormwater management program requirements. Eligibility for grant assistance will depend on the specific stormwater activity proposed and the jurisdiction where the activity takes place.

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

Section 2.4.1 Source Control

Development of outreach materials, data management systems, and staff training programs necessary to implement new source control programs are eligible expenses. Examples include:

- Developing a new local business inspection program.
- Developing a new privately-owned stormwater BMPs inspection program.

Section 2.4.2 Enhanced Maintenance

The development of programs to adaptively manage pollutants before they enter the stormwater collection systems or to remove contaminants in the collection system itself are eligible for grant and loan funding. An enhanced maintenance program includes two parts, planning and implementation. Applicants are encouraged to apply for plan development dollars and implementation dollars separately but may apply for both planning and implementation funds concurrently.

Enhanced Maintenance Plans

To be eligible for funding, sweeping and line-cleaning activities, including the associated equipment and facilities (i.e. high efficiency sweepers and decant facilities) must have an Ecology-accepted plan that, at a minimum:

- Identifies and prioritizes areas with the greatest potential to contaminate stormwater.
- Includes a pre-and post-project implementation estimate of water quality benefit.
- Provides a cost estimate for implementing the program including, the cost of any new facilities or equipment, staff hours, equipment maintenance and replacement costs, material processing and disposal costs, etc.
- Includes procedures for data tracking and implementation mapping.
- Describes how the program strategy will be adjusted based on data collected over time.

Additional guidance for development of Strategic Street Cleaning Plans and Enhanced Maintenance Plans is available in Appendix L.

Facilities and Equipment for Enhanced Maintenance Program Implementation

Once a recipient has an Ecology-accepted plan, new facilities and equipment that are identified in the plan as necessary for the improvement in water quality may be eligible for funding. This may include outright purchase of equipment or the payment of use rates, whichever is shown to be most cost-effective. Please see Appendix L for additional guidance.

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Section 2.4.3 Overlap with Nonpoint Projects

Depending on location and permit status, some project types may be considered both nonpoint and urban stormwater projects. Guidance for the following project types is available in Section 2.5.

- Lake restoration planning and implementation.
- Public education and outreach.
- Land acquisition for preservation or protection.
- Riparian and wetland restoration planning and implementation.
- TMDL support projects.
- Water quality monitoring.
- General watershed planning.

The funding source assigned for these projects will be assessed by Ecology on a case-by-case basis after considering the pollution source, applicant eligibility, and funding available.

Section 2.4.4 Eligibility Summary

In addition to the ineligible items described in Chapter 1, stormwater activity projects or project components that are ineligible to receive funding through WQC include, but are not limited to:

- Planning for stormwater conveyance to control flooding.

Stormwater activity projects and project elements may be funded by either CWSRF loan, SFAP grant, or Centennial/Section 319 grants however there are some critical eligibility differences between the funding sources. Table 9 provides an eligibility summary for some common stormwater activity projects and components. This list is not intended to be exhaustive, and eligibility is conditional upon meeting all project and funding source eligibility requirements. For more information about project eligibility for specific funding sources, please see Chapter 3.

Table 9: Stormwater Activity Projects and Components Eligibility

Description	Centennial Grant or Section 319 Grant	SFAP Grant	CWSRF Loan
Cultural resources review	Yes	Yes	Yes
Development of inspection programs for private parcel stormwater BMPs	No	Yes	Yes
Facilities for managing and storing decant and sweeping waste and equipment with an approved plan.	No	Yes	Yes
General stormwater quality monitoring	No	No	Yes
Land acquisition for: wetland habitat preservation and protection; riparian area and watershed preservation; drinking	Yes	No	Yes

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Description	Centennial Grant or Section 319 Grant	SFAP Grant	CWSRF Loan
water source protection			
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 an approved plan	No	Yes	Yes

Section 2.5 Nonpoint Source Activity Projects

Nonpoint source water pollution control projects include a wide variety of planning and implementation activities that do not involve constructing or preparing to construct a traditional water pollution control facility. Eligible activities are described in this section and supplemental appendices. Projects that implement direct water quality benefits are prioritized in the application evaluation process. All matching funds (cash, in-kind, or inter-local) should be included in the scope of work and meet the same eligibility criteria as grant-funded activities.

Nonpoint activities are funded by:

- Centennial grants.
- Section 319 grants.
- CWSRF loans.

Section 2.5.1 General Eligibility Requirements for all Nonpoint Projects

Eligible Activities

- Agricultural best management practices (BMPs).
- Demonstration nonpoint BMP projects (with Ecology pre-approval).
- Groundwater, aquifer, wellhead planning and implementation.
- Land acquisition.
- Pollution Identification and Correction (PIC) Programs.
- Public outreach and education.
- Restoration planning and implementation.

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- Water quality monitoring.
- Watershed planning.
- Site planning (cultural resource reviews, etc.).

Please see the following sections and appendices to ensure your application meets all specific criteria and requirements for eligible activities.

Context Matters: Projects Implement Approved Water Quality Improvement Plans or Support TMDL Implementation

All proposed nonpoint source activity projects must implement an element of a state or local plan directed at addressing water quality issues, such as a watershed management plan, nonpoint source pollution control plan, Salmon Recovery Plan, Orca Recovery Plan, Total Maximum Daily Loads (TMDL)/TMDL Alternative/Straight to Implementation (STI) Support Projects, etc.

Applicants should work directly with Ecology staff (Nonpoint compliance specialists, and TMDL coordinators) in their region on planning for and managing these projects. For a list of projects and contact information, see [Ecology's Water Quality Project Directory](https://fortress.wa.gov/ecy/ezshare/wq/WaterQualityImprovement/TMDL/projectdirectory.htm) (<https://fortress.wa.gov/ecy/ezshare/wq/WaterQualityImprovement/TMDL/projectdirectory.htm>).

To be eligible for Section 319 grants (and the Centennial dollars set aside for match), 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](https://www.epa.gov/polluted-runoff-nonpoint-source-pollution/handbook-developing-watershed-plans-restore-and-protect) (<https://www.epa.gov/polluted-runoff-nonpoint-source-pollution/handbook-developing-watershed-plans-restore-and-protect>). Additionally, all Ecology funded nonpoint source activity projects must also align with the objectives in Table 8 of [Washington's Water Quality Management Plan to Control Nonpoint Sources of Pollution](https://fortress.wa.gov/ecy/publications/SummaryPages/1510015.html) (<https://fortress.wa.gov/ecy/publications/SummaryPages/1510015.html>).

Planning, Design, and Implementation: A Phase Process

The Phase Process is required for lake restoration and irrigation efficiency projects, and recommended (not required) as a general guide for all other nonpoint project proposals. Most project proposals should include multiple phases under one application. Projects that include implementation are prioritized for funding over planning-only projects. Those that demonstrate successful Phase 1 progress or completion, and “readiness-to-proceed” may score higher. Funding applications should combine implementation of shovel-ready sites with planning (Phase 1) activities in preparation for additional, future project sites.

- Phase 1 (planning) involves outreach to landowners and preparing site-specific plans that identify eligible BMPs to address a water pollution problem. Planning activities and deliverables typically include:
 - Landowner outreach.
 - Cultural resource review.

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- Conservation plans and technical assistance.
 - General farm planning is not eligible, however, elements of those plans that relate to water quality may be eligible.
- Planting and maintenance plans.
- Landowner agreements.
- Phase 2 (implementation or design/construction) involves implementing conservation and planting plans or preparing engineered designs and installation of BMP structures. Design for nonpoint projects is only eligible when implementation of eligible BMPs are included in the scope of work. Some exceptions may be allowable for large-scale projects on lakes or public lands, with Ecology approval. Examples include:
 - Stream restoration involving channel reconstruction, large woody debris, and some bank stabilization strategies.
 - Lake restoration including riparian shorelines, inflows outflows, and conservation of native vegetation.
 - Design - Applicants must submit the following prerequisites for a lake restoration design project before implementation:
 - ✓ Ecology's letter accepting the site-specific planning for the project.
 - ✓ Documentation that the project is the cost effective approach to achieving the water quality benefit.
 - Construction - Applicants must submit the following prerequisites for a lake restoration construction project before implementation:
 - ✓ Ecology's letter accepting 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.
 - Some activities can go straight from planning to implementation.
- Phase 3 (restoration/BMP monitoring and maintenance) includes follow-up site maintenance to ensure plant survival and invasive species control at restoration sites, and to ensure continued BMP function. Most implementation requires a 10-year maintenance plan or agreement. Ecology funding can cover up to 5 years-post-planting maintenance for specific restoration sites. Activities typically include:
 - Plant survival inventory and re-planting as necessary.
 - Invasive species control.

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Nonpoint Best Management Practices (BMP) Implementation and Approval

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

Ecology may fund BMPs that address or correct water quality degradation, however BMP eligibility is not the same for loans and grants (see Table 10). For SFAP funding eligibility, see Section 2.3 for stormwater facilities and Section 2.4 for stormwater activities.

Templates, forms, and additional training materials can be found on the [Nonpoint source activity project resources webpage](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) (<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>).

BMP Funding Eligibility

To be eligible, BMPs must:

- Provide a public benefit through improved water quality.
- Be recommended through a multi-agency watershed management planning process and approved by Ecology (i.e., included in these guidelines) as an effective technique to reduce nonpoint source pollution.
- Target the most critical areas with structural and non-structural practices that, if properly managed, will provide the greatest protection or improvement in water quality.
- Meet the implementation requirements listed below.

Implementation Requirements

- **Landowner Agreements:** Must be signed and approved prior to implementation. A template is available on the [Nonpoint source activity project resources webpage](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) (<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>).
- **Cultural Resource Review:** Must obtain a final determination prior to implementation (see Section 6.2.5).
- **Site-Specific Plans and/or Designs:** Plans and designs must be reviewed and approved in writing by Ecology prior to implementation. Maintenance plans and planting plans may be required. In addition to this section, please see Section 2.5.9, and Appendix J for additional information.
- **BMP Approval Form:** BMPs must meet the conditions of these funding guidelines and be reviewed by Ecology prior to installation. Submit the form and supporting documents such as maps, designs, and maintenance plans, etc. to Ecology at least 30 days before

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implementation. Ecology's Project Manager or Project Engineer will review the proposed project and provide written notice to proceed with implementation. If the recipient installs unapproved BMPs, the recipient assumes the risk that Ecology may delay or deny part or all of the reimbursement for that activity.

- A BMP Approval Form template is available on the resource webpage provided above.
- **Local Requirements:** SEPA, permits, Critical Areas Ordinances, etc. as needed. These may need to be submitted to Ecology for review. Contact the Ecology Project Manager for additional information.
- **Reporting:** Quarterly progress reports and final closeout reports are required for all projects. Most projects will be required to report BMP implementation metrics and load reduction annually (see Section 6.2.13, and Appendix F: Section 3).
- **Specific Criteria and Standards:** Plans, designs, and implementation must comply with the activity specific criteria described in these Funding Guidelines.

Property Ownership Limitations

Planning and implementation 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, with some restrictions. Funding is only provided to public entities and non-profit organizations, however those entities can work with private landowners for site-specific planning and implementation.

Public Property, Easements, and Rights-of-Way

- BMP implementation is eligible on local government and federally recognized tribal lands.
- Permanent structures (such as fencing, manure storage facilities, restoration, etc.) are typically not eligible on state or federal lands. Long-term lease holders of Washington Department of Natural Resource property are eligible on a case-by-case basis.
- Watershed-scale planning may include state and federal lands.
- Activities on public lands owned by an entity other than the recipient should include a Memorandum of Understanding (MOU), interlocal or similar landowner agreement.

Private Property

Ecology limits its financial assistance to public bodies (as specified in Section 1.1). However, the public body that receives a grant or a loan can provide technical and financial assistance to a private landowner or install BMPs on private property for public benefit.

Landowner Agreements and Maintenance Plans

The recipient must obtain and submit a signed landowner agreement or conservation easement to the Ecology Project Manager before time-intensive planning, cultural resource review, and all BMP designs and implementation. Technical assistance and initial conservation planning is allowed before the agreement is signed, however the recipient must ensure the landowner is

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aware of the expectations and that they are willing to commit before cultural resources. Maintenance plans may also be required for projects on property owned by the recipient, or other entity.

- The recipient may use the landowner agreement template provided by Ecology, or equivalent document.
- 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 to Ecology by the loan or grant recipient.

Section 2.5.2 Agricultural BMPs

Agricultural BMPs must be based on water quality improvements and not on agricultural production needs, for example, where activity from livestock is contributing to fecal coliform or sedimentation problems and/or other degradation to the riparian area, stream, and water quality.

Agricultural BMPs must comply with the requirements in this document and the Natural Resource Conservation Service (NRCS) Field Office Technical Guide (FOTG) construction

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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](#) for Washington State (<https://efotg.sc.egov.usda.gov/#/details>).

Appendixes G, H, I, and J discuss more specific BMP provisions.

Conservation-Based Tillage Systems

Conservation-based tillage systems that are consistent with Ecology's Voluntary Clean Water Guidance for Agriculture guidance are eligible for WQC financial assistance. Conservation-based tillage systems are a source control BMP that minimizes surface soil disturbance to the maximum extent while maintaining protective surface and subsurface crop residue, and it eliminates full width tillage for seedbed preparation. Conservation-based systems significantly reduce erosion, improve soil quality, reduce fuel consumption, and are a viable alternative to traditional, full tillage systems. Conservation-based tillage system practices are eligible for three types of funding:

- Equipment rental cost reimbursement.
- Cost of custom application fee reimbursement.
- Conservation-tillage equipment purchase.

Appendix G contains the eligibility conditions for conservation-based tillage systems.

Livestock Exclusion Fencing

Livestock exclusion fencing is eligible for WQC financial assistance when installed at a minimum setback from the ordinary high watermark (OHWM) consistent with the riparian restoration guidance found in Appendix J. 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

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 WQC financial assistance for projects that include privately owned livestock operations. If an applicant proposes to install livestock exclusion fencing as part of a riparian protection/restoration project and the fencing meets the minimum standards, Ecology may award grant dollars to install an off-stream watering facility.

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Appendix H contains eligibility conditions for off-stream watering facilities.

Livestock Feeding BMPs

Livestock feeding and waste management BMPs that support the relocation of livestock activities that threaten water quality or enhance existing feeding areas distanced from surface waters are eligible for funding. Recipients may install a combination of these BMPs when appropriate. Funding for livestock feeding BMPs only applies to projects that will protect water quality and may not be used to rebuild feeding facilities where the primary purpose is to repair existing structures. Livestock exclusion fencing and riparian restoration is a required prerequisite for projects that relocate livestock and must meet the minimum setback requirement in Appendix J.

Eligible livestock BMPs include heavy use area protection and associated fencing, waste storage facilities, and windbreaks. Grass filter strips are eligible as needed around heavy use areas, when located outside riparian areas.

Appendix I contains eligibility conditions for livestock feeding and waste management BMPs.

Section 2.5.3 Demonstration Nonpoint BMP Projects

Demonstration projects include implementation of new, innovative, or alternative technology BMPs not yet demonstrated in the Ecology region in which they are proposed. 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. Demonstration projects are approved for grant eligibility by Ecology on a case-by-case basis.

Section 2.5.4 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

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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 on [DOH's Drinking Water System Data webpage](http://www.doh.wa.gov/DataandStatisticalReports/EnvironmentalHealth/DrinkingWaterSystemData.aspx) (<http://www.doh.wa.gov/DataandStatisticalReports/EnvironmentalHealth/DrinkingWaterSystemData.aspx>).

Section 2.5.5 Land Acquisition

The purchase of real property and conservation easements is eligible for WQC 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, and required due diligence activities. All nonpoint land acquisition projects may require additional documentation of due diligence including, but not limited to the following:

- Landowner acknowledgment.
- Environmental review.
- Cultural resource review.
- Appraisal and review of the appraisal.
- Baseline inventory (see the following section).
- Purchase agreement.
- Preliminary title report.
- Water quality deed of right.
- Deed.
- Stewardship plan.

Baseline Inventory and Stewardship Plan

Baseline inventories are required for all conservation easements, and may be required for fee title acquisitions (as an eligible expense). The baseline inventory must be completed prior to closing. The stewardship plan may be completed after closing, however it must be approved by Ecology prior to reimbursement of the final payment request, and will include:

- Description of the project area, including the following:

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- U.S. Geological Survey quadrant map and county assessor's parcel map.
- Map showing all human-made and natural features.
- Narrative description of the property.
- Photographs taken at permanent photograph points.
- Short-term land management goals and objectives.
- Long-term stewardship goals and objectives.
- Restoration goals and objectives (if applicable).
- Monitoring goals and objectives.
- A detailed stewardship plan implementation budget that also identifies the sources of funding.

Requirements for acquisition projects will align with RCO's [Acquisition Manual 3](http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf); (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.

Section 2.5.6 Pollution Identification and Correction (PIC)

PIC programs work to protect and restore water quality, particularly to clean up and prevent fecal pollution from human and animal waste that threatens public health and our economy. Eligible PIC program activities often include:

- Pollution source identification surveys and sampling.
- Mapping.
- Water quality monitoring.
- Outreach.
- BMP implementation.

Section 2.5.7 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.

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- 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 K 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 achieve environmental results.

Section 2.5.8 Restoration Planning and Implementation

Riparian Area, Wetland, and Floodplain Restoration

Planning and implementing riparian and wetland habitat restoration projects are eligible for loans or grants. Maintenance is eligible for up to 5 years following planting. Applicants can include installation of livestock exclusion fencing as part of a riparian protection/restoration project. Appendix J contains specific requirements for riparian restoration and planting projects.

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

Riparian Buffer Incentive

As an incentive to implement the riparian buffer requirements, Ecology may 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. Applicants should not anticipate receiving the buffer incentive, as funding for it is very limited, and it will only be provided to the highest rated and ranked applications. All other BMPs will be reimbursed at the 75 percent grant share with a 25 percent match required on the project level.

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Stream Restoration and Bank Stabilization

Stream restoration includes all in-stream work, such as daylighting, culvert removal, channel modification or re-establishment, large woody debris and engineered logjams, bank stabilization (using any materials beyond plants), etc.

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

Lake Restoration

Lake restoration planning and implementation projects on lakes with public access are eligible for loans or grants. Lakes with no public access are not eligible for funding. The “Phase Process” (Section 2.5.1) is required for all lake restoration projects. Phase 1 is planning. Phase 1 involves the identification of problems and evaluation of cost-effective alternatives. Phase 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.

Section 2.5.9 Technical Assistance and Conservation Plans

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. In-depth planning or engineered designs on private property require a landowner agreement prior to significant investment. Any plan for riparian buffer protections or streambank stabilization must include recommendations that meet or exceed the buffer width guidance found in Appendix J.

Section 2.5.10 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.

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*](#)

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(<https://fortress.wa.gov/ecy/publications/summarypages/0403030.html>). QAPP 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>. The QAPP template is also available by request from the Fund Coordinator, or regional Ecology Project Manager; see Appendix A for contact information.

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

(<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 Lab Search webpage](https://fortress.wa.gov/ecy/laboratorysearch/) (<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

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following instructions on [Ecology's EIM webpage](https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database) (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 webpage 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 on [Ecology's GIS Standards webpage](https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards) (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 10 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.

Section 2.5.11 Watershed Planning

Watershed planning projects are eligible for loans or grants. If the project is located in the Puget Sound Watershed, it must comply with planning criteria contained in [Title 400 WAC, Puget Sound Partnership](http://app.leg.wa.gov/WAC/default.aspx?cite=400) (http://app.leg.wa.gov/WAC/default.aspx?cite=400).

Ecology provides guidance for other jurisdictions.

All watershed plans must comply with the 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](https://www.epa.gov/nps/handbook-developing-watershed-plans-restore-and-protect-our-waters) (https://www.epa.gov/nps/handbook-developing-watershed-plans-restore-and-protect-our-waters) and the Watershed Planning training module (https://cfpub.epa.gov/watertrain/moduleFrame.cfm?parent_object_id=2868&object_id=2873#2873).

Section 2.5.12 Summary Table of Eligible Nonpoint Activities

Table 10 is provided for convenience, please refer to above sections and related appendixes for criteria and requirements that apply. This list is based on commonly asked questions and is not comprehensive. Please contact the funding program coordinator or your Ecology project team if you have specific eligibility questions.

Reminders: All BMP implementation requires pre-approval by the Ecology Project Manager. Implementation on private property requires a landowner agreement. Implementation on any public property owned by an entity other than the grant recipient must have a maintenance plan/agreement, or memorandum of understanding (MOU).

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Table 10: Nonpoint Source Activity Projects and Components Eligibility

Description	Section 319 or Centennial Grant	Loan
Agricultural BMPs		
Acquisition/installation of livestock exclusion fencing along stream	Yes	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
Alternative/innovative technology with Ecology pre-approval	Yes	Yes
Bridges for livestock crossing– up to 6 feet wide and no culverts	Yes	Yes
Cover crop establishment with conservation-based tillage.	Yes	Yes
Direct seed custom application fee reimbursement	Yes	Yes
Direct seed equipment purchase by public body for rental purposes	Yes	Yes
Direct seed equipment purchase for private landowner use	No	Yes
Direct seed equipment rental by private landowner - reimbursement	Yes	Yes
Grass filter strips	Yes	Yes
Grassed waterways	Yes	Yes
Groundwater and source water protection	Yes	Yes
Hardened stream crossings for livestock	Yes	Yes
Heavy use area protection for livestock		
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
Livestock exclusion fencing	Yes	Yes
Manure waste storage lagoon	No	Yes
Nutrient Management Plan	No	Yes
Off-stream watering provisions for livestock	Yes	Yes
Residue management via no-till, direct seeding	Yes	Yes
Roof runoff structures (gutters)	Yes	Yes
Spring development	Yes	Yes
Technical assistance	Yes	Yes
Waste storage facilities for livestock (lagoons only eligible for loan)	Yes	Yes
Well decommissioning	No	Yes
Wellhead protection	Yes	Yes
Wind breaks to discourage livestock from congregating near surface waters	Yes	Yes
Land Acquisition		
Conservation easement administration and legal costs associated with establishing conservation easements	Yes	Yes

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Description	Section 319 or Centennial Grant	Loan
Land acquisition for: wetland habitat preservation and protection; riparian area and watershed preservation; drinking water source protection	Yes	Yes
Planting trees for future harvesting	No	Yes
Outreach and Education		
Education and stewardship programs related to water quality	Yes	Yes
Educational and funding recognition signage	Yes	Yes
Pledge programs	Yes	Yes
School programs (water quality related)	Yes	Yes
Planning		
Comprehensive planning for basin, watershed, and area-wide water quality	Yes	Yes
Conservation plans (site-specific) targeted to water quality BMP implementation	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
Restoration		
Acquisition/installation of native plant material	Yes	Yes
Acquisition/installation of plant material stabilizer	Yes	Yes
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	Yes	Yes
Beaver Dam Analogues	Yes	Yes
Channel re-establishment or naturalization/meander reconstruction/ re-sloping	Yes	Yes
Culvert removal for improved water quality and riparian restoration	Yes	Yes
Flood gates	No	Yes
In-lake treatments, such as alum (lake must be publicly accessible)	No	Yes
Lake restoration implementation that has gone through the Step process (lake must be publicly accessible)	Yes	Yes
Lake water quality planning (lake must be publicly accessible)	Yes	Yes
Lakeshore riparian installation (lake must be publicly accessible)	Yes	Yes
Log structures	Yes	Yes
Riparian and wetlands habitat restoration and enhancement	Yes	Yes
Riparian forest buffers (not for future harvest)	Yes	Yes
Root wads	Yes	Yes
Siphons	No	Yes
Site monitoring and follow-up maintenance for up to five years on Ecology	Yes	Yes

Chapter 2 Eligible Project Categories

Description	Section 319 or Centennial Grant	Loan
funded riparian restoration projects		
Site preparation work on Ecology funded riparian restoration projects (e.g., weed removal)	Yes	Yes
Site-specific BMP or watershed planning when it results in water quality BMP recommendations consistent with these guidelines	Yes	Yes
Stream bank revegetation and stabilization	Yes	Yes
Stream restoration projects for water quality purposes	Yes	Yes
Wetland creation	No	Yes
Wetlands restoration	Yes	Yes
Water Quality Monitoring		
Diagnostic studies to assess current water quality	Yes	Yes
Monitoring equipment used for water quality monitoring	Yes	Yes
Water quality monitoring and data management	Yes	Yes
Miscellaneous and Administration		
Activities required by NPDES municipal stormwater permits	No	Yes
BMPs on public property (excluding most federal and state owned land)	Yes	Yes
Computer equipment, software, etc. specific to a funded project	Yes	Yes
Cost and effectiveness analysis to encourage implementation of eligible BMPs	No	Yes
Cultural resources review for BMP implementation	Yes	Yes
Equipment and/or tools pre-approved for a funded project	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
Legal expenses associated with development of local ordinances for water quality protection	Yes	Yes
Light refreshments for volunteer events, workshops, field days, or meetings if pre-approved	Yes	No
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
Permits required for project implementation	Yes	Yes
Project Management Consultant	Yes	Yes
Sediment control basins	No	Yes
Use of sediment settlers (e.g., Polyacrylamide)	No	Yes

Chapter 3 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 2 and Appendices G, H, I, and J. Additional Terms and Conditions may be found in Section 6.2 and Appendix F.

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 WQC vary. 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 are not known until state and federal appropriations are made.

Section 3.1 CWSRF

Section 3.1.1 Program Purpose and Guidance

The United States Congress established the Water Pollution Control Revolving Fund Program (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

Chapter 3 Funding Programs

becomes available to fund water quality projects. The majority of the fund consists of repaid principal and interest.

Statutory requirements, administrative rules, and program and agency policy guide the use of CWSRF funds. The following are the key rule and statutes that guide use of the CWSRF.

- [Chapter 173-98 WAC](http://app.leg.wa.gov/WAC/default.aspx?cite=173-98) (<http://app.leg.wa.gov/WAC/default.aspx?cite=173-98>).
- [Chapter 70.146 RCW](http://app.leg.wa.gov/RCW/default.aspx?cite=70.146) (<http://app.leg.wa.gov/RCW/default.aspx?cite=70.146>).
- [Chapter 90.50A RCW](http://app.leg.wa.gov/RCW/default.aspx?cite=90.50A) (<http://app.leg.wa.gov/RCW/default.aspx?cite=90.50A>).

Section 3.1.2 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.

Section 3.1.3 Eligible Project Categories

Wastewater and Stormwater Facilities

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

Please see Chapter 2 for additional information.

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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.

Please see Chapter 2 for additional information.

Section 3.1.4 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.

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 3.34 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 12. Table 11 shows the term and interest rates for standard CWSRF loans for SFY21.

Table 11: SFY21 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

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\$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.

Hardship

Ecology may offer qualified hardship applicants a combination of forgivable principal (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 and 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 or Centennial grant 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.

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 12 shows the SFY21 hardship loan interest rates and grant eligibility.

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Table 12: SFY21 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 onsite sewage system loans issued to homeowners.

Table 13 provides the CWSRF interest rate schedule for loans targeted to homeowners at three levels of county median household income.

Table 13: SFY21 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%

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

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project type. To qualify for GPR consideration, projects or project components must meet the GPR criteria defined by EPA guidelines.

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 FP loan. If the actual cost of a GPR-eligible component changes, only 25 percent of the actual cost will be forgiven. Forgivable loans for GPR-eligible components is not guaranteed.

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.

For the most up-to-date information see [EPA's GPR webpage](https://www.epa.gov/cwsrf/green-project-reserve-guidance-clean-water-state-revolving-fund-cwsrf) (<https://www.epa.gov/cwsrf/green-project-reserve-guidance-clean-water-state-revolving-fund-cwsrf>) or [EPA's GPR guidance document](https://www.epa.gov/sites/production/files/2015-04/documents/green_project_reserve_eligibility_guidance.pdf) (https://www.epa.gov/sites/production/files/2015-04/documents/green_project_reserve_eligibility_guidance.pdf).

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.

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- Ecology may adjust the maximum award under any of the categories up or down based on demand.

For more information about project eligibility see Chapter 2.

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

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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 applications) 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 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 the 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.

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Section 3.2 SFAP

Section 3.2.1 Program Purpose and Guidance

The Stormwater Financial Assistance Program (SFAP) funds facilities and activities that have been proven effective at reducing impacts from existing urban infrastructure and development. The SFAP program was created in 2013 by the Washington State Legislature and developed with the assistance of a stakeholder workgroup.

Section 3.2.2 Eligible Applicants

Applicants eligible for SFAP funding include:

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

Section 3.2.3 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 SFAP eligibility requirements, are eligible for SFAP funding.

Stormwater Facility Projects

SFAP-eligible facility projects must provide stormwater treatment and/or flow control for stormwater generated from existing hard surfaces. Projects that trigger new or re-development requirements in the appropriate [Stormwater Management Manuals for Eastern and Western Washington](https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Stormwater-manuals) (<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Stormwater-manuals>) are not eligible for SFAP funding.

Examples of eligible stormwater facility projects include:

- Developing a plan to site and prioritize the construction of stormwater facilities to maximize water quality benefit.
- BMPs listed in the Stormwater Management Manuals for Eastern and Western Washington.
- BMPs that have achieved a GULD rating through the Ecology TAPE Program.
- BMPs that provide treatment for industrial stormwater.
- New, non-proprietary, BMP development and assessment through the Ecology TAPE program.

For additional information about stormwater facility projects, please see Chapter 2.

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Stormwater Activity Projects

SFAP grant-eligible activities are limited to stormwater pollutant source control projects that: (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 privately-owned stormwater facilities.
- Development of enhanced maintenance programs, including street sweeping, line cleaning, and the construction of decant facilities.
- Identification and mapping of stormwater pollution sources.

For additional information about stormwater activity projects, please see Chapter 2.

Section 3.2.4 Funding Provisions

Match Requirements

Match for SFAP-funded projects is 25 percent (15 percent for hardship communities). Projects awarded SFAP funding must provide 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.

Recipients may use property dedicated to stormwater facilities as match for construction-only projects with pre-approval from Ecology. The following conditions apply for projects using land as match:

- Property used as match is subject to the conditions listed in Section 2.3.4.
- The recipient may not receive reimbursement in excess of project construction expenditures.
- If Ecology provides 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.

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.

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- 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 eligible costs. 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. For additional information about how scoring ties are broken, please see Section 5.1.1.

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 amend a recipient's facility construction grant agreement to be consistent with the low, responsive, responsible bid. If the low, responsive, responsible bid exceeds the original engineer's estimate of construction costs, and funding is available, Ecology may approve a funding increase for up to 10 percent of the original engineer's cost estimate as supplied with the bid documents. Ecology will fund bid overruns on a first-come, first-served basis.

If the low, responsive, responsible bid falls below the existing loan or grant agreement amount, Ecology may 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 reimbursement eligibility. 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

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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.

Section 3.3 Centennial

The Centennial Clean Water Program (Centennial) is a state funded program created by the Washington State Legislature in the middle 1980s. Ecology must manage Centennial in accordance with state laws and rules, including [Chapter 70.146 RCW](https://app.leg.wa.gov/RCW/default.aspx?cite=70.146&full=true) (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.146&full=true>) and [Chapter 173-95A WAC](https://apps.leg.wa.gov/wac/default.aspx?cite=173-95A&full=true) (<https://apps.leg.wa.gov/wac/default.aspx?cite=173-95A&full=true>).

Section 3.3.1 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.

Section 3.3.2 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).

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- 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.

Section 3.3.3 Funding Provisions

Set-asides and Limits

The following are set-asides and limits on Centennial.

- One-third for wastewater facility projects in hardship communities.
 - The total amount may not exceed \$5,000,000 for any single project.
- One-third 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 3.4 Section 319

Congress established the Clean Water Act Section 319 Program (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 the *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.

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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.

Section 3.4.1 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.

Section 3.4.2 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 sediment. Ecology must report these reductions to EPA annually.

Section 3.4.3 Funding Provisions

Centennial and Section 319 Match Requirements

The following bullets describe the match requirements for Centennial and Section 319 grants.

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- 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.

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 affects the grant amount as follows:

- 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.

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 costs incurred under the matching grant must be eligible according to all criteria for the 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 recipient should contact their Ecology contact person to determine if another Ecology grant can be used as match for a Centennial or Section 319 grant.
- The matching grant cannot originate from the same funding source as the Ecology grant.
- WQC grants cannot be used to match each other.
- Grants provided by the Washington State Conservation Commission can be used to match WQC grants.

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- 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 as match for Section 319 cannot also be used to meet match requirements for other funding programs.

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 following provisions apply to using volunteer services as match.

- An adult voluntarily provides unpaid labor or services to the project:
 - The work is valued according to the Employment Security's Occupational Employment and Wage Estimates Report for the type of labor or service provided.
- A minor voluntarily provides unpaid labor to the project:
 - The work is valued at 85 percent of the labor rate from the Employment Security's Occupational Employment and Wage Estimates Report for the type of labor or service provided.
- Donated volunteer labor must be documented by a time record signed by the volunteer coordinator and approved by the recipient.
- Volunteer labor for adults and youth is allowed by the Fair Labor Standard Act, however, some restrictions may apply.

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- Volunteers' travel expenses cannot be used as match. If a third party reimburses its employees for travel expenses related to the project, those costs are eligible match contributions on the part of the third party.
- Time spent by state employees performing their official duties is not considered volunteer labor.

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.

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.

Chapter 4 Preparing and Submitting Your Application

Section 4.1 Preparing to Apply (January – August)

Potential applicants are highly encouraged to contact Ecology staff early in the project development process. Ecology staff can answer questions about project eligibility and identify ways to help you craft a stronger application. Staff contact information is available in Appendix A.

Ecology staff also provide regional workshops to assist applicants. Applicant Workshop dates and locations are:

- August 13, 2019, in Spokane at Spokane Convention Center.
- August 14, 2019, in Ellensburg at Central Washington University.
- August 15, 2019, in Lynnwood at Convention Center.
- August 16, 2019, in Lacey at St. Martins University.

After the final workshop, workshop materials will be available under the “Funding applicant training” header [here](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources) (https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources).

Section 4.2 Filling out the Application (August – October)

Section 4.2.1 Accessing the Application

Applicants submit applications for funding through the Ecology Administration of Grants and Loans ([EAGL](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans)) system (https://ecology.wa.gov/About-us/How-we-operate/Grants-loans) system.

To access this system you will need to establish a Secure Access Washington Account, register your organization, and add EAGL as a service. This process can take several days if you are a new user. Detailed instructions, are available on [Ecology’s Grants and Loans webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans) (https://ecology.wa.gov/About-us/How-we-operate/Grants-loans).

Once in the EAGL system, applicants can access the “Water Quality Combined Financial Assistance: 2021” application and an EAGL User’s Manual that provides instructions on accessing and using the system.

Applicants can access and submit applications beginning August 13, 2019. All applications must be submitted before 5:00pm on October 15, 2019.

Chapter 4 Preparing and Submitting Your Application

Section 4.2.2 EAGL Role Management, Forms, and Required Uploads

EAGL Role Management

To ensure that organizations can monitor and control who submits applications on their behalf, **EAGL only allows users that have been assigned the role of “Authorized Official or “Contractor” to open an application.** Once an application has been opened, individuals with the roles of Authorized Official, Recipient Project Manager, Contractor, or Writer may edit the forms. Once all forms have been filled out, only an Authorized Official may change the status to the application to “submitted. For more information about managing EAGL roles and a summary of the permissions granted to each role, please see Appendix D.

EAGL Forms

Your grant application will include a series of electronic forms in the EAGL system plus any documents you upload with your application. Many recipients find it easier to develop the answers to the EAGL form questions in a word-processing program and then cut and paste their answers into EAGL. To facilitate this, all the questions that you will see on the forms are listed in Appendix C.

EAGL Uploads

Several EAGL application forms include spaces where an upload is required. It is important to include a simple description along with a clear, easy to understand file name. EAGL accepts most file types but limits the file size to less than 35mb. Do not use “&” or other special characters in your file name. The following provides additional guidance on uploads.

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.

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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, etc.) 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 acknowledgment 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.

Chapter 4 Preparing and Submitting Your Application

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 as 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 form.** If you upload a document, such as a map, to more than one form 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 review.
- **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, 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 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.

Other Application Requirements

Most required uploads, such as a map or detailed budget, have a designated space on a specific form. However, some project types such as land acquisitions for stormwater, have additional documents that must be uploaded to the general “Uploads” form in order for your application to be considered. Please review the appropriate section in Chapter 2 to ensure you are providing all necessary documentation. If you have questions, please contact Ecology.

Chapter 5 Project Evaluation, List Development, and Public Comment

Section 5.1 Evaluation Process (October – January)

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 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 DOH, as well as other Ecology programs.

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 for Water Quality and Public Health Improvements.** Table 14 shows the scoring breakdown along with the rating criteria and guidance.

Table 14: Application Rating Criteria and Guidance

Application Rating Criteria and Guidance
Funding Request
Scoring Worth up to 15 total points as follows: <ul style="list-style-type: none">• 0-15 points: Applicant has identified adequate matching funds. (Full points if no match is required.) Guidance <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.
Scope of Work - Additional Tasks WQC

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Application Rating Criteria and Guidance
<p>Scoring</p> <p>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.
Task Costs and Budget
<p>Scoring</p> <p>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"> • The uploaded budget should be organized by task and provide sufficient detail to support the scope of work. • 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. • For projects that include design costs, design costs should be based on a detailed breakdown of costs and task-hours rather than simply a percent of estimated construction costs.
Project Team
<p>Scoring</p> <p>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.

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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 Planning and Schedule
<p>Scoring</p> <p>Worth up to 160 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 how they will support the project. • 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 within 10 months of publication of the Final Offer List. <p>Guidance</p> <ul style="list-style-type: none"> • Project criteria should include all factors that were considered by the applicant when determining the value and selecting a project to implement. Criteria should reflect both the feasibility of the project and the benefits. (Examples: useful life, installation cost, site suitability, and environmental justice.) • 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. • The applicant should upload a schedule that has enough detail to show the reviewer that all tasks and deliverables 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 and budget. • The applicant should upload planning supporting documentation. • 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., a design of a road repair project that will be simultaneous with a road stormwater project) must be completed. • The applicant must be ready to start on the proposed scope of work within 10 months of the publication of the Final Offer List.
Water Quality and Public Health Improvements
<p>Scoring</p> <p>Worth up to 500 total points as follows:</p>

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Application Rating Criteria and Guidance

- **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 the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
- **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.
- **0-100 points:** The water quality and public health improvements that will be achieved represent a good value.
- **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 must be supported by the tasks 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.
- Consideration of a project's "value" includes both qualitative and quantitative improvements over time relative to the overall costs of the project.
- 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.
- 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.
- 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

Chapter 5 Project Evaluation, List Development, and Public Comment

Application Rating Criteria and Guidance

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

- Ecology awards 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.

Section 5.1.1 Other Scoring Considerations

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 in conflict with the [Puget Sound Partnership Action Agenda](http://psp.wa.gov/action-agenda-document.php) (<http://psp.wa.gov/action-agenda-document.php>) are not eligible for WQC funding. The Puget Sound basin is defined as Water Resource Inventory Areas (WRIAs) 1 through 19. 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.

Greenhouse Gas Emission Reductions

In 2009, the State Legislature passed ESSB 5560 adding policies related to greenhouse gas (GHG) emissions to state funding for infrastructure. These policies are codified in [RCW 70.235.070](http://app.leg.wa.gov/rcw/default.aspx?cite=70.235.070) (<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.

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- 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).

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- 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.
- Increasing vegetation to offset carbon emissions.

Environmental Justice

In addition to providing special funding considerations for economically disadvantaged communities (e.g., grants, FP loans, further reduced interest rates, and reduced match), applicants that consider other environmental justice issues when selecting projects and projects alternatives and provide meaningful outreach to all stakeholders may receive higher scores for project planning.

Tie-breaking

In the event of a scoring tie, the project that receives the highest score for water quality and public health improvements will receive preference for funding. If a tie remains and the project is a stormwater facility, the project that best fits the definition of green retrofit will receive preference (please see Section 3.2.4). If the project is not a stormwater facility, scores will first be compared for project schedule, then task costs and budget to break the tie.

Section 5.2 Offer Lists (January – July)

Section 5.2.1 Draft List

Once all projects have been reviewed and ranked, Ecology publishes a Draft Funding Offer List (Draft List). The Draft List is typically published in middle January. The Draft List is published prior to the enactment of a state budget and is based on funding estimates. Once the Draft List is published, applicants may view the Ecology Evaluator notes and scores via the EAGL system.

Section 5.2.2 Public Review and Request for Reconsideration

There is a 30-day public comment period for the Draft List. 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 and the public 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 Funding Offer List (Final List).

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Section 5.2.3 Final List

Ecology publishes a Final List following the final approval of the state's budget that provides appropriation authority for funding and the awarding of federal grants supporting the CWSRF and Section 319 programs. This typically occurs on or before July 1. Funding recipients will also receive an offer of funding via letter. These offers are a maximum funding award and are conditional upon recipients meeting all funding conditions and the successful negotiation of a project scope of work and final budget.

Chapter 6 Agreement Development, Management, and Conditions

Section 6.1 Agreement Development Process

The information provided in the application is the basis for the scope of work used in a funding agreement. Through the agreement negotiation process, Ecology and the funding recipient work together to develop a funding agreement that achieves the water quality and public health benefits described in the application and meets all state and federal funding requirements.

Section 6.1.1 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 also 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 prints the agreement using EAGL, and

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then 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.

Section 6.2 Agreement Conditions

Ecology funding agreements include several sections. In addition to the scope of work and agreement-specific terms and conditions, each agreement includes standard terms and conditions that apply to agreements funded by specific funding sources and to all agreements funded through WQC and Ecology. These standard agreement conditions are updated regularly in response to state and federal legislative, regulatory, or executive directives and agency policy. Please see Appendix F for the most recent standard terms and conditions that apply to funding agreements.

The following sections highlight some specific conditions that play a role in the day-to-day decisions made on loan or grant projects and may influence how you develop your application including your scope of work, schedule, and budget. The sections are organized alphabetically. Some of the conditions apply before a funding agreement can be signed.

A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html) (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>).

Section 6.2.1 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 should not exceed 15 percent of the total eligible cost of the project.

Section 6.2.2 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 on [Ecology's Facility Project Resources webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources) (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>).

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The specification clauses and bid inserts for SFAP-funded projects can be found on [Ecology's General Resources for Water Quality Grants and Loans webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources) (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources>).

Section 6.2.3 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.

Section 6.2.4 Growth Management Act (GMA) Compliance

In accordance with [WAC 173-98-710](https://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true#173-98-710) (<https://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true#173-98-710>) and [WAC 173-95A-610](https://apps.leg.wa.gov/wac/default.aspx?cite=173-95A&full=true#173-95A-610) (<https://apps.leg.wa.gov/wac/default.aspx?cite=173-95A&full=true#173-95A-610>), any county, city, or town required or choosing to fully plan under [RCW 36.70A.040](http://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.040) (<http://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.040>) of the Growth Management Act (GMA) that is proposing a **wastewater or stormwater 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:

- 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.
- 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.
- 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

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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.

Section 6.2.5 Historic and Cultural Resources Requirements

Ecology staff work with grant and loan recipients to follow the appropriate steps to work with the Department of Archaeology and Historic Preservation (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. Ground-disturbing activities that occur prior to a cultural resources review are not eligible expenses. Any projects that have the potential to impact cultural or historic resources must complete an Inadvertent Discovery Plan and Ecology's 05-05/106 form. More information on historic and cultural resources requirements can be found on [Ecology's Environmental Review Process for Water Quality Program Grants and Loans webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review) (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review>).

Section 6.2.6 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

Section 6.2.7 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](https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070395.html) (<https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070395.html>) to Ecology during agreement negotiations. Ecology cannot sign a funding agreement until the form is completed.

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Section 6.2.8 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.

Section 6.2.9 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.

Section 6.2.10 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.

Section 6.2.11 Permits

Recipients must secure any required permits and provide documentation upon request. Work on 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.

Section 6.2.12 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.

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](https://fortress.wa.gov/ecy/publications/summarypages/ecy06011.html) (<https://fortress.wa.gov/ecy/publications/summarypages/ecy06011.html>) when submitting all payment requests.

Section 6.2.13 Progress Reports

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

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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.

Section 6.2.14 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.

Section 6.2.15 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.

Section 6.2.16 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.

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Section 6.2.17 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.

Section 6.2.18 Special Agreement 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 do not apply to activity projects.

For additional guidance visit [EPA's AIS webpage](https://www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement) (<https://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.](https://www.govinfo.gov/content/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleI-chap11.pdf) (<https://www.govinfo.gov/content/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](https://app.leg.wa.gov/rcw/default.aspx?cite=39.80&full=true) (<https://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.

Authorizing Ordinance or Resolution

Recipients of CWSRF loans 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)

Recipients of CWSRF loans must certify that they have conducted a Cost and Effectiveness Analysis (CEA).

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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 CEA certification in 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.

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](https://www.dol.gov/whd/regs/statutes/dbra.htm) (<https://www.dol.gov/whd/regs/statutes/dbra.htm>).

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.
- Cross cutters (except for “super cross cutters” that apply to all projects).
- Disadvantaged Business Enterprises (DBE).
- Funding Accountability and Transparency Act (FFATA).
- Signage.
- Single Audit Act (SAA).
- Suspension and debarment.
- Uniform Relocation and Real Property Acquisition Policies Act.

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Ecology applies the DBE, signage, and suspension and debarment requirements to all recipients of CWSRF funding. In addition to these requirements, Ecology applies the A/E services procurement, the cross cutters, and the Uniform Relocation and Real Property Acquisition Policies Act to Alternate DEPs. Ecology applies all the equivalency requirements to DEPs, including the FFATA and SAA requirements.

The core criteria for determining which projects are DEPs and Alternate DEPs are:

- Step 3 and Step 4 wastewater facility projects.
- Population of the applicant is 25,000 or more.

Ecology maintains the option to modify the criteria for determining DEPs and Alternate DEPs if needed to ensure the funding for DEPs is adequate to equal or exceed the amount of the Capitalization Grant. Ecology also maintains the option to remove projects from the DEPs list or Alternate DEPs list if deemed appropriate, for example, if they are unlikely to have a significant environmental impact, and removing them will not impact Ecology's ability to meet EPA's equivalency requirements.

Cross Cutter Requirements for CWSRF DEPs

Projects identified as DEPs by Ecology in the Final List must complete a review of all applicable federal authorities, laws, and executive orders (cross cutters) and coordinate with Ecology's Environmental Review Coordinator, who will provide an Ecology determination.

For Step 3 projects, cross cutter review and an Ecology determination must occur before the Ecology can sign a funding 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.

More information on cross cutters can be found on [Ecology's Environmental Review Process for Water Quality Program Grants and Loans webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review) (<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. Ecology cannot sign loan agreements without a FCA. Among other things, the FCA is used to assess the ability of applicants to repay the CWSRF loan.

Applicants offered CWSRF loans must complete a [FCA checklist](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources) (<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>) and provide any requested supporting documents to Ecology.

Part of the FCA process involves determining an applicant's means of securing the loan. Loan security options include the following.

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- Revenue-secured where an obligation is secured by a pledge of the revenue of a utility--for example, when a recipient charges a fee for a utility service such as wastewater fees.
- General Obligation where an obligation is secured by annual taxes levied--for example, when a recipient uses its General Fund.
- General Obligation from Special Assessment where an obligation is secured by special assessments levied--for example, when a recipient has a ULID or when there is a specific assessment based on home value.
- Tribal Government Enterprise where an obligation is secured through a tribal source--for example, when a recipient uses a tribal enterprise fund.

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:

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

Recipients must complete a FSP certification in EAGL during the agreement negotiation process. Ecology requires recipients who do not already have a FSP that meets the minimum requirements to prepare one as part of the scope of work for the project and submit a new certification statement upon completion of the FSP.

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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 such as [Chapter 39.04 RCW](http://app.leg.wa.gov/RCW/default.aspx?cite=39.04) (<http://app.leg.wa.gov/RCW/default.aspx?cite=39.04>), [RCW 35.22.620](http://app.leg.wa.gov/RCW/default.aspx?cite=35.22.620) (<http://app.leg.wa.gov/RCW/default.aspx?cite=35.22.620>), and [RCW 35.23.352](http://app.leg.wa.gov/RCW/default.aspx?cite=35.23.352) (<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.

Insurance

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

Interest Accrual

Ecology disburses CWSRF 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.

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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 on [Ecology's Facility Project Resources webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources) (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 ULID Assessments

If revenue from a 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.

State Environmental Review Process (SERP)

Recipients of CWSRF funding for Step 3 or Step 4 wastewater facility and stormwater projects with a construction component must complete SERP. For Step 3 projects SERP must be completed **before Ecology may sign a funding agreement. For Step 4 projects SERP must be completed before construction begins.**

SEPA provides a baseline for the SERP review, but it does not meet all the federal requirements that projects using CWSRF financing must meet; the following elements must be added:

- Documentation of the SEPA review process.
- Additional public participation opportunity.
- 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 may be used to satisfy SERP requirements upon approval by Ecology.

More information on SERP can be found on [Ecology's Environmental Review Process for Water Quality Program Grants and Loans webpage](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review) (https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review).

Section 6.2.19 Special Agreement Conditions for OSS Local Loan Fund Projects

Administration

Recipients of funding for OSS local loan projects must use the funds received from Ecology to establish and administer a local loan fund. Recipients are responsible for local loan servicing,

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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

Recipients of funding for OSS local loan projects must submit, with each quarterly progress report, a schedule for project completion, including milestone dates for loan marketing activities, numbers of loan applications and closures, disbursements, and application deadlines.

At the end of the project recipients 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.

Section 6.2.20 Summary

Table 15 summarizes the applicability of some of the agreement conditions discussed in Section 6.2.

Table 15: Applicability of Various Funding Requirements

Requirement	What projects does it apply to?	When does it apply?
American Iron and Steel	Wastewater and stormwater 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.
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.

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Requirement	What projects does it apply to?	When does it apply?
		Design/construction projects: before construction begins.
Federal Davis-Bacon Wages and State Prevailing Wages on Public Works	Wastewater and stormwater facility construction projects that receive CWSRF funds.	Throughout project.
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	OSS local loan programs.	At project completion.
Financial Capability Assessment	Projects that receive CWSRF funds.	Before loan signing.
Fiscal Sustainability Plan Certification	Wastewater and stormwater 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	Wastewater and stormwater 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	Wastewater facility design, construction, or combined design/construction projects that receive CWSRF or Centennial funds.	During project.
Minority- and Women-Owned Business Enterprises and Disadvantaged Business Enterprises	All projects.	Throughout project.
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	Wastewater and stormwater facility projects that receive CWSRF funds.	Construction projects: before loan signing. Design/construction projects: before construction begins.

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Section 6.3 Agreement Management

Section 6.3.1 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 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.

Section 6.3.2 Incurring Eligible Costs

The agreement *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 Section 3.1.4 for more information.

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.

Section 6.3.3 Quarterly and Final Closeout Reporting Requirements

Recipients must provide routine updates on projects while the funding agreement is in active status. Quarterly reports cover January 1-March 31, April 1-June 30, July 1-September 30, and October 1-December 31. EAGL reports are due within 30 days of the end of the quarter.

In addition to quarterly reports, recipients are required to submit an EAGL close-out form and a separate 2-page project summary report as part of the grant close-out process. Recipients should contact the Ecology Project Manager for templates and guidance.

Section 6.3.4 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**

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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 CWSRF 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. Ecology Contacts

Grant & Loan Contacts

Headquarters Financial Management Section

Wastewater Treatment Facility Projects

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Nonpoint Projects

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Freshwater Aquatic Invasives and Algae

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National Estuary Program – Stormwater Strategic Initiative

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***Fund Coordinators**

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Budget and Contracts Unit Supervisor	Wagar, Kim	(360) 407-6614	kimberly.wagar@ecy.wa.gov
SERP and Cultural Resource Coordinator	Ellis, Liz	(360) 407-6429	liz.ellis@ecy.wa.gov
SRF Planner and Application Funding Coordinator	Thompson, Daniel	(360) 407-6510	daniel.thompson@ecy.wa.gov

Headquarters Stormwater Engineers

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Regional Project Managers

Central Region

Wastewater Treatment Facility Projects

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Nonpoint Projects

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Stormwater Projects

Scheffer, Jill	(509) 454-7298	jill.scheffer@ecy.wa.gov
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Eastern Region

Wastewater Treatment Facility Projects

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Nonpoint Projects

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Redfern, Mitch	(509) 329-3534	mitch.redfern@ecy.wa.gov
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Stormwater Projects

Atkins, Chad	(509) 329-3590	chad.atkins@ecy.wa.gov
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Northwest Region including the Bellingham Field Office

Wastewater Treatment Facility Projects

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Nonpoint Projects

Graham, Sylvia	(360) 255-4393	sylvia.graham@ecy.wa.gov
Khan, Heather	(425) 649-7003	heather.khan@ecy.wa.gov
Shoblom, Tricia	(425) 649-7288	tricia.shoblom@ecy.wa.gov
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Stormwater Projects

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Southwest Region including the Vancouver Field Office

Wastewater Treatment Facility Projects

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Nonpoint Projects

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Whitesell, Leanne	(360) 407-6295	leanne.whitesell@ecy.wa.gov

Stormwater Projects

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[Website for Water Quality Grants and Loans:](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans)

[https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/
Water-Quality-grants-and-loans](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans)

Appendix B. Acronyms and Abbreviations Used in This Document

Acronyms and Abbreviations Used in This Document	
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
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
DOH	Washington State Department of Health
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
I/I	Infiltration and Inflow
IACC	Infrastructure Assistance Coordinating Council
IGEA	Investment Grade Efficiency Audit

Acronyms and Abbreviations Used in This Document	
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
NEPA	National Environmental Policy Act
NPDES	National Pollution Discharge Elimination System
NRCS	Natural Resource Conservation Service
OHWM	Ordinary High Water Mark
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
WQC	Water Quality Combined Funding Program

Appendix C. Applicant Prep Tool

SFY21 Water Quality Combined Funding Program EAGL Applicant Prep Tool

The purpose of this document is to help applicants organize their answers to the questions for the SFY21 application. This is not an application. It may be used in preparation of on-line submittal through Ecology's Administration of Grants and Loans ([EAGL](#)). Items marked with an * are required.

To assist you, the "SFY21 Water Quality Program Financial Assistance Application – Scoring Guidance" table is available at the bottom of this document.

General Tips:

1. When pasting text into EAGL, it will strip any formatting. It's best to prepare plain text without bullets.
2. Once you have completed your text, Save as "Plain Text" and review before cutting and pasting into EAGL.
3. Character limits are indicated below. You can highlight your draft text, select "Review" and "Word Count" to see the number of characters with spaces to ensure you are meeting EAGL size restrictions.

General Information Form

*Project Title: (char 75)

*Project Short Description: (char 500)

Project Long Description: (char 4,000)

*Total Cost: (full cost of the project, including ineligible portions and portions paid with other funds)

*Total Eligible Cost: (cost of the work that will be supported by Ecology funding, including any required match)

*Effective Date: (earliest date on which eligible costs can be incurred; autoloaded with July 1, but can be modified during agreement negotiation)

*Expiration Date: (last date on which eligible costs can be incurred)

*Project Category: (select only one; if more than one, pick the predominant category; may be changed by Ecology)

- ☐ Nonpoint Source Activity
- ☐ On-site Sewage System
- ☐ Stormwater Activity
- ☐ Stormwater Facility
- ☐ Wastewater Facility

Will Environmental Monitoring Data be collected?

*Overall Goal: (char 1,000)

Project Characterization Form

*Primary Theme: (dropdown list; select one)

*Secondary Theme(s): (dropdown list; select all that apply)

Project Website Address:

Recipient Contacts Form

*Project Manager: (dropdown list)

*Authorized Signatory: (dropdown list)

*Billing Contact: (dropdown list)

Other recipient signatures required on printed agreement:

Mapping Information Form

*Follow instructions on form. Applicants are required to provide a location for the project, draw a boundary, or upload a Shapefile.

Funding Request Forms

(Separate forms for Nonpoint, Onsite, Stormwater, and Wastewater projects.)

Total Eligible Cost: (auto filled)

Grant Request

*Will your match be cash-only? (Nonpoint only)

Grant Request: (auto filled; Stormwater, Nonpoint, Onsite Sewage System only)

Match Request: (auto filled; Stormwater, Nonpoint, Onsite Sewage System only)

*Do you have any secured funds committed to this project? (if yes, must complete table)

*Source	*Type	*Amount Committed
State/Federal agency: textbox char 75	dropdown list	textbox money
Interlocal contributions: textbox char 75	dropdown list	textbox money
Local agency: textbox char 75	dropdown list	textbox money
In-kind contributions: textbox char 75	dropdown list	textbox money
Other textbox char 75	dropdown list	textbox money

Loan Request

*Are you requesting or will you accept loan funds for part or all of the eligible project cost or to meet your match requirement? (Stormwater, Nonpoint, Onsite Sewage System only)

What is the loan amount you are requesting? (Stormwater, Nonpoint, Onsite Sewage System only)

Requested Loan: (auto filled; Wastewater only)

*What loan term do you prefer? (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

*Are you applying to refinance debt for a project that has been completed (i.e., standard refinance)? (Wastewater only)

*Do you have any secured funds committed to this project? (if yes, must complete table)

*Source	*Type	*Amount Committed
State/Federal agency: txtbox char 75	dropdown list	txtbox money
Interlocal contributions: txtbox char 75	dropdown list	txtbox money
Local agency: txtbox char 75	dropdown list	txtbox money
In-kind contributions: txtbox char 75	dropdown list	txtbox money
Other txtbox char 75	dropdown list	txtbox money

*Do you want your project to be considered for GPR subsidy under the CWSRF program? (Note: Projects are only eligible if they meet EPA's GPR criteria, and applicants accept a CWSRF Loan.)

*Do you have a discharge permit for this project? If yes, provide the Permit Number. (Wastewater only)

*Check only one of the four options below that represents the present proposal. Identify all prerequisite planning documents. Include attachments as necessary. Prerequisites are Due December 15, 2019. (Wastewater only)

- ☐ Planning (Step 1): No Prerequisites.
- ☐ Design (Step 2): Ecology's letter approving the site specific planning for the project
- ☐ Construction (Step 3): Ecology's letter approving the site specific planning for the project. Ecology's letter approving the plans and specifications for the project.
- ☐ Design and construction (Step 4): Ecology's letter approving the site specific planning for the project.

*Is this a Step 3 or Step 4 project, and is the population of the community that will pay for the project less than 25,000, and do you want to be considered for Financial Hardship subsidy? (Wastewater only)

Upload Documents (prerequisites listed above). (Wastewater only)

Scope of Work Form – Task 1 Project Admin

Task Title: (auto filled)

*Task Cost:

Task Description: (auto filled)

Task Goal Statement: (auto filled)

Task Expected Outcomes: (auto filled)

Recipient Task Coordinator: (char 100)

Deliverables:

Deliverable # (auto filled)	Description (auto filled)	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address (char 200)

Scope of Work – Additional Tasks WQC

(Include all tasks in sequential order that will be part of the Scope of Work for the project; start at Task 2.)

*Task #:

*Task Title: (char 50)

*Expected Start Date:

*Expected Finish Date:

*Describe the work that will be billed to this task. (char 3,500)

Deliverables Table (*Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.*)

*Deliverables Description (char 200)	*Deliverables Date Textbox date	*Deliverables Budget

Task Costs and Budget Form

*Describe the process used to estimate the cost of the project. If your process included reviewing similar projects, describe how this review affected your estimate. (char 3,000)

*Describe the process used to determine that this project is the lowest cost solution to the problem. If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process. (char 3,000)

*Upload a detailed budget for the project and any supporting documentation, including engineers estimates, cost analysis, etc.

Project Team Form

*Fill out the following table to describe your Project Team, including staff, contractors, and partner agencies:

Team Member Name and/ or Title	Agency/ Company	Key Responsibilities	Qualifications/ Experience	Estimated Total Hours Devoted to the Project	Who will take over the person's responsibilities if they are unable to work on the project?
(char 50)	(char 50)	(char 500)	(char 500)		(char 50)

*Describe similar projects that your project team or organization has completed. Note any deviations from the original proposal in scope, budget, or schedule and briefly describe project success and lessons learned. If the project was funded by Ecology, include the Ecology grant or loan number. (char 2,500)

Project Planning and Schedule Form

Project Start Date:

*List and describe the criteria you used to determine the value and feasibility of the project. (Examples: useful life, installation cost, site suitability, and environmental justice.) (char 7,500)

*Briefly describe all project alternatives (including the preferred alternative) considered, and explain how each alternative met or failed to meet the criteria listed above. (Use one line for each alternative and click “save” to enter additional alternatives.)

Description of Alternative	Criteria
*Alternative 1: (char 200)	*(char 200)

*List project stakeholders and provide documentation showing key stakeholders have been identified and how they will support the project. (char 5,000)

* Describe the steps you have taken to be ready to start the project by May 1, 2021. Provide detailed information and documentation on project elements such as status of designs, permits, interlocal agreements, landowner agreements, easements, other secured funding, staff, or agency approvals. (char 5,000)

*Upload a project schedule that includes all tasks necessary to complete the project, including tasks that are not part of the funding request.

Upload any other supporting documentation.

Water Quality and Public Health Improvements Form

*Name the specific water body(ies) this project will improve or protect. (char 5,000)

*Is the project planning, implementation or a combination of both?

- ☐ Planning
- ☐ Implementation
- ☐ Planning/Implementation

If implementation or planning/implementation, complete the Action Table.

*What type of plan or regulatory requirement does this project address? (Check all that apply. If a TMDL, you must select at least one TMDL from a dropdown list. You must cite at least one Action and a Reference in the Action table.)

- ☐ TMDL/TMDL Alternative (approved or in development)/Straight to Implementation
- ☐ Wastewater Engineering Report/Sewer Plan
- ☐ Permit
- ☐ Salmon Recovery Plan
- ☐ Watershed Plan
- ☐ Shoreline Master Plan
- ☐ Administrative Order or Other Legal Action
- ☐ Capital Improvement Plan
- ☐ Puget Sound Action Plan

- ☐ Mitigation
- ☐ Other: _____

*Action	*Reference the document that describes the action, including page numbers and where a copy can be obtained
(char 200)	(char 300)

*Did you discuss this project with Ecology staff? If yes, provide the name of the staff and the approximate last date of contact. (char 1,000)

* Describe how the project drainage area connects to the water body. (Examples: surface flow, ditch, pipe, groundwater, infiltration, and path/distance to outfall/discharge.) (char 5,000)

The next three questions will assist Ecology Evaluators in assessing the project value.

*Describe the measure and method that will be used to determine the water quality benefit and overall success of the project. (If you need help determining a water quality metric, please refer to the Funding Guidelines for suggested metrics by project type.) (char 5,000)

*Using the method described above, estimate the water quality and public health benefits that will be achieved by the project. (char 5,000)

*How long will the project provide benefits after the funding assistance ends? Who will be responsible for maintaining the benefits during its useful life? (char 5,000)

*How will greenhouse gas emissions be reduced or mitigated under this project? And what policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project? (char 5,000)

*Upload a map that shows an aerial view of the project area, an estimated direction of flow for the project area, potential locations for the proposed facility or activity, and how the project connects to the water body named above. The map does not need to be precise but it should help reviewers with a general understanding of the area. If access to GIS software is not available, screen shots or snips from Google Maps with arrows and text added using a paint program may be used.

Environmental and Cultural Review Form

If you have a wastewater or stormwater facility project, and you are applying for or have received a loan from the CWSRF, when applicable upload the following documents.

- ☐ SEPA Checklist
- ☐ SEPA Threshold Determination
- ☐ Affidavit of Publication of SEPA Threshold Determination
- ☐ Public Meeting Document
- ☐ SERP Coversheet
- ☐ SERP Checklist
- ☐ SERP Determination
- ☐ Other SERP/SEPA Documentation
- ☐ Cultural Review Final Determination
- ☐ DAHP Letter of Concurrence

- ☐ Completed activity/location specific Inadvertent Discovery Plan (IDP) (An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance)

In addition to the above documents, if you are required to prepare a federal cross cutter report, when applicable upload the following documents.

- ☐ Cross Cutter Report
- ☐ Cross Cutter Checklist
- ☐ Cross Cutter Final Determination

If you have a stormwater facility project, and you are applying for or have received funding via SFAP but not CWSRF, when applicable upload the following documents.

- ☐ SEPA Checklist
- ☐ SEPA Threshold Determination
- ☐ Affidavit of Publication of SEPA Threshold Determination
- ☐ Cultural Review Final Determination (No sensitive information allowed)
- ☐ DAHP Letter of Concurrence
- ☐ Completed activity/location specific Inadvertent Discovery Plan (IDP) (An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance)

If you have a nonpoint activity, an onsite sewage system, or a stormwater activity project, regardless of the funding source, when applicable upload the following documents.

- ☐ Cultural Review Final Determination (No sensitive information allowed)
- ☐ DAHP Letter of Concurrence
- ☐ Completed activity/location specific Inadvertent Discovery Plan (IDP) (An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance)

Upload Documents.

Category Specific Forms

Green Project Reserve (GPR) Form

(Only completed by applicants who answered “yes” to the GPR question on a Funding Request form.)

See the Water Quality Guidelines available for download on the application menu.

*List the GPR designation (e.g., Section 3.2-1a) and describe how your project meets the designation.

*Provide the Dollar Amount of the Project Related to GPR Category.

Upload applicable documentation to support your GPR claim.

Refinance Form

(Only completed by applicants who answered “yes” to the refinance question on the Funding Request - Wastewater form.)

*What was the overall water quality problem, how was the problem solved or addressed by the project, and is the project currently meeting its discharge permit requirements?

- *Were a "Facility Plan" and "Plans and Specifications" approved by Ecology?
If NO, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.
If YES, provide the following dates (Ecology's approval of the Facility Plan, Ecology's approval of Plans and Specifications).
Upload Documents ((1) Ecology's letter of approval of the Facility Plan; (2) Ecology's letter of approval of the Plans and Specifications and (3) the Declaration of Construction of Water Pollutions Control Facilities).
- *Was the project in compliance with the National Environmental Policy Act (NEPA) or the State Environmental Review Process (SERP)?
If NO, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.
If YES, provide the following dates (NEPA approval or SERP approval).
- *Did the project comply with American Iron and Steel requirements?
If NO, Stop here. Your project is not eligible to complete for funding. Do not submit the application.
- *Did the project comply with the federal Davis-Bacon requirements?
If NO, Stop here. Your project is not eligible to complete for funding. Do not submit the application.
- *Will the loan funds be invested and the proceeds be used to make payments on the original debt?
If YES, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.
- *How was the project financed (check all that apply):
 - ☐ General obligation bonds
 - ☐ Revenue bond
 - ☐ Bank
 - ☐ Public Works Assistance Account
 - ☐ US Department of Agriculture/Rule Development
 - ☐ Inter-local fund transfer
 - ☐ Other (specify)

Provide additional information on the existing loan and the project.

Financial Hardship Form

(Only completed by applicants who answered "yes" to the financial hardship question on the Funding Request - Wastewater form.)

- *Are other loan funds committed to this Project?
If yes, provide details on the amounts of secured/committed loan funding for your project from the "Cost estimate and project funding table". Do not include loans for which the annual debt service is included in the Estimated Annual Facility Costs entered below.

Year	Source	Amount Borrowed	Interest Rate	Years until Maturity	Annual Debt Service
------	--------	-----------------	---------------	----------------------	---------------------

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*Annual costs for the facility paid by the ratepayers responsible for paying for the project:

Annual Facility Costs = Total Operating Expenses - Depreciation + Existing Debt Service.

Costs = existing facility cost + proposed facility costs - any cost savings from the proposed facility.

The costs provided are the costs that will be paid by the ratepayers responsible for paying for the project. Usually this will be the ratepayers of the entire facility. However, some projects are only for a specific area, and only ratepayers in the specific area will be responsible for paying the costs of the project. An example is a project supported through Local Improvement District assessments or similar special rate districts. For such projects, include only the portion of the costs that will be paid by the affected ratepayers.

*Provide an estimate of the population for the area served by the project at the time of application and the population the project is designed to serve according to the current Facility Plan.

Current population of the area served by the project:

Design population of the area served by the project:

*Provide information on the number of existing ratepayers responsible for paying for the project.

The information provided in the table is for the ratepayers responsible for paying for the project. Usually this will be the ratepayers of the entire facility. However, some project are only for a specified area, and only ratepayers in the specified area will be responsible for the paying for the project. An example is a project supported through local improvement districts assessment for similar rate district. For such projects, included only information for the affected ratepayers. Generally, one single family residential sewer account is one equivalent residential unit (ERU). Calculating ERUs for non-single family residences can be done in many ways, including by costs. For example, multi-family residences, local public facilities, commercial customers, and industrial customers may pay more for sewer service than a typical residential ratepayer. In such cases, you can calculate the number of ERUs based on the typical sewer bill. For example, an industrial customer who pays 5 times the sewer bill of a typical residential ratepayer would be reported as 5 ERUs. "Residential" includes: Single Family Residences; Multi-family Residences; Local Public Facilities such as schools, fire stations, community centers, police stations, and city halls; and Small Commercial Customers with a wastewater flow of <3,500 gallons/day.

*Sewer accounts and ERUs for Residential, Commercial Industrial and Institutional.

Attach additional documentation or explanation as necessary.

Click [here](#) to access a simple Excel tool to calculate ERUs for the purposes of completing this form.

Existing Ratepayers	Sewer Accounts	ERUs
Residential		
Commercial, Industrial & Institutional		
Total		

*What is the current basic monthly sewer fee for a single family household?

*What is the current estimated MHI for Project Area? See the current Water Quality Financial Assistance Guidelines. Upload income survey if one was used.

Upload documents

SFY21 Water Quality Program Financial Assistance Application – Scoring Guidance

Ecology evaluates project proposals based on responses provided in the application. A total of 1,000 points are available. In order to obtain funding an application 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. This table shows the scoring breakdown along with the rating criteria and guidance.

Funding Request
<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.
Scope of Work - Additional Tasks WQC
<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.
Task Costs and Budget
<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"> • The uploaded budget should be organized by task and provide sufficient detail to support the scope of work. • 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. • For projects that include design costs, design costs should be based on a detailed breakdown of costs and task-hours rather than simply a percent of estimated construction costs.

Project Team

Scoring

Worth up to **65 total points** as follows:

- **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.

Guidance

- 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. Specific information such as "managed construction of 10 stormwater projects in Washington", will score higher than "10 years' experience as a P.E.".
- 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 Planning and Schedule

Scoring

Worth up to **160 total points** as follows:

- **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 how they will support the project.
- **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 within 10 months of publication of the Final Offer List.

Guidance

- Project criteria should include all factors that were considered by the applicant when determining the value and selecting a project to implement. Criteria should reflect both the feasibility of the project and the benefits. (Examples: useful life, installation cost, site suitability, and environmental justice.)
- 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.
- The applicant should upload a schedule that has enough detail to show the reviewer that all tasks and deliverables 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 and budget.
- The applicant should upload planning supporting documentation.
- 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., a design of a road repair project that will be simultaneous with a road stormwater project) must be completed.
- The applicant must be ready to start on the proposed scope of work within 10 months of the publication of the Final Offer List.

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 the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
- **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.
- **0-100 points:** The water quality and public health improvements that will be achieved represent a good value.
- **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 must be supported by the tasks 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.
- Consideration of a project's "value" includes both qualitative and quantitative improvements over time relative to the overall costs of the project.
- 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.
- 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.
- 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

- Ecology awards 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.

Appendix D. EAGL Role Management


EAGL Roles Quick Guide

Terminology

Unassigned – A user that does not have a checkmark next to their name in the system. Unassigned users may not view documents or perform any actions on them.

Assigned – A user that does have a checkmark next to their name on a document's Add/Edit People Screen. Assigned users may perform the actions of their role unless an inactive date is entered. Once the inactive date is reached, the user may no longer perform the actions of their role of the document.


Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	ECYTest Test Email	Washington Test Org (Authorized Official)	Authorized Official	<input type="text"/> - <input type="text"/>	

Active- A user that is assigned to a document. They may or may not have an active start date. It is not required to enter an active date.

Inactive– A user that is assigned to a document, but has an inactive date entered. Once the inactive date is reached, the user may no longer perform the actions of their role on the document.

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	ECYTest Test Email	Washington Test Org (Authorized Official)	Authorized Official	<div>Active date → <input type="text" value="9/1/2015"/> - <input type="text" value="9/30/2015"/></div> <div>→ Inactive date</div>	

Document- A collection of related forms in EAGL. Each document has a unique number assigned to it, such as AQPM25-2015-EFTO-00014. A document can refer to your application, agreement, amendment, or any other sub document in the system.


Parent Document- A single document that represents your application, agreement (if funded), and future amendments to your agreement. As you progress through the lifecycle of your project, additional forms become available on this document. This is the document initiated by your organization's Authorized Official or Contractor. All payments, equipment purchase reports, and other reports are connected to your parent document.

EAGL Roles Quick Guide

Sub Document- Related documents that are children to the parent document. Each sub document has a unique number assigned to it like your parent document.

You know you are looking at a sub document when you see two document numbers listed at the top of the page. “Document Information,” as shown below, always refers to the document you are currently viewing.

Payment Request Menu

Document Information: [PRPR-JulSep2015-WA-00109](#) ← **Sub document**
Parent Information: [WQSWCAP-1517-WA-00004](#) ← **Parent document**
 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Washington Test Org	Recipient Financial Officer	Payment Request/Progress Report Submitted	N/A - N/A 01/01/1900 5:00PM PST

Sub documents include Payment Request/Progress Reports, Recipient Close Out Reports, Site Visit Reports, Ecology Close Out Reports, and Equipment Purchase Reports.

Frequently Asked Questions

What are organization level roles and what do they do?

Organization level roles determine who may initiate new applications (parent documents) and also serve as the default role assignments on newly initiated applications (parent documents). Authorized Officials at the organization level may also update your organization’s profile.

What are document level roles and what do they do?

Document level roles control the level of access on a specific document. They determine who may edit a document, change the status, and initiate sub documents. The document level roles do not need to match the organization level roles.

What happens when a sub document is initiated?

All assigned users will have their role assignments from the parent document copied to the sub document. In other words, the sub document (child) will inherit the roles from the parent document.

What should I do when a new user is added to our organization?

When a new application (parent document) is initiated, all existing organization members are automatically assigned to the parent document with the same role they have at the organization level. **If a user is added to an organization after a parent document has been initiated, an Authorized Official on the parent document must manually assign the user to the document.** The new user must also be manually assigned on existing sub documents if you wish to grant them access.

Does updating a user’s role on the parent document change that user’s role on sub documents?

No, changes to parent document roles are not automatically applied to sub documents. You must manually update that user’s role on each sub document.

EAGL Roles Quick Guide

What happens if a user is unassigned on a document?

The user may not access the document. The document will not appear in search results, but will be listed with the other organization documents. An error message will be displayed if the user attempts to access the document.

Example of error message:

 [Back](#)

Document Menu

Invalid access to document! You may not have been given permissions to access this document. Click [here](#) to return to the Home page

What happens if a user becomes inactive on a document?

The user will have read-only access to the document. They may not perform any of the actions of their role. To give the user access again, either remove the inactive date or set the inactive date to a future date.

What happens to unassigned users when a sub document is initiated?

Unassigned users will not be assigned to the sub document.

What happens to inactive users when a sub document is initiated?

It depends on the inactive date. If the inactive date has already passed, the user will not be assigned to the sub document. Since the user is unassigned on the sub document, an error message will be displayed when they attempt to access the sub document. **If you want a user to have read access to all documents, including sub documents, consider assigning them as a Reader to the parent document and do not enter an inactive date.**

If the inactive date has not already passed, the user will be assigned to the sub document and the same inactive date from the parent document will be applied to the sub document.

What should I do when a user is no longer working with a specific document?

An Authorized Official on the document may either unassign the user by unchecking the user's checkbox and saving the Add/Edit People page or by giving the user an inactive date and saving.

If the user is unassigned, they cannot access the document.

If the user is inactive, they may read the document but not perform any of the actions of their role.

What should I do when a user leaves my organization?

If a user leaves your organization, it is best to simply inactivate the user on the organization level so that existing role assignments are preserved for historical and auditing purposes.

An Authorized Official at the organization level can visit the organization members screen, add an inactive date for the user, and save the page. The inactive date will be applied to all documents the user was assigned to and this will also block access to all of your organization's documents. If it is the inactive date or the inactive date has already passed, the user will not be assigned to newly initiated parent documents.

Note: If you add an inactive date on an individual document, the user still has read-only access to the document. If you add an inactive date at the organization level, this will completely block access to the document.

EAGL Roles Quick Guide

Roles Cheat Sheet

What	Who		
	Organization Level	Document Level	Ecology
Assign/Change Roles at the Organization Level	Authorized Official	None	Fund Coordinator
Assign/Change Roles at the Document Level	N/A	Authorized Official	Fund Coordinator
Update Organization Records	Authorized Official	N/A	N/A
Creates an Application	Authorized Official Contractor	N/A	N/A
Edit Applications (including application forms and uploading documentation)	N/A	Authorized Official Recipient Project Manager Contractor Writer	None
Submit Applications	N/A	Authorized Official	None
Initiate and Submit Equipment Report	N/A	Authorized Official Recipient Project Manager	None
Request an Amendment	N/A	Authorized Official	Funding Program Administrator Ecy Project Manager Ecy Financial Manager
Initiate and Submit Payment Request/Progress Reports and upload any associated documents	N/A	Authorized Official Recipient Project Manager (Progress Report ONLY) Recipient Financial Officer (Payment Request ONLY)	None
Initiate and Submit a Recipient Closeout Report	N/A	Authorized Official Recipient Project Manager	None

EAGL Roles Quick Guide

What my role allows me to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Applications & Amendments (Parent Documents)						
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
Payment Requests & Progress Reports (Subdocuments)						
Initiate Payment Request or Progress Report	X		X	X		
Read Payment Request or Progress Report	X	X	X	X	X	X
Edit Payment Request or Progress Report	X		Progress Report Only	Payment Request/Form D Only	X	
Submit Payment Request or Progress Report	X		X	X		
Cancel Payment Request or Progress Report	X		X	X		
Equipment Purchase Reports & Closeout Reports (Sub-documents)						
Initiate Sub-documents	X		X			
Read Sub-documents	X	X	X	X	X	X
Edit Sub-documents	X		X		X	
Submit Sub-documents	X		X			
Cancel Sub-documents	X		X			
Change the Status of Sub-documents	X		X			

Appendix E. Land Acquisition Landowner Acknowledgment Form

Landowner Acknowledgment Form

Grant Recipient Information

Organization	Project Manager	EAGL Application Number
Address	Phone	Email

Landowner & Property Information

Landowner Name or Organization	Contact Mailing Address
Property Street Address or Location (s)	Phone

Purpose of Landowner Agreement

1. The Landowner or Organization is the legal owner of property described above and mentioned in the Ecology water quality grant program application.
2. The landowner is aware that a project is being proposed on the described property.
3. If the grant is successfully awarded to recipient, the landowner will be contacted by the recipient and asked to engage in negotiations.
4. The landowner signature does not represent authorization of project implementation.
5. If the landowner is affiliated with the grant recipient, the landowner will recuse itself from decisions made by the grant recipient to work on or purchase the above mentioned property.

This acknowledgment does not authorize the Recipient or Ecology to assume jurisdiction over, or any ownership interest in, the premises. The Landowner retains sole responsibility for taxes, assessments, damage claims, and controlling trespass.

Landowner Name:

Date:

Landowner Signature:

Grant recipient to upload a signed copy of this Acknowledgment form and any amendments to this form in EAGL (Ecology Administration of Grants and Loans system).

Appendix F. WQP/Ecology Terms and Conditions

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“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.

“Acquisition” means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

“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 additional federal requirements.

“Expiration Date” means the latest date on which eligible costs may be incurred.

“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 created by 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.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account 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. This term is only used in loan agreements.

“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.

“Reserve Account” means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding agreement, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

“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, including any required recipient match.

“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.

SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY’s Water Quality Program website.

A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

B. Acquisition: The following provisions shall be in force only if the project described in this agreement is an acquisition project:

a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.

b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the agreement before final payment.

c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain

rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to provide a copy of the recorded document to ECOLOGY.

Documentation Options:

1. Deed of Right. The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTS shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.

2. Assignment of Rights. The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.

3. Easements and Leases. The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.

d. Real Property Acquisition and Relocation Assistance.

1. Federal Acquisition Policies. See Section 4 of this agreement for requirements specific to Section 319 and SRF funded projects.

2. State Acquisition Policies. When state funds are part of this agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.

3. Housing and Relocation. In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.

e. Hazardous Substances.

1. Certification. The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:

- i. No hazardous substances were found on the site, or
- ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed “clean.”

2. Responsibility. Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.

3. Hold Harmless. The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.

f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses

The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

C. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

D. Electronic Fund Transfers: The RECIPIENT must register as a statewide vendor in order to receive payment reimbursement. Washington State's Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington State agency use to process vendor payments. The RECIPIENT can complete the registration process online at: <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. This registration process allows the RECIPIENT to sign up for direct deposit payments, also known as electronic fund transfers (EFT). If the RECIPIENT has questions about the vendor registration process or setting up direct deposit payments contact DES Payee Help Desk at (360) 407-8180 or payeehelpdesk@watech.wa.gov.

E. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work

being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.

F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3.B for Section 319 funded or Section 5.E for SRF funded projects) funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

J. Post Project Assessment Survey: The RECIPIENT agrees 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. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

K. Project Status Evaluation: ECOLOGY may evaluate the status of this project 18 months from the effective date of this agreement. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

SECTION 3: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website.
2. "Section 319 Initial Data Reporting" form in EAGL.

A. Data Reporting: The RECIPIENT must complete the "Section 319 Initial Data Reporting" form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at <http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use."

C. Load Reduction Reporting: The RECIPIENT shall complete the "Section 319 Annual Load Reduction Reporting" form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA's assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date.

SECTION 4: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) 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 standards in Chapter 43.09.200 RCW "Local Government Accounting – Uniform System of Accounting".

B. Acquisitions: Section 319 and SRF Equivalency project RECIPIENTS shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

C. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse's Internet Data Entry System available at:

<https://harvester.census.gov/fac/collect/ddeindex.html>. For complete information on how to accomplish the single audit submission, go to the Federal Audit Clearinghouse Web site: <http://harvester.census.gov/fac/>.

D. Archaeological Resources and Historic Properties (Section 106): The RECIPIENT shall comply with the additional requirements under section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

E. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements: RECIPIENTS shall have a DUNS number. Unless exempted from this requirement under 2 CFR 25.110, the RECIPIENT must ensure that their organization's information in the System for Award Management (SAM), <https://www.sam.gov>, is kept current through project closeout. This requires that the RECIPIENT reviews and updates the information at least annually after the initial registration, and more frequently if information changes.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

- 1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- 3) Consider, in the contracting process, whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State, and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- 4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- 5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request.

Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part and the RECIPIENT may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services pertaining to this agreement.

"The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies."

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTS shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

I. Trafficking In Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons during the period of time this agreement is effective. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT

shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

SECTION 5: THE FOLLOWING CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Financial Capability Assessment Documentation
2. Opinion of RECIPIENT's Legal Council
3. Authorizing Ordinance or Resolution
4. Federal Funding Accountability and Transparency Act (FFATA) Form
5. CWSRF Federal Reporting Information form available in EAGL
6. Fiscal Sustainability Plan Certification Form (only required if the project includes construction of a wastewater or stormwater facility construction)
7. Cost and Effectiveness Analysis Certification Form

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel (Buy American): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a "treatment works" as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT'S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT's authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Equivalency Projects: (For designated equivalency projects only)

1. The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitle1-chap11.pdf).

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT agrees to comply with the EPA SRF Signage Guidance in order to enhance public awareness of EPA assistance agreements nationwide. The signage guidance can be found at:
<http://www.ecy.wa.gov/programs/wq/funding/FundPrgms/CWSRF/SignageGuidanceJune2015.pdf>.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT's knowledge, threatened, seeking to restrain, or enjoin:

(i) the execution of this agreement; or

(ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or

(iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or

(iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this agreement as the "Effective Interest

Rate,” per annum, calculated on the basis of a 365 day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan “Loan Term” as outlined in this agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all of the covenants, agreements, and attachments contained herein.

2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.

3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt 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.

4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.

6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

(i) The Loan Amount with interest

(ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

Department of Ecology
Cashiering Unit
P.O. Box 47611
Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager.

No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the

RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and

repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub contracts in excess of \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves “public work” and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and make such records available for review upon request.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the “General Comments” text box of each progress report.

“We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:

- The Davis-Bacon Act, 29 CFR (If applicable)
- Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
- The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33”

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT's financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or
2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or
3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.
4. Expressed written agreement by the DEPARTMENT.

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater into separated sewer systems.
- 3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.

2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.

3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.

4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all of its obligations under this loan agreement. The RECIPIENT shall be in default of its obligations under this loan agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan agreement.

Procedures for Termination. If this loan agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the "Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding. Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after acceleration following a default event, as applicable, shall incur late charges.

Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, "Defaults," any state funds otherwise due to the RECIPIENT may, at ECOLOGY's sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this agreement may, in ECOLOGY's sole discretion, become ECOLOGY's property. In that circumstance, ECOLOGY shall reduce the RECIPIENT's liability to repay money by an amount reflecting the fair value of such property.

Documents and Materials. If this agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this agreement.

Fees and Expenses. In any action to enforce the provisions of this agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY's exercise of any or all of the termination or default remedies provided in this agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

T. User-Charge System for Funded Utilities: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the funded utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project. The user-charge system will include provisions for a connection charge.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the funded utility, to establish reserves to pay for replacement, and to repay the loan.

GENERAL TERMS AND CONDITIONS AS OF LAST UPDATED 7-1-2019 VERSION

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)

b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.

c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.

d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. The RECIPIENT must agree to hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

- For capital construction projects or land acquisitions for capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
- For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
- Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves ground disturbing activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
- Make the IDP readily available to anyone working at the project site.
- Discuss the IDP with staff and contractors working at the project site.
- Implement the IDP when cultural resources or human remains are found at the project site.

c) If any archeological or historic resources are found while conducting work under this Agreement:

- Immediately stop work and notify the ECOLOGY Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement:

- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.

c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.

d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.

e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.

- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any

time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing, <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

Appendix G. Conservation-Based Tillage Systems

Conservation-based tillage systems that are consistent with Ecology's Voluntary Clean Water Guidance for Agriculture guidance are eligible for Water Quality Program financial assistance. Conservation-based tillage systems eliminate full width tillage for seedbed preparation. Implements used in conservation-based tillage systems minimize surface soil disturbance to the maximum extent while maintaining protective surface and subsurface crop residue from the previous crop. Conservation-based tillage systems significantly reduce erosion, improve soil quality, reduce fuel consumption, and are a viable alternative to traditional full tillage systems.

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 only to 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 conservation based tillage system or plan for three full years.
- A conservation based tillage system must be used for all planting.
- Crop residue cannot be burned.
- Grant recipients must offer educational opportunities in conjunction with conservation based tillage system programs. This must include information on the importance of riparian buffers and can also include information on other supporting practices like cover crops and crop rotation. 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 plows, rod weeders and disks. Conventional summer fallow is not eligible.
- To be eligible for reimbursement, the public entity or nonprofit recipient and the landowner and producer must sign a landowner agreement prior to renting conservation-based tillage system equipment or contracting with a custom applicator to plant with a conservation-based tillage system.
- 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 Conservation-Based Tillage Activities

Equipment Rental and Custom Application Fee Cost Reimbursement

- Producers may be reimbursed for a portion of the cost of hiring a custom applicator to plant or renting equipment necessary to implement a conservation-based tillage system up to three plantings.
 - A three year commitment to conservation tillage is required on the enrolled acreage (no conventional tillage allowed). This commitment may include any number of rotations of production crop, pasture seeding, or cover crop as appropriate for the site, however, the reimbursement criteria apply.
 - Cost share is available for only a first-time, full three-year conservation-tillage rotation. Reimbursement payments will be made for eligible expenses during the initial three-year rotation only.
 - If conventional tillage occurs during the three-year trial, the producer must reimburse all previous cost share payments back to the Recipient, who will reimburse Ecology. The producer is not eligible for any future conservation tillage 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 before reimbursement is provided.

Conservation-Based Tillage System Equipment Purchase

- Public entities are eligible to receive a one-time grant to purchase equipment necessary to implement conservation-based tillage system for the purpose of providing regional access to conservation-based tillage equipment and facilitating education, outreach, and technical assistance to promote the benefits of conservation-based tillage systems.
 - Grant recipients must sign a 10-year maintenance agreement to keep the equipment in its best condition.
 - 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 the equipment purchased with an Ecology grant.
 - Grant recipients may charge a fee for the use of the Ecology-funded equipment 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.

Additional Sediment and Pollution Control Practices

- Cover crops and riparian buffers are also eligible as part of conservation-based tillage system implementation project. Ecology recommends combining conservation tillage with riparian buffers consistent with the requirements described in Appendix J.
- If riparian buffers, as described in Appendix J, are implemented or in place, Ecology can extend cost-share to 500 acres.

Appendix H. Livestock Exclusion Fencing and 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 WQC financial assistance for projects that include privately-owned livestock operations.

Eligibility Conditions for Off-Stream Watering Facilities

- 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.
- The recipient must obtain a signed ten-year landowner agreement with the property owner before they install the livestock exclusion projects.
- 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 justification 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.
- 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.
- 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 J. 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 J.
- 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 J).
- Off-stream watering facilities (not including well construction) may be provided for fewer than 20 Animal Units (see Table H-2).
- For wells to be eligible, operations must have (on or before the beginning of the funding cycle) at least 20 Animal Units (see Table H-2). 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:

- 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.
- Wells must be either less costly or demonstrably more cost-effective (may include analysis of such issues as hydraulic flow, sediment clogging, freezing).
- The practice chosen must be in accordance with the conservation plan (or more focused plan involving livestock exclusion and off-stream water provisions).
- The recipient must complete plan(s), and at least the respective conservation district must approve them before off-stream watering is installed.
- Financial Assistance Limits and Other Provisions.
 - Off-stream livestock water provisions are eligible only where the recipient provides permanent and continuous exclusion from waters of the state.
 - 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 H-1 for limits.
 - Recipients must locate off-stream water developments a distance away from surface waters that will prevent water quality impacts.
 - Projects funded by a loan can cover up to 100 percent of eligible project cost.
 - Pumps, pipes, water troughs, and wells, as needed, are eligible.
 - All components of solar powered pumps are eligible. Electrical or mechanical power provisions are only eligible if existing infrastructure is available that can be utilized at a minimal cost.
 - 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.
 - The loan or grant will not reimburse recipients for costs associated with unsuccessful well drilling.
 - Cross fencing is ineligible. Third party contributions above the eligible financial costs are eligible to be counted toward match.

Table H-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

Miles of Livestock Riparian Exclusion	Financial Assistance Limit (per project)
> 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 H-2.

Table H-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
Goats	0.1000
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 I. Livestock Feeding and Waste Management BMPs

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 livestock feeding and waste management projects before installation.

Eligibility Conditions for All Livestock Feeding and Waste Management BMPs

- Operations defined as a Concentrated Animal Feeding Operation (CAFO) Permit are not eligible for funding.
- 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.
- When the recipient installs BMPs, they must locate new feeding areas or relocate existing areas so that the presence of livestock will no longer threaten water quality. Grant recipients must provide documentation to the Ecology Project Manager showing how the location or relocation of the new or existing feeding area will optimize water quality protection.
- The recipient must build and locate all BMPs according to NRCS specifications.
- When present, 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 J. 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 feeding facility may be eligible without meeting the width requirements in Appendix J.
- The recipient must plant appropriate native vegetation within the buffer created by the exclusion fencing to provide controlled overland flow filtering of pollutants, in accordance with Appendix J.
- The owner or operator must have a plan in place to manage manure and protect water quality. The plan must detail how the owner or operator will store and use the manure on-site to prevent discharges to surface or groundwater, or store and transfer off-site. The recipient must submit the plan to Ecology for review prior to the construction of waste storage facilities. The manure management plan is an eligible expense when construction is completed under the grant.
- The landowner must sign a minimum ten-year landowner agreement.
- Roof runoff structures on existing livestock structures may be conditionally eligible for reimbursement where the recipient can demonstrate direct water quality protection or

improvements. 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.
- 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.
- Heavy use area protection is eligible up to a maximum of \$10,000 per landowner.
- 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, in addition to the heavy use protection area.
- 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 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 on-site to prevent discharges to surface or groundwater, or store and transfer off-site. 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. Hardened stream crossings are eligible when access is controlled by gates. Culverts in design or construction are not eligible. Bridges may be reimbursed up to 6 feet wide. 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 J. 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 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](http://wdfw.wa.gov/publications/01374/), (<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 J-1 and the following additional guidance provided below. Ecology developed Table J-1 from information provided by NMFS. Buffer widths must be measured starting from the ordinary high water mark.

Table J-1: Minimum Buffer Requirements for Surface Waters

Category	Functions	Minimum Buffer Width West of Cascades	Minimum Buffer Width East of Cascades
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

Category	Functions	Minimum Buffer Width West of Cascades	Minimum Buffer Width East of Cascades
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
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
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](http://www.arcgis.com/home/webmap/viewer.html?webmap=d5478a4aaf704d81bac63ffc934e1549&extent=-123.0388,47.109,-122.5317,47.2963) (<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 J-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 Contact Information](https://wdfw.wa.gov/about/contact) (<https://wdfw.wa.gov/about/contact>).
 - [WA State Tribes and Tribal Reservations Map](http://www.washingtontribes.org/tribes-map) (<http://www.washingtontribes.org/tribes-map>).
- The Table J-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 WQC 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 provide 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](http://wdfw.wa.gov/publications/00046/) (<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).

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) (<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 \(NMFS\)](https://www.fisheries.noaa.gov/) (<https://www.fisheries.noaa.gov/>) and the [U.S. Fish and Wildlife Service \(USFWS\)](https://www.fws.gov/endangered/) (<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.

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 or 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. Ecology's publication, [*Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State*](https://fortress.wa.gov/ecy/publications/SummaryPages/1606029.html) (<https://fortress.wa.gov/ecy/publications/SummaryPages/1606029.html>) provides guidance on determining the OHWM on Washington streams.

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.

Appendix K. 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. 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 a 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 L. Stormwater Project Deliverables Guidance



Deliverables Guidance for Stormwater Projects with Ecology Funding

This document details Ecology’s expectations of deliverables for Ecology funded stormwater projects.

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Stormwater Facility Projects

1. Design Report

This section intends to help grant and/or loan recipients identify the necessary information to include in Stormwater Facility Design Reports (Design Reports). Ecology does not require that reports follow this outline, but including the information listed expedites the review process. The information required varies by project. Some projects may require additional information, and others may not need as much.

The intent of the Design Report is to demonstrate that the project:

1. Has not changed from the project in the original application.
2. Uses the applicable design guidance for the proposed BMP(s).
3. Provides a quantifiable Flow Control and/or Runoff Treatment benefit.

Design Reports for Ecology review should include the following:

Introduction

Provide a brief description of the project, including elements such as project location and goals. Include figures as appropriate to show the location and layout of the project.

Basin Description

Describe the basin that the project lies within under historic, existing, and proposed conditions. Provide figures that show topography and flow direction. Provide information such as current and future land use (i.e. residential, commercial, industrial), soils, area, water bodies, etc.

Site Description

Provide detailed information about the project site including but not limited to:

- Project Limits
- Threshold Discharge Areas (TDAs)
- Current use
- Proposed use
- Existing stormwater features
- Proposed stormwater features
- Total area
- Vegetation
- Wetlands
- Soils

- Access
- Other information relevant to the project design, construction, or maintenance

Minimum Requirement (Western Washington)/Core Element (Eastern Washington) Analysis

Ecology expects the following analysis for all projects, even if the proposed project is a retrofit. Ecology will use the Minimum Requirement/Core Element (MRs/CEs) Analysis to verify:

- project eligibility, per the applicable funding guidelines
- project compliance with the NPDES Municipal Stormwater Permit, if the project is within a permitted jurisdiction

These are the main steps in this analysis:

- Identify the stormwater manual currently adopted by the grant recipient, and which Ecology manual it is equivalent to.
- Identify and tally the pollution generating and non-pollution generating surfaces pertinent to the MRs/CEs thresholds. Keep each area separate. Examples of areas you may need to identify are:
 - new hard surfaces
 - replaced hard surfaces
 - existing hard surfaces
 - effective impervious surfaces
 - effective hard surfaces
 - lawn/landscaped areas
 - pasture areas
 - total land disturbed
- Include an analysis to determine the MRs/CEs applicable to the project (Figures 2.4.1 and 2.4.2 in Ecology's 2014 Stormwater Management Manual for Western Washington, Section 2.1 in Ecology's 2004 Stormwater Management Manual for Eastern Washington). State which MRs/CEs apply, and to which surfaces within the project limits.
 - For projects in Western Washington that require MRs #6 and #7 after the project level analysis, you must also provide a threshold analysis for MRs #6 and #7 for each Threshold Discharge Area (TDA) within the project site.

If the analysis above shows that the project does not exceed new/redevelopment thresholds, the project is a retrofit project.

If the project exceeds the new/redevelopment thresholds and must comply with MRs/CEs for Runoff Treatment and/or Flow Control, provide an analysis of the proposed BMP(s) that provide Runoff Treatment and/or Flow Control for the new and/or replaced surfaces. Identify

those BMPs that provide Runoff Treatment and/or Flow Control for existing surfaces above and beyond those required by the MRs/CEs. Ecology considers the BMPs outside of those used to satisfy the MRs/CEs to be retrofit.

Ecology makes an exception for permeable pavement when determining what portions of a project are retrofit, when the funding is only for retrofit elements. If the project is for the replacement of existing conventional impervious pavement with permeable pavement, then Ecology may consider the permeable pavement to be eligible even if it exceeds the new and redevelopment thresholds. Ecology will make this consideration when the permeable pavement is the only trigger for the Minimum Requirements.

Alternatives Considered

Briefly discuss alternatives considered and why you did or did not select them.

Design Analysis

- Describe the chosen alternative in detail. Name the specific BMP whose design criteria you are using, e.g. BMP T5.15: Permeable Pavements or BMP T7.30: Bioretention Cells, Swales, and Planter Boxes.
- Provide drawings of the proposed site improvements.
- Provide a schematic of flow through the facilities if needed to assist in describing the proposed work.
- Provide hydraulic profiles, if appropriate.
- Describe and/or show the basin contributing to each proposed BMP. Consider and include offsite areas that contribute runoff to the BMP.
- If the project proposes a BMP with an infiltration component, including Bioretention and Permeable Pavement, describe the results from the site-specific characterization, soil and infiltration testing. Typically, this will include the long term hydraulic conductivity rate from the geotechnical report and the suitability of soil for treatment.
- Provide detailed design calculations.
 - Provide sizing calculations for the selected Runoff Treatment BMP(s). Identify the water quality design flow or volume you use for sizing each Runoff Treatment BMP. This flow or volume may be less than that required for a new/redevelopment BMP if there are site conditions that limit the size of the BMP, and the project does not trip the new/redevelopment thresholds.
 - Provide sizing calculations for the selected Flow Control BMP(s). Include an analysis of the flows out of the BMP (use WWHM in western WA and local approved method in eastern WA).
 - Summarize the calculation inputs and results for the Runoff Treatment and/or Flow Control improvements.
- Summarize the model results and refer to the computer model printouts, if used. This may involve using “print screens” to include all the relevant information.

Quantify the Water Quality Benefit

Discuss the amount of water quality benefit expected based on the current level of design.

Provide a discussion that compares the amount of Runoff Treatment and/or Flow Control provided in the proposed project to the amount of Runoff Treatment and/or Flow Control required under full new/redevelopment standards for the area contributing to the BMP.

Provide the calculations necessary to verify the discussion. See Section D below for Ecology's guidance on how to quantify the water quality benefit.

Engineer's Opinion of Probable Cost

Provide a breakdown showing the total project cost. Additionally, identify what items you consider eligible for Ecology funding. Ecology typically funds the footprint of eligible BMP(s) and immediate connections to existing facilities/discharge points. Ecology will review the proposed cost breakdown to confirm funding eligibility.

Proposed Schedule

Provide the proposed project schedule. This includes all design and construction milestones. Include Ecology deliverable review times and the grant agreement deadline in the schedule.

Attachments

Attachments commonly included in design reports include, but are not limited to:

- Basin Maps
- Project Limits/TDA Maps
- Preliminary Plans
- Cost Estimate Details
- Storm Simulation outputs and screenshots (e.g. WWHM2012 output)
- Geotechnical Reports, including:
 - Infiltration test results
 - Soil Suitability Lab test results
 - Physical soils test results

2. 90% Design Package

Ecology expects the 90% Design Package to detail the completed final design. Ecology has labeled the package as 90% instead of 100% to allow you to incorporate any comments received from Ecology or any other reviewing parties between the 90% design and the Final Bid Package. Reduce all figures and drawings to 11x17 inches in size.

You need to include the information from the following two Ecology inserts in your plans and specifications:

- Stormwater Grant Program Bid Specification Clause
<https://ecology.wa.gov/DOE/files/fc/fc45c49a-9a58-4eb5-9386-693abb7367ad.pdf>
- Stormwater Grant Program Bid Insert
<https://ecology.wa.gov/DOE/files/51/5150260c-0962-4202-8053-c4922e5ed05c.pdf>

It will expedite the review process if you provide a memo that lists each required insert item and where you have inserted the information within the plans and/or specifications, i.e. page numbers and/or sheet numbers.

The 90% Design Package includes:

- 90% Plans
- 90% Specifications
- 90% Engineer's Opinion of Probable Cost
- 90% Project Schedule
- Revised Calculation of Water Quality Benefit (Section D), if the project changed during final design.

3. Final Bid Package

Ecology expects the Final Bid Package to detail the completed final design, with any comments from the 90% Design Package incorporated. Ecology expects digital copies only of this submittal.

The Final Bid Package includes all documents used for bidding, including but not limited to:

- Final Plans
- Final Specifications
- Addenda
- Final Engineer's Opinion of Probable Cost
- Anticipated Project Schedule

4. Quantifying the Water Quality Benefit

Retrofit projects are not required to meet the new and redevelopment criteria established in the three Municipal Stormwater General Permits. As a result, Ecology has not previously established a standardized method to demonstrate how much Runoff Treatment or Flow Control has been accomplished through retrofit projects funded through Ecology. The system discussed below is an attempt to quantify the level of improvement realized through retrofit projects.

Ecology has established Runoff Treatment and Flow Control design criteria for projects that exceed new and redevelopment thresholds as defined in Chapter 2 of Volume I of the Stormwater Management Manual for Western Washington (SWMMWW) and Chapter 2 of the Stormwater Management Manual

for Eastern Washington (SWMMEW). The design criteria are well defined and it is clear how to calculate the size of Runoff Treatment and Flow Control BMPs for any given new/redevelopment project. By calculating the size of BMPs that you must install if you needed to meet new/redevelopment standards, a designer can calculate a baseline for comparison purposes.

For retrofit projects that are not required to meet the new/redevelopment standards, the size and environmental constraints within the project site could control the size and capacity of the proposed Runoff Treatment or Flow Control BMP. By comparing the size of the proposed retrofit BMP to the size of a BMP designed to meet new/redevelopment criteria, the designer can demonstrate the level of water quality benefit obtained. Ecology requires that the recipients of Ecology funds calculate two ratios to demonstrate the retrofit water quality benefit:

1. Flow Control Ratio
2. Runoff Treatment Ratio

Once these ratios are calculated, the applicant can develop an *Equivalent New/Redevelopment Area* for the retrofit project. Projects in Flow Control Exempt basins do not have to calculate the Flow Control Ratio. Projects that provide both Runoff Treatment and Flow Control would provide two separate equivalency values, one for Flow Control, and one for Runoff Treatment.

This information, while not difficult to obtain, does require more detailed information than is typically available at the funding application stage. The designer should include this information with the Design Report submitted to Ecology as part of the funding requirements. Ecology will require that the designer revise the comparison, as necessary, with submittal of the 90% Design Package and again following construction of the BMP. Ecology will use this information to quantify the water quality benefits realized by retrofit projects funded by Ecology.

The designer may do the comparison using the following methods:

Western Washington

The procedures below outline methods to estimate the areas improved by proposed Flow Control and Runoff Treatment retrofit projects.

1.1 Procedure for Comparison – Flow Control BMPs

Procedure WFC-1: Analysis for Size of Detention/Retention Flow Control BMP

- Run the pre-developed condition for WWHM using the basin area contributing to the BMP.
 - Use forested land cover, except where historic information indicates the area was prairie prior to settlement (then use the pasture land cover)
- Size the Flow Control BMP to meet new/redevelopment criteria for the proposed land use of the basin contributing to the BMP immediately after the construction of the project. Using the Auto Pond function is an acceptable method to obtain this information for detention/retention BMPs.
- Calculate the volume of the proposed retrofit Flow Control BMP at the overflow elevation.

- Calculate the ratio of the proposed retrofit Flow Control BMP volume to the volume of the Flow Control BMP required to meet new/redevelopment.

$$\text{Ratio}_{\text{WFC-1}} = \frac{\text{Volume at overflow of proposed Flow Control BMP}}{\text{Volume at overflow of Flow Control BMP to meet new/redevelopment criteria}}$$

If $\text{Ratio}_{\text{WFC-1}} > 1$, then set $\text{Ratio}_{\text{WFC-1}} = 1$

- Multiply the ratio developed above by the area of the basin contributing to the BMP to obtain the Equivalent New/Redevelopment Area.

$$\text{Area}_{\text{WFC-1}} = \text{Ratio}_{\text{WFC-1}} \times \text{Contributing Basin Area}$$

Procedure WFC-2: Analysis for Size of Bioretention/Permeable Pavement Flow Control BMP

- Run the pre-developed condition for WWHM using the basin area contributing to the BMP.
 - Use forested land cover, except where historic information indicates the area was prairie prior to settlement (then use the pasture land cover)
- Size the Flow Control BMP to meet new/redevelopment criteria for the proposed land use of the basin contributing to the BMP.
- Identify the surface area of the proposed retrofit bioretention or permeable pavement BMP.
- Calculate the ratio of the proposed retrofit BMP surface area to the surface area of the BMP required to meet new/redevelopment.
- Note: Bioretention by itself is not an efficient flow control BMP and needs to be quite large to meet the new/redevelopment criteria.

$$\text{Ratio}_{\text{WFC-2}} = \frac{\text{Surface Area of proposed Bioretention or Permeable Pavement}}{\text{Surface Area of Bioretention or Permeable Pavement to meet new/redevelopment criteria}}$$

If $\text{Ratio}_{\text{WFC-2}} > 1$, then set $\text{Ratio}_{\text{WFC-2}} = 1$

- Multiply the ratio developed above by the area of the basin contributing to the BMP to obtain the Equivalent New/Redevelopment Area.

$$\text{Area}_{\text{WFC-2}} = \text{Ratio}_{\text{WFC-2}} \times \text{Contributing Basin Area}$$

1.2 Procedure for Comparison – Runoff Treatment BMPs

Procedure WRT-1: Analysis of Size of Traditional Flow Rate or Volume Based Runoff Treatment BMP

- Run the pre-developed condition for WWHM using the basin area contributing to the BMP.
 - Use forested land cover, except where historic information indicates the area was prairie prior to settlement (then use the pasture land cover)
- Run the water quality analysis module within WWHM to determine the design flow rate and/or volume for the basin contributing to the Runoff Treatment BMP. Use the on-line or off-line flow rate depending on the configuration of the selected retrofit BMP.
- Using the design flow rate or volume for the Runoff Treatment BMP you are proposing; calculate the ratio between the design flow rate or volume for the retrofit BMP and the design flow rate or volume for the basin contributing to the BMP.

$$\text{Ratio}_{\text{WRT-1}} = \frac{\text{Design flow rate or volume for proposed retrofit treatment BMP}}{\text{Design flow rate or volume to meet new/redevelopment criteria}}$$

If $\text{Ratio}_{\text{WRT-1}} > 1$, then set $\text{Ratio}_{\text{WRT-1}} = 1$

- Multiply the ratio developed above by the area of the basin contributing to the BMP to obtain the Equivalent New/Redevelopment Area.

$$\text{Area}_{\text{WRT-1}} = \text{Ratio}_{\text{WRT-1}} \times \text{Contributing Basin Area}$$

Procedure WRT-2: Analysis of Size of Bioretention Runoff Treatment BMP

- Run the pre-developed condition for WWHM using the basin area contributing to the BMP.
 - Use forested land cover, except where historic information indicates the area was prairie prior to settlement (then use the pasture land cover)
- Run iterations of the bioretention module within WWHM to determine the size of the bioretention BMP that results in a minimum of 91-percent flow through the bioretention media. Use the Underdrain Used button and do not include native infiltration. In addition, assume vertical walls on the bioretention BMP.
- Using the surface area of the proposed BMP, calculate the ratio between the surface area for the proposed BMP and the surface area for the full basin.

$$\text{Ratio}_{\text{WRT-2}} = \frac{\text{Design flow rate or volume for proposed retrofit treatment BMP}}{\text{Design flow rate or volume to meet new/redevelopment criteria}}$$

If $\text{Ratio}_{\text{WRT-2}} > 1$, then set $\text{Ratio}_{\text{WRT-2}} = 1$

- Multiply the ratio developed above times the area of the full basin to obtain the Equivalent New/Redevelopment Area.

$$\text{Area}_{\text{WRT-2}} = \text{Ratio}_{\text{WRT-2}} \times \text{Contributing Basin Area}$$

Example Calculations

We use the following sample case in these example calculations:

- Existing Basin Contributing to BMP: 7.0 acres landscaping, flat, 3.0 acres hard surface roads and buildings, Type C soil, 0.3 in/hr native infiltration rate.
- Pre-Developed Scenario: 10.0 acres Type C soil, forested, flat, 0.3 in/hr native infiltration rate.
- Proposed Retrofits :
 - Detention BMP: 1.569 ac-ft at overflow.
 - Traditional treatment BMP: 0.035 cfs design treatment flow rate (on-line).
 - Wet Pond/Vault: 0.115 ac-ft (5,000 cu-ft) design treatment volume.
 - Bioretention BMP 2,500 sq ft surface area, 18-inch media (3 in/hr), 6-inch sand, 18-inch gravel.
 - Permeable Pavement 2-acres (out of 3 acres of hard surface), 0.3 in/hr native infiltration rate. The 3 acres of hard surface is the full contributing area to the proposed permeable pavement.

Procedure WFC-1: Detention/Retention BMP

- Existing Conditions WWHM pond volume at top of outlet (using AutoPond function, and vertical side slopes) = 2.302 ac-ft.
- Proposed Retrofit Pond Volume at top of outlet = 1.569ac-ft.
- Flow Control Ratio of Proposed Pond Volume to Required Pond Volume:

$$\text{Ratio}_{\text{WFC-1}} = 1.569/2.302 = 0.682.$$

- Equivalent New/Redevelopment Area:

$$\text{Area}_{\text{WFC-1}} = 0.682 \times 10 \text{ acres} = 6.82 \text{ acres.}$$

Procedure WFC-2: Permeable Pavement

- Existing Conditions Surface Area required to meet redevelopment criteria (Flow Control duration curve) = < area provided in retrofit project sq ft.
- Proposed Retrofit design Permeable Pavement surface area = 87,120 sq ft (2 acres).
- Treatment Ratio of Proposed Surface Area to required Surface Area is greater than 1.

Since calculated $\text{Ratio}_{\text{WFC}-2} > 1$, set $\text{Ratio}_{\text{WFC}-2} = 1$

- Equivalent New/Redevelopment Area (only 3 acres contributing to Permeable Pavement).

$$\text{Area}_{\text{WFC}-2} = 1 * 3 \text{ acres} = 3 \text{ acres}$$

Procedure WRT-1: Swale/Manufactured Treatment Device (Uses Water Quality Flow rate)

- Existing Conditions WWHM design flow rate for water quality BMP (on-line) = 0.0800 cfs.
- Proposed Retrofit design flow rate for water quality BMP (on-line flow) = 0.035 cfs.
- Treatment Ratio of Proposed design flow rate to required design flow rate:

$$\text{Ratio}_{\text{WRT}-1} = 0.035 / 0.080 = 0.437$$

- Equivalent New/Redevelopment Area:

$$\text{Area}_{\text{WRT}-1} = 0.437 * 10 \text{ acres} = 4.37 \text{ acres}$$

Procedure WRT-1: Wet Pond/Vault

- Existing Conditions Pond Volume required for new/redevelopment criteria (6-month Storm) 0.1614 ac-ft.
- Proposed Retrofit design Wet Pond/Vault Volume = 0.115 ac-ft.
- Treatment Ratio of Proposed design flow rate to required design flow rate

$$\text{Ratio}_{\text{WRT}-1} = 0.115 / 0.1614 = 0.712$$

- Equivalent New /Redevelopment Area

$$\text{Area}_{\text{WRT}-1} = 0.712 * 10 \text{ acres} = 7.12 \text{ acres}$$

Procedure WRT-2: Bioretention BMP (underdrain)

- Existing Conditions Surface Area required to meet redevelopment criteria (91-percent treated) = 3,500 sq ft.
- Proposed Retrofit design Bioretention surface area = 2,500 sq ft.
- Treatment Ratio of Proposed design flow rate to required design flow rate:

$$\text{Ratio}_{\text{WRT}-2} = 2,500 / 3,500 = 0.714$$

- Equivalent New/Redevelopment Area:

$$\text{Area}_{\text{WRT}-2} = 0.714 * 10 \text{ acres} = 7.14 \text{ acres}$$

Eastern Washington

The designer calculates the volume of the Flow Control BMP and the water quality design flow rate or volume needed to meet new/redevelopment criteria. The designer compares these two values to the actual volume of the Flow Control BMP and actual water quality design flow rate for the selected retrofit project. Using these ratios, the designer will calculate the

percentage of water quality benefit that the retrofit BMP provides compared to the full new/redevelopment BMP for both Flow Control and Runoff Treatment. You then multiply the resulting ratio by the basin area to obtain the Equivalent New/ Redevelopment Area.

1.1 Procedure for Comparison – Flow Control BMPs

Procedure EFC-1: Analysis for Size of Detention/Retention Flow Control BMP

- Develop the Flow Control BMP sized to meet new development criteria for the full contributing area and the proposed land use. You can use the method that you tell developers to use to determine detention/retention sizing. This will give you the volume of the Flow Control BMP required to meet new/redevelopment.
- Calculate the volume of the proposed retrofit Flow Control BMP at the overflow elevation.
- Calculate the ratio of the proposed retrofit BMP volume to the volume of the BMP required to meet the new development criteria.

$$\text{Ratio}_{\text{EFC}-1} = \frac{\text{Volume at overflow of proposed Flow Control BMP}}{\text{Volume at overflow of Flow Control BMP to meet new/redevelopment criteria}}$$

$$\text{If } \text{Ratio}_{\text{EFC}-1} > 1, \text{ then set } \text{Ratio}_{\text{EFC}-1} = 1$$

- Multiply the ratio developed above times the area of the full basin to obtain the Equivalent New/Redevelopment Area.

$$\text{Area}_{\text{EFC}-1} = \text{Ratio}_{\text{EFC}-1} \times \text{Contributing Basin Area}$$

2.2 Procedure for Comparison – Runoff Treatment BMPs

Procedure ERT-1: Analysis of Size of traditional Flow Rate or volume based Runoff Treatment BMP

- Determine water quality design flowrate and/or volume for full basin (6-month, 24-hr volume or Standard flow rate). Use the method that you tell developers to use to determine water quality treatment flowrate and/or volume. Alternatively, you can use one of the five methods to calculate water quality volume or the three methods to calculate water quality treatment flow in Chapter 2.2.5 of the SWMMEW. Either use the in-line or off-line flow rate depending on the configuration of the selected retrofit BMP. This treatment BMP should treat 90% of the annual runoff.
- Using the design flow rate or volume for the water quality BMP you are proposing; calculate the ratio between the design flow rate or volume for the retrofit BMP and the design flow rate or volume for the full basin.

$$\text{Ratio}_{\text{ERT}-1} = \frac{\text{Design flow rate or volume for proposed retrofit treatment BMP}}{\text{Design flow rate or volume to meet new/redevelopment criteria}}$$

$$\text{If } \text{Ratio}_{\text{ERT}-1} > 1, \text{ then set } \text{Ratio}_{\text{ERT}-1} = 1$$

- Multiply the ratio developed times the area of the full basin to obtain the Equivalent New/Redevelopment Area.

$$\text{Area}_{\text{ERT}-1} = \text{Ratio}_{\text{ERT}-1} \times \text{Contributing Basin Area}$$

Example Calculations

We use the following sample case in these example calculations:

- Existing Basin: 7.0 acres Type C soil, landscaping, flat, 3.0 acres hard surface roads and buildings, 0.3 in/hr native infiltration rate.
- Pre-Developed: 10.0 acres Type C soil, forested, flat, 0.3 in/hr native infiltration rate.
- Proposed Retrofits:
 - Detention BMP: 1.569 ac-ft at overflow.
 - Traditional treatment BMP: 0.035 cfs design treatment flow rate (on-line).
 - Wet Pond/Vault: 0.115 ac-ft (5,000 cu-ft) design treatment volume.

Procedure EFC-1: Detention/Retention BMP

- Existing Conditions calculated pond volume at top of outlet = 2.302 ac-ft.
- Proposed Retrofit Pond Volume at top of outlet = 1.569ac-ft.
- Flow Control Ratio of Proposed Pond Volume to Required Pond Volume:

$$\text{Ratio}_{\text{EFC}-1} = 1.569/2.302 = 0.682$$

- Equivalent New/Redevelopment Area:

$$\text{Area}_{\text{EFC}-1} = 0.682 * 10 \text{ acres} = 6.82 \text{ acres}$$

Procedure ERT-1: Swale/Manufactured Treatment Device (Uses Water Quality Flow Rate)

- Existing Conditions water quality design flow rate for water quality BMP (on-line) = 0.0800 cfs.
- Proposed Retrofit design flow rate for water quality BMP (on-line flow) = 0.035 cfs.
- Treatment Ratio of Proposed design flow rate to required design flow rate:

$$\text{Ratio}_{\text{ERT}-1} = 0.035/0.080 = 0.437$$

- Equivalent New/Redevelopment Area:

$$\text{Area}_{\text{ERT}-1} = 0.437 * 10 \text{ acres} = 4.37 \text{ acres}$$

Procedure ERT-1: Wet Pond/Vault (Uses Water Quality Volume)

- Existing Conditions Pond Volume required for redevelopment criteria (6-month Storm) 0.1614 ac- ft.

- Proposed Retrofit design Wet Pond/Vault Volume = 0.115 ac-ft.
- Treatment Ratio of Proposed design flow rate to required design flow rate:

$$\text{Ratio}_{\text{ERT}-1} = 0.115/0.1614 = 0.712$$

- Equivalent New /Redevelopment Area:

$$\text{Area}_{\text{ERT}-1} = 0.712 * 10 \text{ acres} = 7.12 \text{ acres}$$

5. Construction Quality Assurance Plan (CQAP)

A Construction Quality Assurance Plan (CQAP) is the documentation of the Recipient and contractor's process for delivering the level of construction quality required by the contract. Ecology intends this document to provide guidance to Recipient as to what is expected from CQAPs, and to identify the criteria for these plans. As per the Grant Agreement, the Grant Recipient will submit a CQAP to Ecology for review and acceptance prior to beginning construction on any stormwater project. This plan must describe how the recipient will provide adequate and competent construction oversight. Washington Administrative Code regulation, [WAC Chapter 173-240-075](#), lists the requirements for preparing a CQAP.

The CQAP submittal should include a cover page containing the Grant Recipient name, project name, agreement number, project engineer's name, job title, jurisdiction/company, and date CQAP was prepared/revised. The Recipient must upload the submittal to EAGL and notify the Project Manager of the submittal. Allow 15 days for Ecology review.

If the recipient is using the Washington State Department of Transportation (WSDOT) standard specs, [Division 1 of the WSDOT standard specs](#) covers the general requirements of a CQAP. The CQAP must also contain project and recipient specific information.

Introduction/Site Description

Provide an overview of project to include a site description and project construction. Include a description of any construction activities that are not grant eligible, but installed under the construction contract in place.

Features of Work

Provide a brief description of the tasks performed under the grant agreement in sequential order. This description should include a discussion of the overall project, summary of the schedule timeline, any special activities, and the number of subcontractors, etc. to get the reader up-to-date on the project.

Include a statement that states that the Cultural Resources Inadvertent Discovery Plan (IDP) will be maintained on site at all times during the project construction. If an IDP was not completed, the recipient must produce the plan prior to construction.

Project Organization

Submit an organizational chart with names, email addresses, and phone numbers of key personnel; include sub-consultants and major sub-contractors (if known at the time of submittal, if not known provide an update once you select the contractor). Include a brief summary of the construction management organization, management procedures, lines of communication, and responsibility. Include Recipient and Ecology Project Managers in the organization chart.

General Administrative Work

Identify how the recipient will interface between the contractor and the engineer and where the contractor may find guidance for administrative work. This includes information on submittals for review, pay requests, change orders, inspections, etc. Identify the occurrence of meetings between the contractor, engineer, and recipient.

If you use Division 1 of the *Standard Specifications for Road, Bridge, and Municipal Construction* (WSDOT Specs), you can reference this and the requirements of this section are satisfied.

Construction SWPPP

Identify if the Ecology Construction Permit applies to the project and who is responsible for compliance with the permit. Confirm that the SWPPP is on-site and updated as necessary.

Quality Control Methods

Submit a description/summary table of the quality control testing such as soil and material tests, leakage/pressure tests, equipment performance tests, etc. Include type of tests, frequency, parameters, specifications and who will perform the tests. Add brief explanations as appropriate.

Inspections

Summarize your construction inspection program. Include: a) inspector's responsibility, b) inspection frequency, c) deficiency resolution process and d) inspector qualifications (brief summary may be included or attached) and e) municipality or authorized agent performing the inspection.

Attach a Daily Inspection Report Template.

Technical Records Handling

Briefly discuss who is responsible for keeping technical records, and where the records are stored. Technical Records include project correspondence, Plans and Specifications, Inspection Reports and Daily Logs, Meeting Minutes, Shop drawings, Field orders and Change Orders.

Field Testing Procedures

Describe field-testing procedures to verify that control measures are adequate to provide a product that conforms to contract. This may include referencing applicable testing parameters (ASTM, etc.), listing approved and validated facilities and equipment, and verification and review that all tests are documented and submitted as part of quality control system reporting.

Permits, Licenses, Easements, & Agreements

List and track all required permits, easements, agreements and licenses. Include any associated notices. The Recipient will complete all design, environmental review and permitting tasks and respond to Ecology comments in a timely manner.

Documentation

Describe the maintenance of project document records and submittals, to include, Inadvertent Discovery Plan (IDP), project correspondence, reimbursements, plans and specifications, addenda, progress reports, inspection reports and daily logs.

Change Order Documents

Describe how modifications or revisions to the specifications will be tracked and relayed to grant recipient key personnel and Ecology. Submissions can include Drawings, plans, diagrams, or any other supplementary data or calculations.

When applicable, the submittal should include a description of tasks and items that may have costs that changed (Refer to Change Order Document Section).

Submit a description of the change order process. Include who will initiate, review, negotiate, approve, and send change orders to Ecology. Ecology must review and accept change orders before implementation. Promptly convey Issues during construction that may result in a change order to

Ecology either at construction meetings, via phone and/or email as they arise. Include a change order template in submittal.

Prior to execution, the Recipient will submit in writing any eligible change orders that are a significant deviation from Ecology-accepted plans and specifications for Ecology review and acceptance for payment. Ecology must review and accept all change orders that impact grant eligible activities prior to implementation. Ecology must review all other change orders 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.

Project Completion Documentation

- GIS data deliverables
- Site Visits
- Record Drawings
- Water benefit calculation

Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the contractor completed the project in accordance with the plans and specifications and major change orders approved by ECOLOGY, and accurately shown on the record drawings.

*Note: You may be required to submit an CQAP revision if there are significant changes in your project.

6. Operation and Maintenance Plan (O&M) (Facilities)

Note that this section is still in the process of development.

- For TAPE GULD devices, the Manufacturers Operation and Maintenance plan is required. For non-TAPE GULD devices, provide specific BMP O&M plan. See more details below.
- For Low Impact Development (LID) BMPs maintenance guidance, you may refer to Appendix G of the [Eastern Washington Low impact Development Guidance Manual](#) or Appendix 4 of the [Low Impact Development Technical Guidance Manual for Puget Sound](#).
- Identify the person or party who's responsible for the operation and maintenance, such as Public Works Department or the third-party contractor.
- Describe how the maintenance operations fit into the recipient's overall operations and maintenance plan.
- Post-construction plant maintenance for BMPs that rely on vegetation to maintain functionality.

7. Example Scope of Work

SCOPE OF WORK

Task Number: 1

Task Cost:

Task Title: Grant and Loan Administration

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; an EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page Final Report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including 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. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. 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 and loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page Outcome Summary Report.

* Properly maintained project documentation.

Grant and Loan Administration Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form).	
1.3	Two-page Outcome Summary Report.	

SCOPE OF WORK

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. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

- 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 to ECOLOGY the 05-05/106 Form. All submitted materials must conform to the Department of Archeology and Historic Preservation's *Washington State Standards for Cultural Resource Reporting*.
 - 2. Develop and submit to ECOLOGY an Inadvertent Discovery Plan (IDP), using the ECOLOGY template. The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site. The IDP template may be found on the ECOLOGY website.

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 Report. 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.

The RECIPIENT will upload a digital copy of the items listed below to EAGL for ECOLOGY review. Reduce design figures to 11x17 inches in size and ensure they are legible.

- 1. Design Report. Design Report must conform to the *Design Deliverables for Stormwater Project with Ecology Funding*. Refer to the Ecology website for specific guidance.

The RECIPIENT agrees to respond to ECOLOGY comments. The RECIPIENT must receive an Ecology Design Report Acceptance Letter prior to proceeding to 90 Percent design.

- 2. 90 Percent Design Package. 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. For current bid inserts and specifications refer to the ECOLOGY website.

The RECIPIENT agrees to respond to ECOLOGY comments. The RECIPIENT must receive an Ecology 90 Percent Design Acceptance Letter prior to proceeding Final Design.

3. The RECIPIENT will submit a digital copy of the Final Bid Package to ECOLOGY for review and acceptance prior to advertising the project. The Final Bid Package includes: project plans, specifications, engineer's opinion of cost including 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.

Design Plans and Specs, Environmental Review Deliverables

Number	Description	Due Date
2.1	SEPA determination documentation. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.2	List of permits acquired and environmental review documents. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.3	Submit the ECOLOGY 05-05/106 Form and any supplemental cultural resources documentation including Cultural Resource surveys directly to the Ecology Project Manager. Upload the Final Determination Letter to EAGL.	
2.4	Inadvertent Discovery Plan. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.5	Contract documents (if contracting out for design). Upload to EAGL and notify ECOLOGY when upload is complete.	
2.6	Design Report. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.7	Responses to ECOLOGY Design Report comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.8	Ecology Design Report Acceptance Letter. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.9	90 Percent Design Package. Upload to EAGL and notify ECOLOGY when complete.	
2.10	Responses to ECOLOGY 90 Percent Design Package comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.11	Ecology 90 Percent Design Acceptance Letter. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.12	Final Bid Package. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.13	Responses to ECOLOGY Final Bid Package comments. 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 (CQAP) to ECOLOGY for review and acceptance before the start of construction. This plan must describe how the RECIPIENT will perform adequate and competent construction oversight. Once accepted by Ecology, upload to EAGL. CQAP development guidance is available on the ECOLOGY website.
- 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 RECIPIENT will revise and/or update the project schedule 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, The RECIPIENT must submit revised cash flow projections to ECOLOGY.
- E. Prior to execution, the RECIPIENT will submit in writing any eligible change orders that deviate from ECOLOGY-accepted plans and specifications for ECOLOGY review and acceptance. ECOLOGY must review and accept all change orders that affect grant eligible activities prior to implementation, and all other change orders for technical merit. 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 (O&M) plan for all Water Quality Best Management Practices to ECOLOGY for review. The O&M plan will describe how the RECIPIENT will ensure project success consistent with the design manual used. The O&M 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. O&M plan development guidance is available on the ECOLOGY website.
- 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. The Stormwater Construction Completion Form can be found on the ECOLOGY website.
 - 2. GIS compatible project area in Shapefile, Geodatabase file, or ECOLOGY-approved equivalent. The project area should include features for treatment facilities and contributing areas.

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:

The project will be constructed on schedule and in accordance with accepted plans.

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 construction cost 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 and notify ECOLOGY when upload is complete.	
3.7	Stormwater Construction Completion Form. Upload to EAGL and notify ECOLOGY when upload is complete.	
3.8	Project Area Shapefile, Geodatabase file, or ECOLOGY-approved equivalent. The project area should include as-built features for treatment facilities and contributing areas. Upload to EAGL and notify ECOLOGY when upload is complete.	

Task Number: 4

Task Cost:

Task Title: Construction

Task Description:

- A. The RECIPIENT will complete construction of the project in accordance with ECOLOGY-accepted plans and specifications. 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 Design Deliverables for Stormwater Projects with Ecology Funding; Section D.

Task Goal Statement:

Construction of the project 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).

Construction Deliverables

4.1	Contract documents (e.g. bid announcement, bid award, and bid tabulations). Upload to EAGL and notify ECOLOGY when upload is complete.	Due Date
4.2	Signed and dated construction contract. Upload to EAGL and notify ECOLOGY when upload is complete.	
4.3	Completed equivalent new/redevelopment area determination. Upload to EAGL and notify ECOLOGY when upload is complete.	

Stormwater Activity Projects

1. Enhanced Maintenance Plans

The Enhanced Maintenance Plan should include the following sections, as well as a cover page containing the title, jurisdiction, and date the plan was prepared/revised.

Introduction

Provide an overview of the plan and context for its role within a larger stormwater management program.

Area Prioritization

Identify areas with the greatest potential to contaminate surface water or groundwater. Consider sediment and pollutant loading, arterials, average daily traffic, industrial areas, and direct discharges to sensitive waterways.

Prioritize areas for targeted street cleaning and explain the method of prioritization. Include a map of the prioritized areas.

Water Quality Benefit

Estimate the water quality benefit to be gained from implementing the plan (e.g. a quantified reduction in sediment load). Explain how the estimate was determined. Reference real-world data or peer-reviewed studies, if applicable. Include a pre-and post-project implementation estimate of water quality benefit.

Implementation

Describe all aspects of proposed street cleaning, including:

- Distribution (road area and curb miles)
- Frequencies for each area, considering weather and seasonal variations

- Special events, such as community events (parades, street fairs) or weather events (following snow melt to clean road applications)
- Method of tracking cleaning efforts, such as GPS, curb miles, loads/route, loading complaints, emergency response, etc.
- Load testing for hazardous substances, including frequency and sampling and testing methods
- Costs, including labor, equipment, fuel, maintenance, tracking, testing, disposal

Disposal

Explain where street waste, including decanted solids and liquids, will be disposed and how it will be managed. Document existing agreements for waste disposal, if applicable.

Evaluation and Adaptive Management

Establish performance standards and goals for street cleaning. Describe how, and how often, the Recipient will measure performance and evaluate plan effectiveness. Explain how plan evaluations will be used to actively adapt the plan over time.

2. Additional Information for Activities Infrastructure and Equipment

Decant Facilities

Minimum requirements for a decant facility

If an Enhanced Maintenance Plan shows the Recipient needs to construct a decant facility, and the Plan has been accepted by Ecology, Ecology will pay for the design and construction of such a facility. Decant facility design and/or construction must follow the scope of work template and deliverables guidance for stormwater facility design and construction, in addition to the following requirements:

- Include at least two bays. Covered bay recommended, but not required for Eastern Washington.
- Meet new/redevelopment criteria according to the Ecology Stormwater Management Manuals for Eastern or Western Washington, or accepted equivalent manual.
- Be authorized to discharge to either a sanitary sewer or other accepted treatment facility.
 - Treatment methods other than sanitary sewer discharge can be discussed on a case-by-case basis.
- Include an oil/water separator downstream of the decant water collection area.
- Include safety lighting.
- Include shutoff valve to control hot load in the event of emergency spill.
- Provide adequate room for turning vehicles.
- Provide facilities for washing out the interior of vacuor tanks and sweeper storage bay.
- Include facilities for testing water and soils for hazardous materials.

Decant Facility Operation and Maintenance Plan Requirements

- Before the decant facility becomes operational, Ecology must review and accept an Operations and Maintenance Plan. The plan must:
 - Describe how the flow line is clear and properly maintained.
 - Describe how all on-site stormwater BMPs are maintained and repaired.

- Ensure to have discharge authorization or other permission to discharge to the sanitary sewer issued by the municipality's sewage treatment agency.
- Not limited to sanitary, but open to other options, such as on-site treatment and infiltration into ground. It is required to treat street waste liquids, refer to Appendix IV-B of SWMWW.
- For an O&M manual template example, you can refer to [Appendix E of Regional Siting Study for the counties of Snohomish, King, Pierce, and Thurston](#).

Sweepers and Vector Equipment

Minimum equipment specifications

Sweeper trucks

- Regenerative Air Sweeper or vacuum sweeper as manufactured by Elgin, Tennant, Peterbilt, International, or Schwarze, or approved equivalent.
- Contains standard equipment for operation, operator comfort, and monitoring of sweeping activities.

Vector trucks

- Vacuum trucks for cleaning catch basins and piping as manufactured by Peterbilt, International, Freightliner, Kenworth, or approved equivalent.
- Contains standard equipment for operation, operator comfort, and catch basin and pipe cleaning operations.

Sweeper/Vector Truck Operations & Maintenance Plan

The Operations & Maintenance Plan should include the following elements:

Training:

- How staff will be trained to operate equipment

Operating procedures:

- Start-up
- Load dumping
- Wash out

Equipment inspection:

- Inspection schedule
- Inspection tasks
- Parties responsible for inspection

Equipment maintenance:

- Maintenance schedule
- Maintenance tasks
- Parties responsible for maintenance

Budget:

- Estimated costs for regular maintenance tasks, materials, and supplies
- Funding source for operations and maintenance

Equipment Purchase, Rental, or Use Rate Reimbursement

If the Ecology-Accepted Enhanced Maintenance Plan shows the Recipient needs additional equipment, Ecology will pay for the purchase, rental, or contracted use of a high efficiency street sweeper, vactor truck, or both, when the RECIPIENT meets the following criteria:

- RECIPIENT has an Ecology accepted Enhanced Maintenance Plan.
- RECIPIENT has an Ecology accepted Sweeper Operations and Maintenance Plan.
- RECIPIENT has documented a current contract for proper disposal of sweeping/cleaning waste.
- RECIPIENT may purchase equipment according to the agreement and funding program guidelines. When cost effective and feasible, the recipient should consider renting versus purchasing.
- RECIPIENT must submit documentation to verify they possess the equipment before requesting reimbursement.
- If the RECIPIENT will rent or contract for services, or seek reimbursement for sweeping costs, they must include a breakdown of the use rate. The use rate can include all components related to the total cost of operating the equipment. Costs associated with labor, testing and disposal of solids and effluent are eligible.
- RECIPIENT must report miles swept and tons of debris collected quarterly and cumulatively for the remainder of the agreement.

Appendix M. 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 the [ACS database](http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t) (<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>).

The MHI data in Table M-1 are from the ACS five-year estimates available in December 2018. The population data in Table M-1 are from the U.S. Census Bureau estimates available in December 2018. Ecology uses the data in Table M-1 when making hardship determinations. If a community does not have an MHI or a population listed in Table M-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 \(IACC\)](http://www.infracore.org) (<http://www.infracore.org>) *Income Survey Guide*, and the results must be approved by Ecology.

Table M-1: December 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	\$66,174	7,169,967	N/A	N/A
Aberdeen city	\$40,702	16,281	Eligible	\$67.84
Aberdeen Gardens CDP	\$76,591	283	Ineligible	\$127.65
Adams County	\$48,131	19,261	Eligible	\$80.22
Ahtanum CDP	\$51,779	3,076	Eligible	\$86.30
Airway Heights city	\$49,844	8,017	Eligible	\$83.07
Albion town	\$41,750	744	Eligible	\$69.58
Alder CDP	\$117,105	133	Ineligible	\$195.18
Alderton CDP	\$71,250	3,303	Ineligible	\$118.75
Alderwood Manor CDP	\$71,714	8,817	Ineligible	\$119.52
Alger CDP	\$69,250	235	Ineligible	\$115.42
Algona city	\$62,120	3,171	Ineligible	\$103.53
Allyn CDP	\$69,306	2,650	Ineligible	\$115.51
Almira town	\$60,139	220	Ineligible	\$100.23

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Amanda Park CDP	\$32,000	119	Eligible	\$53.33
Amboy CDP	\$73,438	2,027	Ineligible	\$122.40
Ames Lake CDP	\$109,702	1,526	Ineligible	\$182.84
Anacortes city	\$63,950	16,425	Ineligible	\$106.58
Anderson Island CDP	\$65,938	1,292	Ineligible	\$109.90
Arlington city	\$70,790	18,884	Ineligible	\$117.98
Arlington Heights CDP	\$96,496	2,826	Ineligible	\$160.83
Artondale CDP	\$100,934	12,937	Ineligible	\$168.22
Asotin city	\$55,987	1,226	Ineligible	\$93.31
Asotin County	\$47,483	22,259	Eligible	\$79.14
Auburn city	\$64,400	77,440	Ineligible	\$107.33
Bainbridge Island city	\$109,341	23,689	Ineligible	\$182.24
Bangor Base CDP	\$52,153	6,358	Eligible	\$86.92
Banks Lake South CDP	\$32,500	270	Eligible	\$54.17
Barberton CDP	\$89,617	6,719	Ineligible	\$149.36
Baring CDP	\$40,368	173	Eligible	\$67.28
Barney's Junction CDP	\$30,789	221	Eligible	\$51.32
Basin City CDP	\$53,445	1,281	Ineligible	\$89.08
Battle Ground city	\$64,888	19,439	Ineligible	\$108.15
Bay View CDP	\$95,000	625	Ineligible	\$158.33
Beaux Arts Village town	\$190,625	342	Ineligible	\$317.71
Belfair CDP	\$53,558	4,063	Ineligible	\$89.26
Bell Hill CDP	\$111,923	875	Ineligible	\$186.54
Bellevue city	\$105,402	139,014	Ineligible	\$175.67
Bellingham city	\$47,886	85,388	Ineligible	\$79.81
Benton City city	\$56,094	3,257	Ineligible	\$93.49
Benton County	\$63,001	190,529	Ineligible	\$105.00
Bethel CDP	\$74,722	3,673	Ineligible	\$124.54
Bickleton CDP	\$63,750	67	Ineligible	\$106.25
Big Lake CDP	\$101,500	1,784	Ineligible	\$169.17
Bingen city	\$52,833	560	Eligible	\$88.06
Birch Bay CDP	\$55,473	8,642	Ineligible	\$92.46
Black Diamond city	\$75,880	4,378	Ineligible	\$126.47
Blaine city	\$67,453	5,075	Ineligible	\$112.42
Blyn CDP	\$98,194	22	Ineligible	\$163.66

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Bonney Lake city	\$90,580	19,560	Ineligible	\$150.97
Bothell city	\$89,477	44,082	Ineligible	\$149.13
Bothell East CDP	\$122,039	10,424	Ineligible	\$203.40
Bothell West CDP	\$92,989	20,472	Ineligible	\$154.98
Boulevard Park CDP	\$53,607	3,916	Ineligible	\$89.35
Brady CDP	\$91,591	360	Ineligible	\$152.65
Bremerton city	\$48,757	39,584	Ineligible	\$81.26
Brewster city	\$42,714	2,460	Eligible	\$71.19
Bridgeport city	\$44,390	2,493	Eligible	\$73.98
Brier city	\$111,346	6,697	Ineligible	\$185.58
Brinnon CDP	\$51,250	703	Eligible	\$85.42
Browns Point CDP	\$92,917	1,122	Ineligible	\$154.86
Brush Prairie CDP	\$67,852	2,783	Ineligible	\$113.09
Bryant CDP	\$93,981	1,990	Ineligible	\$156.64
Bryn Mawr-Skyway CDP	\$65,906	18,365	Ineligible	\$109.84
Buckley city	\$59,355	4,593	Ineligible	\$98.93
Bucoda town	\$41,458	588	Eligible	\$69.10
Buena CDP	\$30,286	1,345	Eligible	\$50.48
Bunk Foss CDP	\$109,750	3,604	Ineligible	\$182.92
Burbank CDP	\$70,319	3,398	Ineligible	\$117.20
Burien city	\$60,732	50,729	Ineligible	\$101.22
Burley CDP	\$63,676	1,941	Ineligible	\$106.13
Burlington city	\$50,150	8,590	Eligible	\$83.58
Camano CDP	\$74,221	15,989	Ineligible	\$123.70
Camas city	\$101,167	22,086	Ineligible	\$168.61
Canterwood CDP	\$147,756	3,220	Ineligible	\$246.26
Canyon Creek CDP	\$77,083	3,319	Ineligible	\$128.47
Carbonado town	\$70,938	666	Ineligible	\$118.23
Carlsborg CDP	\$43,462	762	Eligible	\$72.44
Carnation city	\$79,038	1,808	Ineligible	\$131.73
Carson CDP	\$37,857	2,688	Eligible	\$63.10
Cascade Valley CDP	\$37,262	1,797	Eligible	\$62.10
Cashmere city	\$47,917	3,140	Eligible	\$79.86
Castle Rock city	\$41,346	2,899	Eligible	\$68.91
Cathcart CDP	\$107,267	2,506	Ineligible	\$178.78

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Cathlamet town	\$40,625	775	Eligible	\$67.71
Cavalero CDP	\$102,157	5,284	Ineligible	\$170.26
Centerville CDP	\$43,125	109	Eligible	\$71.88
Central Park CDP	\$56,682	2,741	Ineligible	\$94.47
Centralia city	\$39,324	16,771	Eligible	\$65.54
Chain Lake CDP	\$100,694	4,280	Ineligible	\$167.82
Chehalis city	\$35,433	7,337	Eligible	\$59.06
Chelan city	\$51,979	4,012	Eligible	\$86.63
Chelan County	\$54,975	75,138	Ineligible	\$91.63
Cheney city	\$34,103	11,735	Eligible	\$56.84
Cherry Grove CDP	\$127,723	689	Ineligible	\$212.87
Chewelah city	\$31,858	2,601	Eligible	\$53.10
Chico CDP	\$103,864	2,635	Ineligible	\$173.11
Chinook CDP	\$54,531	300	Ineligible	\$90.89
Clallam Bay CDP	\$35,600	366	Eligible	\$59.33
Clallam County	\$48,002	73,439	Ineligible	\$80.00
Clark County	\$67,832	457,474	Ineligible	\$113.05
Clarkston city	\$35,000	7,344	Eligible	\$58.33
Clarkston Heights-Vineland CDP	\$66,960	6,453	Ineligible	\$111.60
Cle Elum city	\$47,425	2,741	Eligible	\$79.04
Clear Lake CDP (Pierce County)	\$66,522	889	Ineligible	\$110.87
Clear Lake CDP (Skagit County)	\$65,341	990	Ineligible	\$108.90
Clearview CDP	\$94,258	3,907	Ineligible	\$157.10
Clinton CDP	\$49,464	811	Eligible	\$82.44
Clover Creek CDP	\$64,437	6,831	Ineligible	\$107.40
Clyde Hill city	\$205,500	3,231	Ineligible	\$342.50
Cohasset Beach CDP	\$43,514	712	Eligible	\$72.52
Colfax city	\$50,357	2,853	Eligible	\$83.93
College Place city	\$40,236	9,041	Eligible	\$67.06
Colton town	\$64,500	386	Ineligible	\$107.50
Columbia County	\$46,250	3,999	Eligible	\$77.08
Colville city	\$37,462	4,697	Eligible	\$62.44
Conconully town	\$28,750	220	Eligible	\$47.92

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Concrete town	\$31,667	837	Eligible	\$52.78
Connell city	\$51,364	5,447	Eligible	\$85.61
Cosmopolis city	\$60,000	1,593	Ineligible	\$100.00
Cottage Lake CDP	\$146,315	23,941	Ineligible	\$243.86
Coulee City town	\$56,500	595	Ineligible	\$94.17
Coulee Dam town	\$52,386	1,386	Eligible	\$87.31
Country Homes CDP	\$47,500	5,730	Eligible	\$79.17
Coupeville town	\$46,500	1,916	Eligible	\$77.50
Covington city	\$93,980	19,918	Ineligible	\$156.63
Cowiche CDP	\$46,439	960	Eligible	\$77.40
Cowlitz County	\$49,804	103,590	Ineligible	\$83.01
Creston town	\$37,500	297	Eligible	\$62.50
Crocker CDP	\$94,280	1,332	Ineligible	\$157.13
Curlew CDP	\$28,906	149	Eligible	\$48.18
Curlew Lake CDP	\$51,992	573	Eligible	\$86.65
Cusick town	\$18,750	84	Eligible	\$31.25
Custer CDP	\$57,813	149	Ineligible	\$96.36
Dallesport CDP	\$51,852	1,739	Eligible	\$86.42
Darrington town	\$42,422	1,405	Eligible	\$70.70
Dash Point CDP	\$105,833	1,007	Ineligible	\$176.39
Davenport city	\$57,135	1,615	Ineligible	\$95.23
Dayton city	\$40,806	2,720	Eligible	\$68.01
Deep River CDP	\$50,074	151	Eligible	\$83.46
Deer Park city	\$48,229	3,941	Eligible	\$80.38
Des Moines city	\$60,814	31,080	Ineligible	\$101.36
Desert Aire CDP	\$55,938	2,872	Ineligible	\$93.23
Dixie CDP	\$46,667	256	Eligible	\$77.78
Dollars Corner CDP	\$90,313	745	Ineligible	\$150.52
Douglas County	\$55,805	40,585	Ineligible	\$93.01
Duluth CDP	\$89,958	1,379	Ineligible	\$149.93
DuPont city	\$77,712	9,303	Ineligible	\$129.52
Duvall city	\$151,612	7,683	Ineligible	\$252.69
East Cathlamet CDP	\$44,779	503	Eligible	\$74.63
East Port Orchard CDP	\$54,591	5,334	Ineligible	\$90.99
East Renton Highlands CDP	\$92,102	11,401	Ineligible	\$153.50

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
East Wenatchee city	\$51,938	13,624	Eligible	\$86.56
Eastmont CDP	\$103,514	21,951	Ineligible	\$172.52
Easton CDP	\$64,844	395	Ineligible	\$108.07
Eatonville town	\$59,115	2,900	Ineligible	\$98.53
Edgewood city	\$90,544	10,165	Ineligible	\$150.91
Edison CDP	\$162,762	156	Ineligible	\$271.27
Edmonds city	\$82,697	41,309	Ineligible	\$137.83
Electric City city	\$62,396	989	Ineligible	\$103.99
Elk Plain CDP	\$64,048	14,280	Ineligible	\$106.75
Ellensburg city	\$36,016	19,307	Eligible	\$60.03
Elma city	\$44,432	3,047	Eligible	\$74.05
Elmer City town	\$41,618	342	Eligible	\$69.36
Endicott town	\$33,750	302	Eligible	\$56.25
Enetai CDP	\$68,194	2,231	Ineligible	\$113.66
Entiat city	\$51,250	1,093	Eligible	\$85.42
Enumclaw city	\$55,082	11,670	Ineligible	\$91.80
Ephrata city	\$61,284	7,956	Ineligible	\$102.14
Erlands Point-Kitsap Lake CDP	\$59,869	2,973	Ineligible	\$99.78
Eschbach CDP	\$81,071	377	Ineligible	\$135.12
Esperance CDP	\$79,509	3,902	Ineligible	\$132.52
Everett city	\$54,562	107,560	Ineligible	\$90.94
Everson city	\$51,938	2,592	Eligible	\$86.56
Fairchild AFB CDP	\$65,220	2,960	Ineligible	\$108.70
Fairfield town	\$45,714	508	Eligible	\$76.19
Fairwood CDP (King County)	\$93,810	19,531	Ineligible	\$156.35
Fairwood CDP (Spokane County)	\$63,289	8,402	Ineligible	\$105.48
Fall City CDP	\$98,950	1,903	Ineligible	\$164.92
Farmington town	\$51,250	108	Eligible	\$85.42
Federal Way city	\$62,086	94,905	Ineligible	\$103.48
Felida CDP	\$115,938	8,065	Ineligible	\$193.23
Fern Prairie CDP	\$86,307	2,611	Ineligible	\$143.85
Ferndale city	\$61,125	13,171	Ineligible	\$101.88
Ferry County	\$41,081	7,568	Eligible	\$68.47

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Fife city	\$58,649	9,805	Ineligible	\$97.75
Fife Heights CDP	\$102,639	2,185	Ineligible	\$171.07
Finley CDP	\$72,731	6,015	Ineligible	\$121.22
Fircrest city	\$63,534	6,666	Ineligible	\$105.89
Five Corners CDP	\$66,225	18,405	Ineligible	\$110.38
Fobes Hill CDP	\$97,000	2,779	Ineligible	\$161.67
Fords Prairie CDP	\$49,659	1,812	Eligible	\$82.77
Forks city	\$36,471	3,748	Eligible	\$60.79
Fort Lewis CDP	\$42,782	13,920	Eligible	\$71.30
Four Lakes CDP	\$50,822	403	Eligible	\$84.70
Fox Island CDP	\$93,043	3,848	Ineligible	\$155.07
Franklin County	\$60,275	89,124	Ineligible	\$100.46
Frederickson CDP	\$75,202	21,737	Ineligible	\$125.34
Freeland CDP	\$51,987	1,698	Eligible	\$86.65
Friday Harbor town	\$49,400	2,419	Eligible	\$82.33
Garfield County	\$51,399	2,226	Eligible	\$85.67
Garfield town	\$49,000	505	Eligible	\$81.67
Garrett CDP	\$48,404	1,531	Eligible	\$80.67
Geneva CDP	\$65,778	2,632	Ineligible	\$109.63
George city	\$42,750	689	Eligible	\$71.25
Gig Harbor city	\$74,159	8,651	Ineligible	\$123.60
Gleed CDP	\$63,904	2,474	Ineligible	\$106.51
Glenwood CDP	\$37,500	157	Eligible	\$62.50
Gold Bar city	\$70,875	1,853	Ineligible	\$118.13
Goldendale city	\$40,354	3,433	Eligible	\$67.26
Gorst CDP	\$43,309	257	Eligible	\$72.18
Graham CDP	\$78,611	26,939	Ineligible	\$131.02
Grand Coulee city	\$34,112	1,024	Eligible	\$56.85
Grand Mound CDP	\$62,951	3,119	Ineligible	\$104.92
Grandview city	\$41,373	11,112	Eligible	\$68.96
Granger city	\$47,232	3,594	Eligible	\$78.72
Granite Falls city	\$50,000	3,529	Eligible	\$83.33
Grant County	\$52,382	93,420	Ineligible	\$87.30
Grapeview CDP	\$82,500	982	Ineligible	\$137.50
Grayland CDP	\$30,479	756	Eligible	\$50.80

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Grays Harbor County	\$45,483	71,454	Ineligible	\$75.81
Grays River CDP	\$41,250	425	Eligible	\$68.75
Green Bluff CDP	\$105,625	544	Ineligible	\$176.04
Hamilton town	\$45,000	167	Eligible	\$75.00
Hansville CDP	\$58,182	3,809	Ineligible	\$96.97
Harrah town	\$55,313	659	Ineligible	\$92.19
Harrington city	\$36,042	378	Eligible	\$60.07
Hartline town	\$52,500	153	Eligible	\$87.50
Hatton town	\$58,125	172	Ineligible	\$96.88
Hazel Dell CDP	\$56,139	21,449	Ineligible	\$93.57
Herron Island CDP	\$55,670	69	Ineligible	\$92.78
High Bridge CDP	\$120,109	3,028	Ineligible	\$200.18
Hobart CDP	\$93,177	6,736	Ineligible	\$155.30
Hockinson CDP	\$96,210	5,267	Ineligible	\$160.35
Home CDP	\$57,418	1,375	Ineligible	\$95.70
Hoquiam city	\$40,301	8,416	Eligible	\$67.17
Humptulips CDP	\$56,667	277	Ineligible	\$94.45
Hunts Point town	\$201,250	423	Ineligible	\$335.42
Ilwaco city	\$33,568	1,062	Eligible	\$55.95
Inchelium CDP	\$26,250	413	Eligible	\$43.75
Index town	\$60,313	209	Ineligible	\$100.52
Indianola CDP	\$73,482	3,520	Ineligible	\$122.47
Ione town	\$50,074	421	Eligible	\$83.46
Island County	\$61,516	80,323	Ineligible	\$102.53
Issaquah city	\$100,844	35,629	Ineligible	\$168.07
Jefferson County	\$51,842	30,524	Ineligible	\$86.40
Kahlotus city	\$52,000	181	Eligible	\$86.67
Kalama city	\$57,500	2,497	Ineligible	\$95.83
Kapowsin CDP	\$82,778	391	Ineligible	\$137.96
Kayak Point CDP	\$91,797	1,693	Ineligible	\$153.00
Keller CDP	\$19,063	228	Eligible	\$31.77
Kelso city	\$35,680	11,864	Eligible	\$59.47
Kenmore city	\$96,277	22,154	Ineligible	\$160.46
Kennewick city	\$54,420	78,858	Ineligible	\$90.70
Kent city	\$64,573	126,561	Ineligible	\$107.62

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Kettle Falls city	\$43,295	1,661	Eligible	\$72.16
Key Center CDP	\$69,018	3,810	Ineligible	\$115.03
Keyport CDP	\$60,714	457	Ineligible	\$101.19
King County	\$83,571	2,118,119	Ineligible	\$139.29
Kingston CDP	\$62,841	1,875	Ineligible	\$104.74
Kirkland city	\$104,319	86,772	Ineligible	\$173.87
Kitsap County	\$68,336	258,903	Ineligible	\$113.89
Kittitas city	\$46,029	1,362	Eligible	\$76.72
Kittitas County	\$53,163	43,726	Ineligible	\$88.61
Klickitat CDP	\$33,625	358	Eligible	\$56.04
Klickitat County	\$51,258	21,172	Eligible	\$85.43
La Center city	\$88,173	3,122	Ineligible	\$146.96
La Conner town	\$44,938	789	Eligible	\$74.90
La Grande CDP	\$83,018	118	Ineligible	\$138.36
Lacey city	\$64,631	46,655	Ineligible	\$107.72
LaCrosse town	\$40,469	319	Eligible	\$67.45
Lake Bosworth CDP	\$100,707	654	Ineligible	\$167.85
Lake Cassidy CDP	\$93,586	3,591	Ineligible	\$155.98
Lake Cavanaugh CDP	\$77,614	179	Ineligible	\$129.36
Lake Forest Park city	\$101,429	13,247	Ineligible	\$169.05
Lake Goodwin CDP	\$82,240	3,879	Ineligible	\$137.07
Lake Holm CDP	\$114,141	3,263	Ineligible	\$190.24
Lake Ketchum CDP	\$76,172	894	Ineligible	\$126.95
Lake Marcel-Stillwater CDP	\$155,438	1,220	Ineligible	\$259.06
Lake McMurray CDP	\$79,583	134	Ineligible	\$132.64
Lake Morton-Berrydale CDP	\$96,281	11,201	Ineligible	\$160.47
Lake Roesiger CDP	\$92,232	657	Ineligible	\$153.72
Lake Shore CDP	\$81,633	7,550	Ineligible	\$136.06
Lake Stevens city	\$82,500	31,022	Ineligible	\$137.50
Lake Stickney CDP	\$75,254	9,667	Ineligible	\$125.42
Lake Tapps CDP	\$110,602	13,091	Ineligible	\$184.34
Lakeland North CDP	\$78,856	12,487	Ineligible	\$131.43
Lakeland South CDP	\$74,455	13,982	Ineligible	\$124.09
Lakeview CDP	\$42,447	881	Eligible	\$70.75

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Lakewood city	\$47,636	59,102	Ineligible	\$79.39
Lamont town	\$41,406	87	Eligible	\$69.01
Langley city	\$47,283	1,319	Eligible	\$78.81
Larch Way CDP	\$88,043	4,117	Ineligible	\$146.74
Latah town	\$43,942	142	Eligible	\$73.24
Leavenworth city	\$48,636	1,993	Eligible	\$81.06
Lewis County	\$46,387	76,012	Ineligible	\$77.31
Lewisville CDP	\$93,365	1,503	Ineligible	\$155.61
Liberty Lake city	\$64,955	8,905	Ineligible	\$108.26
Lincoln County	\$49,460	10,344	Eligible	\$82.43
Lind town	\$46,375	563	Eligible	\$77.29
Lochsloy CDP	\$84,495	3,188	Ineligible	\$140.83
Lofall CDP	\$79,602	2,211	Ineligible	\$132.67
Long Beach city	\$25,750	1,355	Eligible	\$42.92
Longbranch CDP	\$52,375	3,236	Eligible	\$87.29
Longview city	\$38,689	36,740	Ineligible	\$64.48
Longview Heights CDP	\$66,140	3,678	Ineligible	\$110.23
Loon Lake CDP	\$50,833	784	Eligible	\$84.72
Lyle CDP	\$51,063	548	Eligible	\$85.11
Lyman town	\$66,667	520	Ineligible	\$111.11
Lynden city	\$62,478	13,452	Ineligible	\$104.13
Lynnwood city	\$58,852	37,242	Ineligible	\$98.09
Mabton city	\$37,059	2,103	Eligible	\$61.77
Machias CDP	\$81,625	886	Ineligible	\$136.04
Malden town	\$33,214	197	Eligible	\$55.36
Maltby CDP	\$108,720	11,443	Ineligible	\$181.20
Manchester CDP	\$78,851	5,447	Ineligible	\$131.42
Mansfield town	\$51,875	327	Eligible	\$86.46
Manson CDP	\$68,005	1,532	Ineligible	\$113.34
Maple Heights-Lake Desire CDP	\$101,657	3,442	Ineligible	\$169.43
Maple Valley city	\$102,130	25,375	Ineligible	\$170.22
Maplewood CDP	\$100,760	5,340	Ineligible	\$167.93
Marcus town	\$36,667	189	Eligible	\$61.11
Marietta-Alderwood CDP	\$38,362	4,495	Eligible	\$63.94
Marrowstone CDP	\$64,159	1,084	Ineligible	\$106.93

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Martha Lake CDP	\$86,011	18,566	Ineligible	\$143.35
Marysville city	\$72,734	66,178	Ineligible	\$121.22
Mason County	\$53,087	61,569	Ineligible	\$88.48
Mattawa city	\$51,607	4,522	Eligible	\$86.01
May Creek CDP	\$62,742	663	Ineligible	\$104.57
McChord AFB CDP	\$53,514	3,337	Ineligible	\$89.19
McCleary city	\$50,380	2,087	Eligible	\$83.97
McKenna CDP	\$77,109	978	Ineligible	\$128.52
McMillin CDP	\$85,341	1,673	Ineligible	\$142.24
Mead CDP	\$58,340	6,859	Ineligible	\$97.23
Meadow Glade CDP	\$104,561	2,895	Ineligible	\$174.27
Meadowdale CDP	\$100,625	3,049	Ineligible	\$167.71
Medical Lake city	\$50,441	4,923	Eligible	\$84.07
Medina city	\$186,484	3,217	Ineligible	\$310.81
Mercer Island city	\$136,644	24,768	Ineligible	\$227.74
Mesa city	\$54,750	424	Ineligible	\$91.25
Metaline Falls town	\$26,691	180	Eligible	\$44.49
Metaline town	\$56,406	196	Ineligible	\$94.01
Midland CDP	\$47,356	8,792	Eligible	\$78.93
Mill Creek city	\$93,063	19,706	Ineligible	\$155.11
Mill Creek East CDP	\$107,032	20,514	Ineligible	\$178.39
Millwood city	\$58,438	1,684	Ineligible	\$97.40
Milton city	\$71,441	7,481	Ineligible	\$119.07
Mineral CDP	\$17,130	193	Eligible	\$28.55
Minnehaha CDP	\$75,668	11,767	Ineligible	\$126.11
Mirrormont CDP	\$110,403	3,682	Ineligible	\$184.01
Monroe city	\$74,093	18,149	Ineligible	\$123.49
Monroe North CDP	\$106,932	1,704	Ineligible	\$178.22
Montesano city	\$63,975	3,899	Ineligible	\$106.63
Morton city	\$35,517	1,179	Eligible	\$59.20
Moses Lake city	\$49,851	22,038	Eligible	\$83.09
Moses Lake North CDP	\$31,968	3,787	Eligible	\$53.28
Mossyrock city	\$31,136	668	Eligible	\$51.89
Mount Vernon city	\$52,267	33,787	Ineligible	\$87.11
Mount Vista CDP	\$74,578	8,525	Ineligible	\$124.30

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Mountlake Terrace city	\$69,727	20,922	Ineligible	\$116.21
Moxee city	\$54,113	3,877	Ineligible	\$90.19
Mukilteo city	\$100,650	21,101	Ineligible	\$167.75
Naches town	\$50,662	710	Eligible	\$84.44
Napavine city	\$49,716	1,701	Eligible	\$82.86
Naselle CDP	\$49,792	376	Eligible	\$82.99
Navy Yard City CDP	\$56,078	3,154	Ineligible	\$93.46
Neah Bay CDP	\$34,491	994	Eligible	\$57.49
Neilton CDP	\$50,486	373	Eligible	\$84.14
Nespelem Community CDP	\$46,250	259	Eligible	\$77.08
Nespelem town	\$43,333	185	Eligible	\$72.22
Newcastle city	\$118,333	11,346	Ineligible	\$197.22
Newport city	\$36,250	2,228	Eligible	\$60.42
Nile CDP	\$78,333	98	Ineligible	\$130.56
Nisqually Indian Community CDP	\$54,250	690	Ineligible	\$90.42
Nooksack city	\$64,853	1,667	Ineligible	\$108.09
Normandy Park city	\$95,313	6,634	Ineligible	\$158.86
North Bend city	\$100,417	6,645	Ineligible	\$167.36
North Bonneville city	\$58,646	1,048	Ineligible	\$97.74
North Fort Lewis CDP	\$53,125	5,009	Ineligible	\$88.54
North Lynnwood CDP	\$68,058	20,626	Ineligible	\$113.43
North Marysville CDP	\$85,000	172	Ineligible	\$141.67
North Omak CDP	\$37,448	685	Eligible	\$62.41
North Puyallup CDP	\$49,569	1,848	Eligible	\$82.62
North Sultan CDP	\$90,125	241	Ineligible	\$150.21
North Yelm CDP	\$38,795	2,887	Eligible	\$64.66
Northport town	\$26,667	332	Eligible	\$44.45
Oak Harbor city	\$48,857	22,527	Eligible	\$81.43
Oakesdale town	\$51,607	434	Eligible	\$86.01
Oakville city	\$46,250	723	Eligible	\$77.08
Ocean Park CDP	\$26,357	1,782	Eligible	\$43.93
Ocean Shores city	\$40,451	5,714	Eligible	\$67.42
Odessa town	\$37,330	907	Eligible	\$62.22
Okanogan city	\$38,464	2,572	Eligible	\$64.11

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Okanogan County	\$42,598	41,377	Ineligible	\$71.00
Olympia city	\$55,539	49,928	Ineligible	\$92.57
Omak city	\$47,565	4,770	Eligible	\$79.28
Onalaska CDP	\$45,865	709	Eligible	\$76.44
Orchards CDP	\$68,266	21,299	Ineligible	\$113.78
Oroville city	\$31,125	2,033	Eligible	\$51.88
Orting city	\$74,938	7,460	Ineligible	\$124.90
Oso CDP	\$36,643	212	Eligible	\$61.07
Othello city	\$48,491	7,797	Eligible	\$80.82
Otis Orchards-East Farms CDP	\$67,334	6,385	Ineligible	\$112.22
Pacific Beach CDP	\$70,556	538	Ineligible	\$117.59
Pacific city	\$55,799	7,113	Ineligible	\$93.00
Pacific County	\$39,895	20,940	Eligible	\$66.49
Packwood CDP	\$39,032	230	Eligible	\$65.05
Palouse city	\$53,173	987	Ineligible	\$88.62
Parkland CDP	\$50,237	37,019	Ineligible	\$83.73
Parkwood CDP	\$46,967	6,559	Eligible	\$78.28
Pasco city	\$59,969	70,607	Ineligible	\$99.95
Pateros city	\$39,583	749	Eligible	\$65.97
Pe Ell town	\$56,429	620	Ineligible	\$94.05
Peaceful Valley CDP	\$39,141	4,196	Eligible	\$65.24
Pend Oreille County	\$49,184	13,066	Eligible	\$81.97
Picnic Point CDP	\$98,676	9,002	Ineligible	\$164.46
Pierce County	\$63,881	845,193	Ineligible	\$106.47
Pine Grove CDP	\$83,472	111	Ineligible	\$139.12
Point Roberts CDP	\$46,298	1,251	Eligible	\$77.16
Pomeroy city	\$43,125	1,303	Eligible	\$71.88
Port Angeles city	\$41,297	19,419	Eligible	\$68.83
Port Angeles East CDP	\$47,338	3,627	Eligible	\$78.90
Port Gamble Tribal Community CDP	\$56,250	920	Ineligible	\$93.75
Port Hadlock-Irondale CDP	\$46,048	3,765	Eligible	\$76.75
Port Ludlow CDP	\$61,577	2,642	Ineligible	\$102.63
Port Orchard city	\$67,750	13,476	Ineligible	\$112.92

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Port Townsend city	\$50,330	9,315	Eligible	\$83.88
Porter CDP	\$37,500	222	Eligible	\$62.50
Poulsbo city	\$61,455	10,005	Ineligible	\$102.43
Prairie Heights CDP	\$88,839	4,610	Ineligible	\$148.07
Prairie Ridge CDP	\$78,631	12,733	Ineligible	\$131.05
Prescott city	\$29,712	345	Eligible	\$49.52
Prosser city	\$53,880	5,967	Ineligible	\$89.80
Puget Island CDP	\$52,256	899	Eligible	\$87.09
Pullman city	\$30,548	32,382	Ineligible	\$50.91
Purdy CDP	\$46,607	1,087	Eligible	\$77.68
Puyallup city	\$65,719	39,637	Ineligible	\$109.53
Queets CDP	\$38,750	199	Eligible	\$64.58
Quilcene CDP	\$30,000	432	Eligible	\$50.00
Qui-nai-elt Village CDP	\$75,000	79	Ineligible	\$125.00
Quincy city	\$54,712	7,333	Ineligible	\$91.19
Raft Island CDP	\$104,583	341	Ineligible	\$174.31
Rainier city	\$68,594	2,345	Ineligible	\$114.32
Ravensdale CDP	\$86,739	1,579	Ineligible	\$144.57
Raymond city	\$37,829	2,847	Eligible	\$63.05
Reardan town	\$41,875	607	Eligible	\$69.79
Redmond city	\$115,300	60,712	Ineligible	\$192.17
Renton city	\$70,661	99,692	Ineligible	\$117.77
Republic city	\$30,329	1,103	Eligible	\$50.55
Richland city	\$71,025	53,991	Ineligible	\$118.38
Ridgefield city	\$93,958	6,637	Ineligible	\$156.60
Ritzville city	\$38,272	1,531	Eligible	\$63.79
Riverbend CDP	\$96,875	2,241	Ineligible	\$161.46
Riverside town	\$38,438	383	Eligible	\$64.06
Rochester CDP	\$73,694	2,923	Ineligible	\$122.82
Rock Island city	\$48,523	1,302	Eligible	\$80.87
Rockford town	\$56,250	390	Ineligible	\$93.75
Rocky Point CDP	\$51,786	1,449	Eligible	\$86.31
Rosalia town	\$40,556	592	Eligible	\$67.59
Rosburg CDP	\$63,333	385	Ineligible	\$105.56
Rosedale CDP	\$97,344	4,459	Ineligible	\$162.24

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Roslyn city	\$54,853	664	Ineligible	\$91.42
Roy city	\$52,917	707	Eligible	\$88.20
Royal City city	\$31,625	1,587	Eligible	\$52.71
Ruston town	\$83,462	1,007	Ineligible	\$139.10
Ryderwood CDP	\$36,941	332	Eligible	\$61.57
Salmon Creek CDP	\$76,861	21,068	Ineligible	\$128.10
Sammamish city	\$157,271	62,877	Ineligible	\$262.12
San Juan County	\$60,271	16,221	Ineligible	\$100.45
Seabeck CDP	\$76,635	1,141	Ineligible	\$127.73
SeaTac city	\$51,025	28,597	Ineligible	\$85.04
Seattle city	\$79,565	688,245	Ineligible	\$132.61
Sedro-Woolley city	\$47,602	11,360	Eligible	\$79.34
Selah city	\$51,930	7,652	Eligible	\$86.55
Sequim city	\$38,485	6,819	Eligible	\$64.14
Shadow Lake CDP	\$130,250	2,655	Ineligible	\$217.08
Shelton city	\$39,072	9,882	Eligible	\$65.12
Shoreline city	\$76,271	55,431	Ineligible	\$127.12
Silver Firs CDP	\$114,193	22,937	Ineligible	\$190.32
Silverdale CDP	\$67,392	20,664	Ineligible	\$112.32
Sisco Heights CDP	\$98,085	2,810	Ineligible	\$163.48
Skagit County	\$59,263	121,725	Ineligible	\$98.77
Skamania County	\$53,606	11,498	Ineligible	\$89.34
Skamokawa Valley CDP	\$23,088	300	Eligible	\$38.48
Skokomish CDP	\$38,036	755	Eligible	\$63.39
Skykomish town	\$38,125	101	Eligible	\$63.54
Snohomish city	\$59,310	9,713	Ineligible	\$98.85
Snohomish County	\$78,020	771,904	Ineligible	\$130.03
Snoqualmie city	\$136,508	12,944	Ineligible	\$227.51
Snoqualmie Pass CDP	\$109,375	235	Ineligible	\$182.29
Soap Lake city	\$30,393	1,539	Eligible	\$50.66
South Bend city	\$31,010	1,500	Eligible	\$51.68
South Cle Elum town	\$59,286	547	Ineligible	\$98.81
South Creek CDP	\$58,364	2,500	Ineligible	\$97.27
South Hill CDP	\$79,620	56,379	Ineligible	\$132.70
South Prairie town	\$80,000	271	Ineligible	\$133.33

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
South Wenatchee CDP	\$41,725	2,057	Eligible	\$69.54
Southworth CDP	\$73,843	2,280	Ineligible	\$123.07
Spanaway CDP	\$61,614	30,528	Ineligible	\$102.69
Spangle city	\$43,750	200	Eligible	\$72.92
Spokane city	\$44,768	212,982	Ineligible	\$74.61
Spokane County	\$52,159	490,764	Ineligible	\$86.93
Spokane Valley city	\$48,015	94,424	Ineligible	\$80.03
Sprague city	\$30,833	419	Eligible	\$51.39
Springdale town	\$34,821	377	Eligible	\$58.04
St. John town	\$33,304	547	Eligible	\$55.51
Stansberry Lake CDP	\$77,222	2,747	Ineligible	\$128.70
Stanwood city	\$61,114	6,825	Ineligible	\$101.86
Startup CDP	\$31,838	683	Eligible	\$53.06
Steilacoom town	\$70,523	6,199	Ineligible	\$117.54
Steptoe CDP	\$65,000	183	Ineligible	\$108.33
Stevens County	\$47,272	43,858	Ineligible	\$78.79
Stevenson city	\$35,500	1,448	Eligible	\$59.17
Sudden Valley CDP	\$83,952	7,621	Ineligible	\$139.92
Sultan city	\$66,250	4,953	Ineligible	\$110.42
Sumas city	\$48,512	1,692	Eligible	\$80.85
Summit CDP	\$65,512	7,876	Ineligible	\$109.19
Summit View CDP	\$64,213	7,421	Ineligible	\$107.02
Summitview CDP	\$71,188	1,182	Ineligible	\$118.65
Sumner city	\$56,991	9,789	Ineligible	\$94.99
Sunday Lake CDP	\$71,750	666	Ineligible	\$119.58
Sunnyside city	\$40,058	16,248	Eligible	\$66.76
Sunnyslope CDP	\$94,583	3,641	Ineligible	\$157.64
Suquamish CDP	\$58,125	4,108	Ineligible	\$96.88
Swede Heaven CDP	\$56,250	1,030	Ineligible	\$93.75
Tacoma city	\$55,506	207,280	Ineligible	\$92.51
Taholah CDP	\$31,375	714	Eligible	\$52.29
Tanglewilde CDP	\$60,928	6,205	Ineligible	\$101.55
Tanner CDP	\$132,596	905	Ineligible	\$220.99
Tekoa city	\$51,711	897	Eligible	\$86.19
Tenino city	\$51,250	1,557	Eligible	\$85.42

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Terrace Heights CDP	\$56,408	7,849	Ineligible	\$94.01
Thorp CDP	\$57,212	297	Ineligible	\$95.35
Three Lakes CDP	\$112,880	3,390	Ineligible	\$188.13
Thurston County	\$66,113	269,885	Ineligible	\$110.19
Tieton city	\$48,295	1,471	Eligible	\$80.49
Toledo city	\$52,750	581	Eligible	\$87.92
Tonasket city	\$22,578	928	Eligible	\$37.63
Toppenish city	\$41,852	8,923	Eligible	\$69.75
Touchet CDP	\$68,000	437	Ineligible	\$113.33
Town and Country CDP	\$61,301	5,001	Ineligible	\$102.17
Tracyton CDP	\$66,231	5,937	Ineligible	\$110.39
Trout Lake CDP	\$61,250	654	Ineligible	\$102.08
Tukwila city	\$51,318	20,025	Eligible	\$85.53
Tumwater city	\$64,786	22,005	Ineligible	\$107.98
Twin Lakes CDP	\$16,875	100	Eligible	\$28.13
Twisp town	\$36,250	1,129	Eligible	\$60.42
Union Gap city	\$38,667	6,152	Eligible	\$64.45
Union Hill-Novelty Hill CDP	\$129,028	22,109	Ineligible	\$215.05
Uniontown town	\$76,875	340	Ineligible	\$128.13
University Place city	\$64,883	32,528	Ineligible	\$108.14
Vader city	\$42,045	709	Eligible	\$70.08
Vancouver city	\$55,593	171,393	Ineligible	\$92.66
Vashon CDP	\$77,724	9,635	Ineligible	\$129.54
Vaughn CDP	\$70,000	342	Ineligible	\$116.67
Venersborg CDP	\$104,804	4,196	Ineligible	\$174.67
Verlot CDP	\$98,667	457	Ineligible	\$164.45
Wahkiakum County	\$49,508	4,105	Eligible	\$82.51
Waitsburg city	\$56,458	1,186	Ineligible	\$94.10
Walla Walla city	\$46,650	32,585	Ineligible	\$77.75
Walla Walla County	\$52,630	59,862	Ineligible	\$87.72
Walla Walla East CDP	\$97,589	1,877	Ineligible	\$162.65
Waller CDP	\$73,875	8,064	Ineligible	\$123.13
Walnut Grove CDP	\$63,285	9,907	Ineligible	\$105.48
Wapato city	\$36,503	5,049	Eligible	\$60.84
Warden city	\$39,194	2,740	Eligible	\$65.32

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Warm Beach CDP	\$81,277	2,495	Ineligible	\$135.46
Washougal city	\$76,998	15,241	Ineligible	\$128.33
Washtucna town	\$62,917	333	Ineligible	\$104.86
Waterville town	\$48,542	1,696	Eligible	\$80.90
Wauna CDP	\$87,939	4,412	Ineligible	\$146.57
Waverly town	\$48,750	73	Eligible	\$81.25
Wenatchee city	\$48,565	33,544	Ineligible	\$80.94
West Clarkston-Highland CDP	\$46,040	5,895	Eligible	\$76.73
West Pasco CDP	\$105,795	1,233	Ineligible	\$176.33
West Richland city	\$86,686	13,797	Ineligible	\$144.48
West Side Highway CDP	\$67,754	5,902	Ineligible	\$112.92
Westport city	\$37,600	2,057	Eligible	\$62.67
Whatcom County	\$56,419	212,738	Ineligible	\$94.03
Whidbey Island Station CDP	\$31,154	1,938	Eligible	\$51.92
White Center CDP	\$47,746	15,300	Eligible	\$79.58
White Salmon city	\$47,418	2,453	Eligible	\$79.03
White Swan CDP	\$47,614	973	Eligible	\$79.36
Whitman County	\$41,574	47,794	Ineligible	\$69.29
Wilbur town	\$42,292	757	Eligible	\$70.49
Wilderness Rim CDP	\$102,031	1,443	Ineligible	\$170.05
Wilkeson town	\$64,196	447	Ineligible	\$106.99
Willapa CDP	\$51,397	204	Eligible	\$85.66
Wilson Creek town	\$43,750	256	Eligible	\$72.92
Winlock city	\$47,697	1,582	Eligible	\$79.50
Winthrop town	\$44,750	411	Eligible	\$74.58
Wishram CDP	\$30,714	438	Eligible	\$51.19
Wollochet CDP	\$86,925	6,291	Ineligible	\$144.88
Woodinville city	\$102,006	11,675	Ineligible	\$170.01
Woodland city	\$63,933	5,765	Ineligible	\$106.56
Woods Creek CDP	\$98,209	5,826	Ineligible	\$163.68
Woodway city	\$153,958	1,289	Ineligible	\$256.60
Yacolt town	\$59,219	1,564	Ineligible	\$98.70
Yakima city	\$42,092	93,182	Ineligible	\$70.15
Yakima County	\$47,470	248,279	Ineligible	\$79.12

Place	MHI (\$)	Population	Eligibility for SFAP and CWSRF Preconstruction Hardship	~Monthly Sewer Fee Needed to be 2% of MHI
Yarrow Point town	\$225,500	1,184	Ineligible	\$375.83
Yelm city	\$57,901	8,425	Ineligible	\$96.50
Zillah city	\$61,310	3,099	Ineligible	\$102.18