



# **Clean Water State Revolving Fund Emergency Funding Program Guidelines**

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## **Water Quality Program**

Washington State Department of Ecology  
Olympia, Washington

February 2024, Publication 24-10-006

## Publication Information

This document is available on the [Department of Ecology's website](#)<sup>1</sup>.

## Contact Information

### Water Quality Program

#### Financial Management Section

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6510

**Website**<sup>2</sup>: [Washington State Department of Ecology](#)

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To request an ADA accommodation, contact Ecology by phone at 360-407-6502 or email at [elaine.markham@ecy.wa.gov](mailto:elaine.markham@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

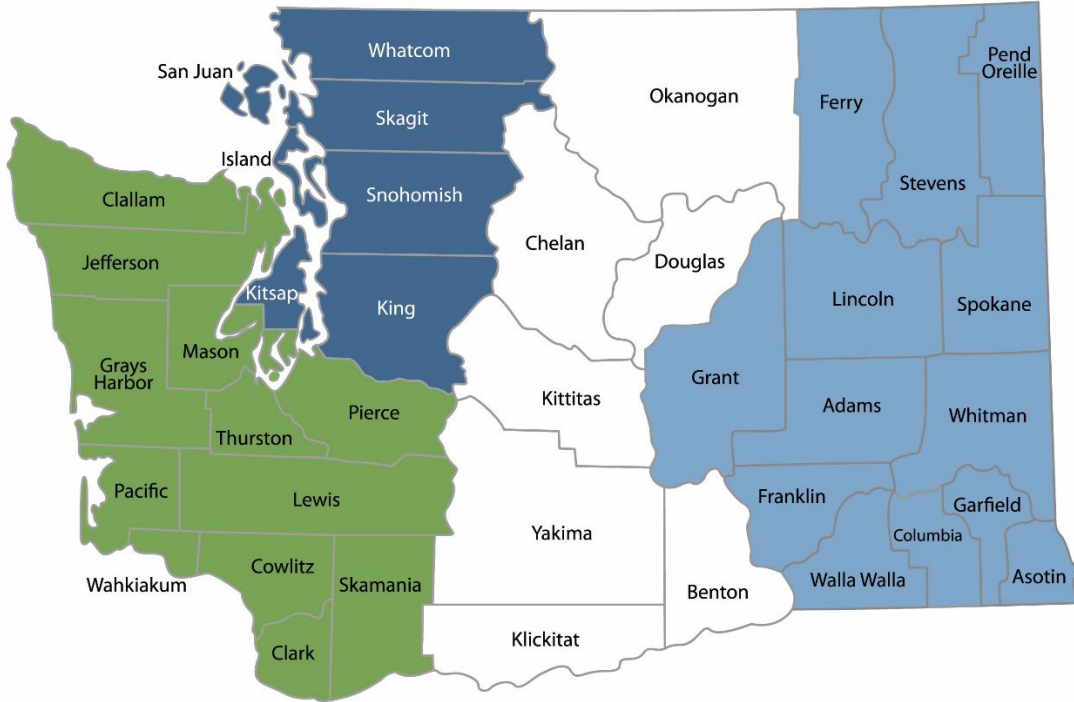
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<sup>1</sup> <https://fortress.wa.gov/ecy/publications/summarypages/24-10-006.html>

<sup>2</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

# Department of Ecology's Regional Offices

## Map of Counties Served



<b>Southwest Region</b> 360-407-6300	<b>Northwest Region</b> 206-594-0000	<b>Central Region</b> 509-575-2490	<b>Eastern Region</b> 509-329-3400
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Region	Counties served	Mailing Address	Phone
<b>Southwest</b>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
<b>Eastern</b>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
<b>Headquarters</b>	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

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## Introduction

The Washington State Department of Ecology's (Ecology) Water Quality Program administers the Clean Water State Revolving Fund (CWSRF) Emergency Funding Program.

The purpose of the program is to provide relatively quick access to no interest loans for small communities that experience water quality-related "environmental emergencies" as defined in [WAC 173-98-030\(27\)](#)<sup>3</sup>. The definition states, "*Environmental emergency means a problem that a public body and the department agree poses a serious, immediate threat to the environment or to the health or safety of a community and requires immediate corrective action.*"

The program seeks to simplify and expedite the application, agreement development, and project implementation processes in order to disburse funds to eligible projects soon as possible.

Ecology collaborated on program development to be as consistent as possible with the Washington State Department of Health's (DOH) Drinking Water State Revolving Fund Emergency Loan Program.

## Program Overview

### Funding Source

The CWSRF Emergency Funding Program is funded from an annual set-aside from the CWSRF. The set-aside is described in the annual *Water Quality Final Funding Offer List and Intended Use Plan* submitted to the federal Environmental Protection Agency (EPA).

Funds awarded through the program are reported to EPA in Ecology's *Annual Report—Washington's Clean Water State Revolving Fund (CWSRF)*.

### Funding Limits

The annual maximum total limit of awarded funding under the program is \$5,000,000. The number of projects awarded funding per jurisdiction is unlimited, but the maximum annual funding limit per jurisdiction is \$500,000.

### Loan Terms and Interest Rates

All loans awarded through the CWSRF Emergency Funding Program are for a term of 10 years or the life of the funded project, whichever is shorter. The project life is evaluated based on the information available, including information provided by the applicant.

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<sup>3</sup> <https://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true#173-98-030>

The interest rate for all loans awarded through the program is 0 percent (0.00%). In accordance with [WAC 173-98-400\(7\)\(c\)](#)<sup>4</sup>, the standard CWSRF administration fee does not apply.

Forgivable loans and grants are not available.

## Eligible Applicants

CWSRF Emergency Funding Program funding is only available to public bodies serving a population of 10,000 or less. Eligible public bodies include:

Conservation districts.

Counties, cities, and towns.

Federally recognized tribes.

Irrigation districts.

Local health jurisdictions.

Port districts.

Quasi-municipal corporations.

Washington State institutions of higher education if the project is not included in the institution's statutory responsibilities.

Water and sewer districts.

## Eligible Projects

Any water quality-related project considered to be an environmental emergency that meets the [WAC 173-98-030\(27\)](#)<sup>5</sup> definition and has received a Declaration of Emergency from the local government is eligible for funding.

Eligible projects may result from a natural disaster or an immediate and emergent threat to public health due to water quality issues resulting from unforeseen or unavoidable circumstances.

Table 1 provides a basic list of eligible and ineligible projects and project components, listed alphabetically.

**Table 1: CWSRF Emergency Funding Program Projects and Components Eligibility**

Description	Eligible?
Acquisition of land needed for project implementation, except if acquired through eminent domain	Yes
Agricultural best management practices (BMPs) implementation	Yes

<sup>4</sup> <https://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true#173-98-400>

<sup>5</sup> <https://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true#173-98-030>



<b>Description</b>	<b>Eligible?</b>
Annual permit fees	No
Application preparation	No
Construction management services	Yes
Construction of facilities for the control, storage, treatment, conveyance, disposal, or recycling of: <ul style="list-style-type: none"> <li>• domestic wastewater</li> <li>• a combination of domestic and industrial wastewater</li> <li>• municipal stormwater</li> </ul>	Yes
Cost and effectiveness analyses	Yes
Cost-plus-a-percentage-of-cost 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	No
Cultural resources review	Yes
Design plans and specifications	Yes
Drinking water infrastructure	No
Engineering reports	Yes
Environmental review	Yes
Equipment and/or tools pre-approved by Ecology	Yes
Fiscal sustainability plans	Yes
Funding recognition signage	Yes
Indirect rate up to 30% of salaries and benefits	Yes
Interim refinancing	Yes
Investment grade efficiency audits	Yes
Legal expenses associated with developing a loan agreement	Yes
Lobbying or expenses associated with lobbying	No
Manure waste storage lagoons	Yes
Mitigation to comply with environmental review requirements directly related to the project	Yes
Operation and maintenance expenses	No
Penalties due to violations of or failures to comply with federal, state, or local requirements	No
Permits required for project implementation	Yes
Project Management Consultants	Yes
Projects solely for flood control	No
Publicly-owned industrial stormwater facilities	No
Publicly-owned industrial wastewater treatment facilities that reduce the treatment	Yes

Description	Eligible?
burden of a municipal wastewater treatment facility	
Reclamation of abandoned mines	No
Riparian and wetlands habitat restoration	Yes
Side-sewer laterals, pump stations, and other appurtenances on: <ul style="list-style-type: none"> <li>• public property</li> <li>• private property if the project addresses documented infiltration and inflow issues or documented nonpoint pollution issues</li> <li>• private property where the facilities are owned and maintained by a public body or a public body has an easement for at least the length of the loan</li> </ul>	Yes
Solid and hazardous waste cleanup	No

## Application Process

### Ecology Administration of Grants and Loans System

Applicants apply for funding through the [Ecology Administration of Grants and Loans \(EAGL\)](#)<sup>6</sup> system. All funding agreements are managed through EAGL as well.

The funding application is open year-round. Applicants request an application by contacting Eliza Keeley-Arnold at 360-628-1976 or [eliza.keeley-arnold@ecy.wa.gov](mailto:eliza.keeley-arnold@ecy.wa.gov). See Appendix B for an applicant prep tool that shows all the questions applicants will see and be required to answer on the application.

### Declaration of Emergency

Applicants must declare a local emergency and upload a copy of the Declaration of Emergency during the application process. Declaration of a local emergency allows recipients to waive the competitive bidding requirement for public works projects. Waiving the competitive bidding requirement has the potential to shorten the amount of time for projects. See Appendix A for an example Declaration of Emergency.

### Application Review

Ecology reviews all applications to ensure projects meet the CWSRF Emergency Funding Program eligibility requirements.

Applications are not rated or ranked.

Funding is on a first-come, first-served basis.

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<sup>6</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

# Key Funding Conditions

All applicable CWSRF conditions apply to funded projects, although some modifications are made to expedite the process for some approvals. This section lists several of the key conditions that apply.

In addition to the items discussed in this section, additional information on key funding conditions can be found on [Ecology's General Resources for Water Quality Grants and Loans webpage](#)<sup>7</sup>.

## Before Signing a Funding Agreement

### Authorizing Ordinance or Resolution

Recipients must provide an authorizing ordinance or resolution that states that the recipient accepts responsibility to repay the loan and abide by the provisions of the agreement. The governing board or council must sign the resolution.

### Cost and Effectiveness Analysis

A Cost and Effectiveness Analysis (CEA) is required for all funded projects. 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 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. The selection must take 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 the CEA and provide a certification of completion within EAGL prior to loan signing.

## Environmental and Cultural Resources Requirements

Local, state and federal emergencies are often exempt from a number of regulations. This is because incident responders must focus their time on responding immediately to the disaster at hand. Ecology Financial Management Services (FMS) recognizes the urgent nature of an

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<sup>7</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources>

emergency and has worked with the EPA Region 10 and Department of Archaeology and Historic Preservation (DAHP) to develop an expedited environmental and cultural review process for the Emergency Funding Program. Specific information on environmental and cultural resources requirements follows. A template to help with environmental review is included (new, as of 2023).

### **Environmental review for emergencies – fulfilling the State Environmental Review Process (SERP) requirements.**

To ensure short-term (temporary) repairs and long-term permanent emergency impacts are considered, follow these steps to comply with environmental requirements.

Complete a State Environmental Policy Act (SEPA) threshold determination covering the emergency action funded by the CWSRF agreement. Most emergencies are covered by a [SEPA exemption](#). An emergency exemption can be granted by a lead agency when:

- An action is needed to avoid an imminent threat to public health or safety, public or private property, or to prevent serious environmental degradation; AND
- There is not adequate time to complete SEPA procedures. Poor planning by the proponent should not constitute an emergency for the purposes of a SEPA exemption<sup>8</sup>.

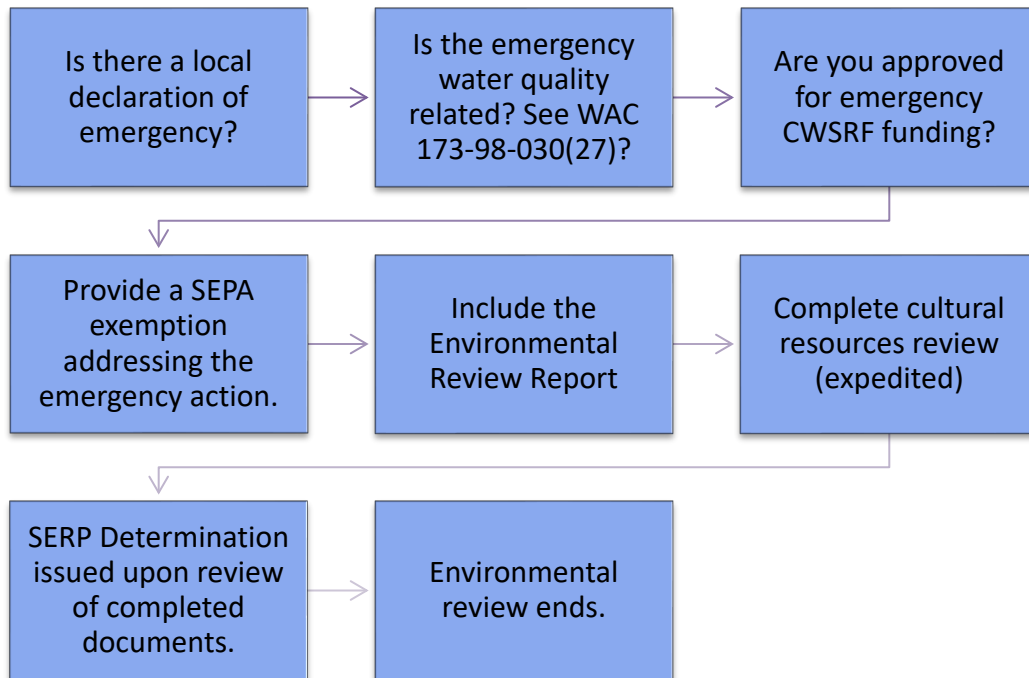
Ecology has a [form](#) for applying SEPA exemptions to an agreement. Complete the form and submit to the Ecology Environmental Review Coordinator. In addition to the SEPA exemption, answer the questions that follow this guidance in the **Emergency Action Environmental Review Report**. If you need guidance, please see the SERP EID publication on the Ecology FMS [Environmental Review for Grants and Loans website](#).

The report will help answer the remaining questions required to meet SERP requirements. Submit the documentation to the Environmental Review Coordinator **prior to construction**.

Figure 3 summarizes the possible expedited environmental review process.

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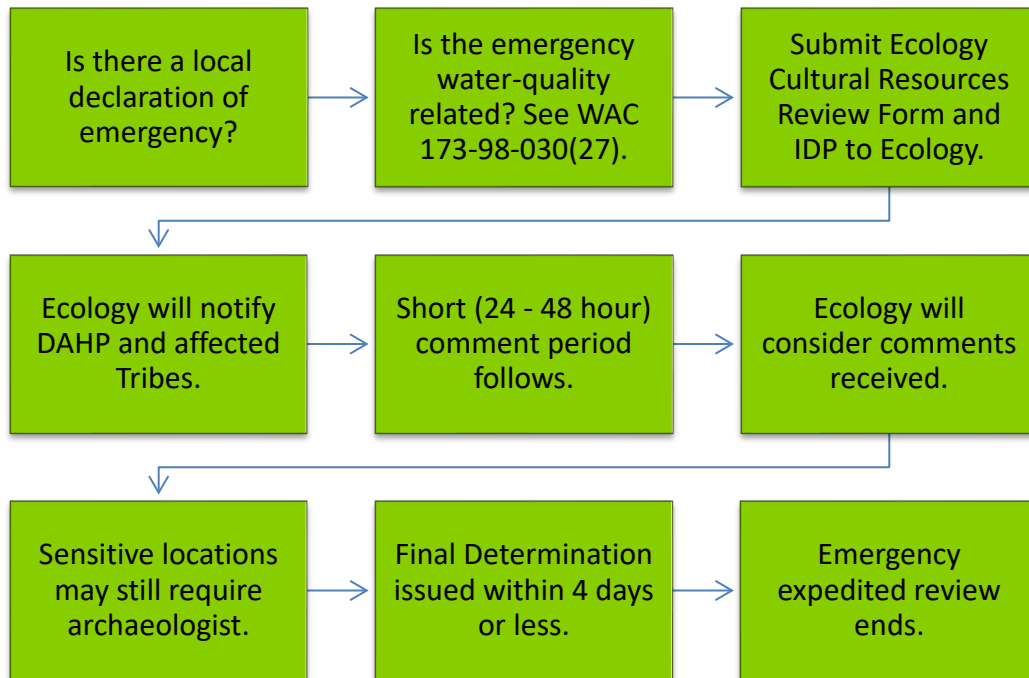
<sup>8</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Guide-for-lead-agencies/Exemptions>



**Figure 1 Expedited Environmental Review Process for Local Emergencies**

### **Fulfilling Executive Order 21-02 Cultural Resource Obligations**

The emergency fund is state funded. Executive Order 21-02 applies. Ecology has an agreement with the Department of Archaeology and Historic Preservation (DAHP) to expedite emergency CWSRF projects. Applicants will submit an Ecology Cultural Resources Review Form to the Ecology Environmental Review Coordinator and upload an Inadvertent Discovery Plan to EAGL. The Environmental Review Coordinator will send out the materials in an expedited review, allowing a short comment period (24 – 48 hours). Any information received back from DAHP or the tribes on sensitive locations will be coordinated back to Ecology. Ecology, DAHP, and the tribal governments will work with the local community as partners in times of an emergency. Figure 4 summarizes the expedited cultural resources review process.



**Figure 2 Expedited Cultural Resources Review Process for Local Emergencies**

By providing these documents, Ecology will consider the loan recipient in compliance with all SERP obligations.

# CWSRF Emergency Action Environmental Review Report

## Submit to:

- Liz Ellis, CWSRF Environmental Review Coordinator; (360) 628-4410 (cell), or [liz.ellis@ecy.wa.gov](mailto:liz.ellis@ecy.wa.gov).

Please provide answers to the following questions to help Ecology's Environmental Review Coordinator understand the nature of the damage to the infrastructure and any impacts to surrounding environmental/natural resources.

Contact the CWSRF Environmental Review Coordinator directly and submit the required documentation and include your Ecology Project and Financial Manager.

Ecology [Region Contact Map](#)

## Nature of the Emergency

1. Describe the nature of the emergency. What happened?
2. Was the emergency caused by nature? Unforeseen equipment failures?
3. What was the extent of the emergency – inside the facility, internal, outside, external, electrical, underground, >one acre, <one acre? Did the emergency extend into water (outfall, spill, etc.)?
4. Describe how staff responded. What immediate measures were taken to address the emergency?

## Project Schedule

Please insert your schedule for repairs funded under this agreement (Attachments section).

## Public and Agency Outreach

5. What is your emergency contact information?
6. Did you notify the public of emergency? If so, please provide documentation (Attachments section).
  - a. Did you receive any comments? If so, please summarize the feedback or comments received.
7. Did you notify other agencies and tribes of the emergency? If so, please provide documentation (Attachments section).
  - a. Did you receive any comments? If so, please summarize the feedback or comments received.

## Environmental Review

8. Did you have a SEPA or NEPA exemption?
9. What impacts did you notice in the following areas?
  - a. Impacts to the facility.

- b. Impacts to the surrounding landscape.
  - c. Impacts to the water.
  - d. Impacts to soil.
  - e. Impacts to air.
  - f. Impacts to community (including not being able to access waterbodies due to a sewage spill, etc.).
  - g. Impacts to traffic.
  - h. Impacts to fish and wildlife.
  - i. Impacts to shellfish and benthic life.
  - j. Impacts to terrestrial plants.
  - k. Impacts to freshwater or marine vegetation.
10. If you documented any potential impacts, how did you address the impacts?

### Permits and Mitigation

- 11. Did you use CWSRF funding to support mitigation? If so, did you include the mitigation as part of your loan agreement, per WAC 173-98-720?
- 12. Include any mitigation plan or post monitoring plan if required (Attachments section).
- 13. Were any permits triggered, and required as part of this project? If so, please list them (Attachments section).

### Attachments

Please attach your Local Emergency Declaration.

Please attach your IDP.

Please include documentation for notifying other agencies of this emergency (Summarize any feedback or comments from other agencies and provide your responses).

**Complete this questionnaire, return with the following:**

[SERP EID/Coversheet](#)

[SEPA Exemption Form](#)

Complete your cultural resources review (expedited)

Complete and upload to EAGL your [Ecology IDP template](#)

Requested attachments.

### Financial Capability Assessment

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.

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

- 1. 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.

2. General Obligation where an obligation is secured by annual taxes levied--for example, when a recipient uses its General Fund.
3. 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.
4. 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 (a.k.a., Asset Management Plan)**

Recipients of funding for wastewater and stormwater projects with a construction component must certify that they have prepared a Fiscal Sustainability Plan (FSP) or another plan(s) that contains at least the following:

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

Recipients must complete a certification in EAGL during the agreement negotiation process. Ecology requires recipients who do not already have a plan 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 plan.

### **Growth Management Act**

Jurisdictions required or choosing to fully plan under [RCW 36.70A.040](#)<sup>9</sup> of the Growth Management Act (GMA) proposing a facility project must be in compliance with the applicable GMA requirements at the time a loan agreement is signed unless exceptional situations exist. Ecology may make exceptions in situations involving a public health need or a significant environmental degradation; see [WAC 173-98-710](#)<sup>10</sup>.

### **Initial Data Reporting**

Recipients must complete the “CWSRF Federal Reporting Information” form in EAGL. The form will be available for completing in EAGL during the agreement development process.

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<sup>9</sup> <http://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.040>

<sup>10</sup> <https://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true#173-98-710>

## 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 statement template is located on [Ecology's Facility Project Resources webpage](#)<sup>11</sup>.

## During Project Implementation

### Accounting Standards

Recipients must maintain accurate records and accounts for the project in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets, or in accordance with the state standards in [Chapter 43.09.200 RCW](#)<sup>12</sup>.

### American Iron and Steel

Funded projects for the construction, alteration, maintenance, or repair of facilities 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](#)<sup>13</sup>.

### Davis-Bacon Act Wages

Recipients of funding for treatment works projects involving construction must comply with the federal [Davis-Bacon Act](#)<sup>14</sup> wage requirements.

### Disadvantaged Business Enterprise

Recipients must comply with the federal Disadvantaged Business Enterprise (DBE) standards. Ecology requires all recipients to report on meeting the DBE standards, and Ecology reports the results to EPA annually.

### Investment Grade Efficiency Audit

Recipients 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 loan funds.

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<sup>11</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>

<sup>12</sup> <http://app.leg.wa.gov/rcw/default.aspx?cite=43.09.200>

<sup>13</sup> <https://www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement>

<sup>14</sup> <https://www.dol.gov/whd/govcontracts/dbra.htm>

## Reporting

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. Reports submitted within EAGL are due within 30 days of the end of the quarter.

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

## Suspension and Debarment

All funded projects must comply with the federal suspension and debarment requirements. Ecology's Project Management Team confirms compliance before processing payment requests.

## At the end of the project

### Project Completion

All projects awarded funding must be complete within 2 years of signing a funding agreement.

### 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.

Any funding awarded but not used for the project will be de-obligated at loan closeout without any cost to the recipient.

## Contacts

For questions about the CWSRF Emergency Funding Program, please contact:

Eliza Keeley at (360) 628-1976 or [eliza.keeley@ecy.wa.gov](mailto:eliza.keeley@ecy.wa.gov).

For questions about environmental and cultural resources review please contact:

Liz Ellis at (360) 407-6429 (office), (360) 628-4410 (cell), or [liz.ellis@ecy.wa.gov](mailto:liz.ellis@ecy.wa.gov).

## Appendix A: Example Declaration of Emergency

RESOLUTION NO. \_\_\_\_\_

CITY NAME, WASHINGTON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY NAME, COUNTY NAME, WASHINGTON DECLARING AN EMERGENCY AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS FOR A PUBLIC WORKS PROJECT.

**WHEREAS**, RCW 39.04.280(1)(e) provides that the governing body of a municipality may waive the competitive bidding requirement for a public works project in the event of an emergency; and

**WHEREAS**, RCW 39.04.280(3) defines "emergency" as unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

**WHEREAS**, in MONTH, 20XX the CITY NAME discovered that STATE THE PROBLEM,

**WHEREAS**, STATE EMERGENCY; and

**WHEREAS**, the City Council has determined that due to the timing, location, critical function, and need for immediate repair or construction of IDENTIFY INFRASTRUCTURE THAT IS DAMAGED, insufficient time may not exist to complete the construction project through the standard competitive bidding process and must therefore declare the situation as an emergency; and

**WHEREAS**, the City Council has therefore determined that an emergency situation exists and desires to perform the necessary construction of IDENTIFY INFRASTRUCTURE THAT IS DAMAGED by directing the Mayor and City Administrator to waive the competitive bidding process and award all necessary contracts on behalf of the municipality to address the emergency situation;

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of CITY NAME hereby declares that an emergency situation exists with the damage to IDENTIFY INFRASTRUCTURE THAT IS DAMAGED and authorizes the Mayor and City Administrator to waive the competitive bidding process and award all necessary contracts on behalf of the municipality to undertake construction.

Introduced, passed and approved this \_\_\_\_ day of MONTH, 20XX.

\_\_\_\_\_  
MAYOR NAME, Mayor

ATTEST:

\_\_\_\_\_  
CITY CLERK NAME, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTORNEY NAME, City Attorney

**POSTED:**

## Appendix B: Applicant Prep Tool

The purpose of this document is to help applicants organize their answers to the questions for the funding application (WQSRFEFP-2023). This is not an application. It may be used in preparation of on-line submittal through Ecology’s Administration of Grants and Loans ([EAGL](#)<sup>15</sup>). Items marked with an \*are required. Language in parentheses and in this color are for informational purposes.

This document is also available in all funding applications.

### 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.
- 4) You should thoroughly review your application well before you plan to submit it to Ecology for review. EAGL’s global error check can help with this process. To re-check your entire document for errors, click the CHECK FOR ERRORS link. This will start a global error check. If any errors are found on your forms, the form name and error message will display on the page. You can click on any of the underlined form names to return to that form. Another option is to check each individual form as you complete it by clicking CHECK GLOBAL ERRORS near the top right of the screen.

### General Information Form

- \*Project Title (enter a short title for your project; limited to 75 characters)
- \*Project Short Description (enter a short description of your project; limited to 500 characters)
- \*Project Long Description (enter a long description of your project; limited to 4000 characters)
- \*Total Cost (enter the full cost of the project, including ineligible portions and portions paid with other funds)
- \*Total Eligible Cost (enter the funding desired from Ecology; it cannot exceed \$500,000)
- \*Effective Date (enter the earliest date on which eligible costs will be incurred)
- \*Expiration Date (enter the last date on which eligible costs will be incurred)

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<sup>15</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

\*Project Category (select only one)

- Nonpoint Source Activity
- Onsite Sewage System
- Stormwater Activity
- Stormwater Facility
- Wastewater Facility

Will Environmental Monitoring Data be collected? (choose Yes or No from the dropdown list if desired)

\*Overall Goal (enter the main goal of your project; limited to 1000 characters)

## Project Characterization Form

\*Primary Theme: (choose a primary theme from the dropdown list; secondary themes will appear after you hit **Save**)

\*Secondary Theme(s): (choose a secondary theme from the dropdown list; hit **Save**, and choose more secondary themes if needed)

Project Website Address: (enter if desired)

## Recipient Contacts Form

\*Project Manager: (choose from the dropdown list)

\*Authorized Signatory: (choose from the dropdown list)

\*Billing Contact: (choose from the dropdown list)

Other recipient signatures required on printed agreement: (if someone other than the Authorized Signatory must sign the funding agreement, provide their Name and Title)

## Mapping Information Form

\*Follow instructions on form. [Detailed instructions](#)<sup>16</sup> are available in EAGL. Applicants are required to provide a location for the project, draw a boundary, or upload a shapefile.

**Important note:** After you have defined the project area or edited it the map, select **Save** to be returned to the Mapping Information form, then be sure to check in the map by selecting **Save** at the top of the form; this will make it available to Ecology and your team.

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<sup>16</sup> [https://ecyeagl/IntelliGrants\\_BASE/Documentation/WAECOL/Map\\_Instructions\\_Recipient.pdf](https://ecyeagl/IntelliGrants_BASE/Documentation/WAECOL/Map_Instructions_Recipient.pdf)

## Emergency Project Information Form

\*Describe the emergency that this project will address. Include the name(s) of the specific water body(ies) affected.

\*What event created this emergency? (limited to 200 characters)

\*Upload a copy of the Declaration of Emergency from the local government.

## Funding Request Form

Total Eligible Cost (this is auto-filled)

Requested Loan (this is auto-filled)

Loan Term (Years) (this is auto-filled)

\*Do you have any secured funds committed to this project? (if yes, must complete at least 1 row and all cells in the row in the table)

Source	Type	Amount Committed
State/Federal agency (enter the name)	(choose from dropdown list)	
Interlocal contributions (describe)	(choose from dropdown list)	
Local agency (enter the name)	(choose from dropdown list)	
In-kind contributions (describe)	(choose from dropdown list)	
Other (describe)	(choose from dropdown list)	

\*Do you have a dedicated fund to repay the loan for this project? (check yes or no)

If "Yes", list the name of the fund or describe the fund type. (limited to 100 characters)

If "No", describe how you will raise and maintain sufficient funds to repay the loan and operate, maintain, and repair the project. (limited to 500 characters)

If applicable, what is the total number of equivalent residential units (ERUs) for your facility/system?

\*Do you have a discharge permit associated with this project? (check yes or no)

If yes, what is the Permit Number? (limited to 50 characters)

## Scope of Work – Task 1 Grant and Loan Administration

Task Title: (this is auto-filled)

\*Task Cost: (enter the amount of the loan, if any, that you will use for administration; it should not exceed 15% of the loan)

Task Description: (this is auto-filled)

Task Goal Statement: (this is auto-filled)

Task Expected Outcomes: (this is auto-filled)

Recipient Task Coordinator: (enter if desired; limited to 100 characters)

Deliverables:

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
(this is auto-filled)	(this is auto-filled)	(enter if desired)		(enter if desired)	(enter if desired)	(enter if desired)	(enter if desired)	(enter if desired)

## Scope of Work – Additional Tasks – FOR APPLICATION Form

(Include all tasks that will be part of the Scope of Work for the project. You can include up to eight additional tasks.)

\*Task #: (this is auto-filled)

\*Task Title: (limited to 50 characters)

\*Task Cost:

\*Expected Start Date:

\*Expected Finish Date: (must be on or before the Expiration Date you entered on the General Information form)

\*Describe the work that will be billed to this task. (limited to 3500 characters)

**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	*Deliverables Date	*Deliverables Budget
(limited to 200 characters)		

## Budget and Schedule Form

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

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



# Environmental and Cultural Resources Documentation Form

The purpose of this form is for you to note which documents you have provided your grant or loan manager and/or environmental/cultural resource reviewer for all Water Quality Combined Funding Program projects, regardless of funding source or project category. It is not a location for sensitive documentation such as cultural resource reports. Those will be removed if you upload them.

Once you have provided the following documents, check them off and upload any non-sensitive documents.

- Cultural Review Final Determination; Date of 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.

If you are applying for or have received a loan from the CWSRF, when applicable upload the following documents provided to support completion of environmental requirements.

- NEPA Environmental Assessment or Impact Statement
- SEPA checklist
- SEPA Threshold Determination
- SEPA Environmental Impact Statement
- Affidavit of Publication of SEPA Threshold Determination
- Public Engagement and Outreach documentation, including Environmental Justice information
- SERP Information Packet Coversheet
- SERP request for NEPA Categorical Exclusion
- SERP SEPA Finding of Categorical Exemption
- SERP Determination
- Other supporting environmental documentation as requested by Ecology

If you have a stormwater facility project, and you are applying for or have received state funding via SFAP and no federal funds under CWSRF, when applicable upload the following documents.

- SEPA checklist
- SEPA Threshold Determination
- Affidavit of Publication of SEPA Threshold Determination

Upload Documents. **Any documents marked sensitive or do not disclose will be removed from EAGL by Technical Reviewers. If you received such a document, such as a cultural resource survey or monitoring report, send it directly to your Project Manager or Cultural Resource Contact.**

## Uploads Form

(This form is available in all applications. It allows you to upload any documents associated with the application and funding agreement.)