State Fiscal Year 2027 Funding Guidelines
Freshwater Algae Control Grant Program

Water Quality Program

Washington State Department of Ecology
Olympia, Washington

Publication and Contact Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/SummaryPages/2510076.html[1]

For more information, contact:

Joseph Teresi
Water Quality Program
P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-628-7516
Email: jote461@ecy.wa.gov

Website: Washington State Department of Ecology[2]

○ Headquarters, Olympia	360-407-6000
○ Northwest Region Office, Shoreline	206-594-0000
○ Southwest Region Office, Olympia	360-407-6300
○ Central Region Office, Union Gap	509-575-2490
○ Eastern Region Office, Spokane	509-329-3400

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To request an ADA accommodation, contact Ecology by phone at 360-407-6600 or email at jote461@ecy.wa.gov. For Washington Relay Service or Teletypewriters (TTY), call 711 or 877-833-6341. Visit Ecology's accessibility website[3] for more information.

[1] https://apps.ecology.wa.gov/publications/SummaryPages/2510076.html
[2] www.ecy.wa.gov
[3] https://ecology.wa.gov/About-us/Accountability-transparency/Our-website/Accessibility

Table of Contents

How To Use This Document

These funding guidelines provide information to grant applicants and recipients on the background of this funding program, eligibility requirements, application instructions, how proposed projects are selected, and management of funded agreements. We recommend that applicants carefully review these guidelines prior to preparing an application and retain a copy to help manage a funded agreement. These guidelines will be updated annually, and agreements are managed according to the guidance that was published for the State Fiscal Year (SFY) the project was awarded funding. This guidance document is specific to the SFY 2027 funding cycle.

Program Overview

The Washington State Department of Ecology (Ecology) awards grants on a competitive basis for high priority water quality projects throughout Washington State. Ecology administers the Water Quality Freshwater Algae Control Funding Program through an annual funding cycle. For more information, please visit Ecology's freshwater algae control grant program webpage.[4]

Background

In 2005, the Washington State Legislature established the aquatic algae control account and freshwater aquatic algae control program under RCW 43.21A.667.[5] The aquatic algae control account is funded through a one-dollar fee for annual vessel registration (RCW 88.02.640[6]).

Ecology administers this program and provides financial and technical assistance to local and state government agencies, Tribal governments, and special purpose districts. Funding is provided for:

- Pass-through grants to manage excessive freshwater algae, with priority for the treatment of lakes in which harmful algal blooms have occurred within the past three years, and for freshwater algae monitoring and removal.
- To provide technical assistance to applicants and the public about aquatic algae control.

It is important to note that this program focuses on waterbodies impacted by excessive freshwater algae capable of producing harmful toxins (i.e., cyanobacteria). This program includes elements for public education, technical assistance, a cyanobacteria toxin testing program, and pass-through grants that address toxic freshwater blooms. Please visit Ecology's Freshwater Algae Control Program webpage[7] for more information.

[4] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/freshwater-algae-program-grants
[5] https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.667
[6] https://app.leg.wa.gov/RCW/default.aspx?cite=88.02.640
[7] https://ecology.wa.gov/water-shorelines/water-quality/freshwater/freshwater-algae-control

Definition of Blue-Green Algae or Cyanobacteria

Many types of freshwater algae, such as filamentous green algae, are important to the productivity of a lake or water body, but other types of algae can be harmful. Commonly referred to as "blue-green algae," cyanobacteria are typically unicellular, aquatic, and photosynthetic. Cyanobacteria tend to prefer shallow, slow-moving, and warmer waters with elevated nutrients (mainly nitrogen and phosphorus). Generally, the amount of phosphorus controls the amount of cyanobacteria found in a freshwater lake or water body.

With the right levels of nutrients, sunlight, pH, and temperature, cyanobacteria can grow rapidly and form blooms. Cyanobacteria can form planktonic (open water) blooms throughout the water column and as surface accumulations, or benthic (bottom-dwelling) mats that may detach and float on the water surface or wash ashore. This excessive growth can cause environmental, economic, and public health problems. Ecology's Freshwater Algae Control Program focuses on cyanobacteria because they can produce toxins that pose a threat to humans and animals.

Eligibility and Funding Priority

Ecology determines eligibility and priority based on several factors, including the grant applicant organization, water body impacts by toxic blooms, and type of algae.

Eligible entities to receive Freshwater Algae Control grants include the following:

- Cities
- Counties
- State agencies
- Tribes
- Special purpose districts

Ecology will prioritize projects involving the management and treatment of lakes in which harmful algal blooms have occurred within the past three years. Projects dealing with potentially toxic cyanobacteria species will generally receive funding priority over projects dealing with other freshwater algal species, such as filamentous green algae.

Additional state funding priorities include but are not limited to the following: projects demonstrating that water body residents have a long-term interest and commitment to the project, the environmental and economic impacts on the ecosystem, public health impacts, the degree that the project will benefit the public, and statewide significance of the project.

Ecology scores and ranks grant applications in accordance with the criteria established in these guidelines. Higher scores will determine project rank and funding priority. The Application Evaluation Criteria Table is provided in Appendix A.

Eligible Project Categories

1) **Lake Cyanobacteria Management Plan (LCMP)**
    - Grant recipients will complete an integrated planning document that identifies water body problems and evaluates cost-effective alternatives for managing cyanobacterial blooms. Grant applicants must demonstrate the water body need. The LCMP will be submitted to Ecology for review and approval.
    - See Appendix B for Ecology's SFY 2027 LCMP template and guidance.
    - Please note the following:
        - To be eligible for Cyanobacteria Control and/or Education Project grants (see below), grant applicants must complete and submit to Ecology an LCMP for their targeted water body.
        - The completion of an LCMP generally requires an environmental monitoring project to be completed for the target water body. Projects that collect and/or analyze environmental information will require a **Quality Assurance Project Plan (QAPP)**. The QAPP will be submitted to Ecology for review and must be approved prior to conducting monitoring activities (see QAPP section under Management of Awarded Agreements). Completion of LCMPs often involves reviewing historical water body investigations and data, collection and analysis of water quality and water flow measurement data, and the development of water and nutrient budgets.

2) **Cyanobacteria Control and/or Education Project (LCMP Implementation)**
    - Grant recipients will implement the recommendations outlined in their completed and approved LCMP. Applicants must demonstrate that their project will manage excessive freshwater cyanobacteria in their water body.
    - Applicants must have an Ecology-approved LCMP in place prior to the end of the grant application period.

3) **Research Project**
    - Grant recipients will complete a demonstration or pilot project (applied research) intended to manage excessive freshwater algae or for freshwater algae monitoring and removal. Research projects are determined on a case-by-case basis through the competitive application evaluation and award process.

Additional eligible activities include, but may not be limited to the following:

- Cyanobacteria monitoring programs
- Nutrient reduction activities
- Education and outreach

Additional projects may be eligible for financial assistance under other state and federal grant and loan programs administered by Ecology. See Ecology's Grants & loans webpage.[8]

Award Information

The total amount of funding available for pass-through grants varies each year and is subject to legislative appropriation and available remaining funds.

Ecology limits the grant award amount to the following:

- **Lake Cyanobacteria Management Plan:** maximum of $50,000
    - Planning grants are limited to $50,000 per year for a potential period of two or three years depending on the lake and other available data. Each project is unique and the complete costs will be determined after review by Ecology.
- **Cyanobacteria Control and/or Education Project:** maximum of $50,000
- **Research Project**: maximum of $50,000

Ecology also limits the amount of funds available to each grant recipient during each annual funding cycle to $50,000.

Ecology will offer funding to applicants for high-priority projects based on the availability of funds. Generally, the demand for funds exceeds the dollars available.

Grant Performance Period: As of SFY 2027, the agreement expiration date is a maximum of 3 years from the effective date.

Grant Match Requirements: As of SFY 2026, Ecology no longer requires grant recipients to provide matching funds for Freshwater Algae Control grants.

Annual Funding Cycle

The SFY 2027 funding cycle includes project planning and coordination with Ecology, the application period, application screening and evaluations, the release of draft and final funding offer lists, negotiation and agreement development, and project implementation and closeout.

The annual funding cycle has an application period that begins in October and ends in December. Before the application period opens, Ecology posts information to the freshwater algae control grant program webpage[4] and sends out a notice about the application period via an email notification list.

For the **SFY 2027 funding cycle**, the application period opens **October 15, 2025 and closes December 16, 2025, by 5 p.m.** Ecology will not accept any additional or revised project information after the application deadline.

[8] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans

Ecology screens applications to determine if the proposed projects meet general eligibility criteria. All eligible applications are independently evaluated and scored in accordance with criteria established in these guidelines (see the Application Evaluation Criteria Table in Appendix A). To ensure that funds are directed toward the highest priority projects, Ecology staff evaluate project proposals based on responses provided in the application and submitted supporting documentation. Ecology evaluators may contact applicants or other federal, state, or local agencies to clarify or verify information contained or referenced in an application.

After projects are scored and ranked, Ecology releases a draft funding offer list about two months after the application deadline. Ecology will release a final funding offer list by July 1, 2026. These funding offer lists will be posted to the program webpage and via an email notification list. If the final funding award amounts are greater than the estimated draft award amounts, Ecology will offer the additional funds to eligible projects in ranked priority order. If the final funding award amounts are less than the estimated draft award amounts, Ecology will reduce the funding offers in reverse ranked priority order.

Ecology will notify the grant applicants of awarded funds and next steps via email. This notification will identify any special grant conditions and provide the contact information for Ecology's project manager responsible for negotiating the grant agreement.

Project negotiations may take three to six months after a funding offer is received. Applicants have up to six months from the date of the final funding offer to negotiate an agreement. Ecology considers a recipient who is unable to negotiate a signed agreement during this time to have declined the grant offer.

The grant agreement becomes effective on the date that Ecology's Water Quality Program Manager (or the authorized designee) signs the agreement, unless otherwise stated in the agreement. Any costs incurred before the effective date of the agreement are not eligible for reimbursement unless prior authorization has been obtained in writing from Ecology. If the recipient does not begin work on the funded project within four months of the effective date (or other mutually acceptable start date), Ecology reserves the right to terminate the agreement.

Ecology recognizes that under certain circumstances, a grant recipient may need to commence work on a project in advance of a signed and executed grant agreement. Under circumstances and by written request of the applicant, Ecology may provide to the applicant written early authorization to incur expenses that could be grant eligible. Ecology will not release funds until a grant agreement is signed. Costs incurred prior to the effective date of the written notification of prior authorization from Ecology will be the sole responsibility of the public body. Until the recipient signs a grant agreement, it must assume responsibility for costs incurred as there is no guarantee by Ecology that a grant will be awarded. Any work performed by the public body that is not consistent with the conditions specified in Ecology's written authorization, and all other applicable criteria, will not be eligible for grant funds.

Once an agreement is executed, the recipient will implement the project and must complete the project by the agreement expiration date. Additional information on managing awarded agreements is provided below.

Management of Awarded Agreements

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement will include general project information, recipient and Ecology information, signatures, an approved scope of work, total project costs, a budget by task, performance schedule, deliverables, and Ecology general terms and conditions.

Grant recipients must comply with all applicable federal, state, and local statutes, ordinances, orders, regulations, and permits including those related to discrimination, labor, job safety, and applicable provisions of the state or federal regulations for minority and women-owned businesses. Additional administrative requirements for grant recipients include following State Environmental Policy Act (SEPA) requirements; procurement practices that are consistent with state laws and rules to ensure fair, legal, and open competition; and securing any necessary permits required by authorities having jurisdiction over the project. The recipient must provide documentation of compliance to Ecology upon request.

Administration of Grants

All grant applicants are responsible for reading and understanding these funding guidelines before entering into a grant agreement with Ecology. In addition, Ecology requires all grant recipients to maintain accounting records in accordance with generally accepted government accounting standards. These standards include those contained in the most recent edition of the United States Government Accountability Office publication, *Government Auditing Standards 2024 Revision* (Publication No. GAO-24-106786).[9] A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in the Ecology publication *Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) July 2023* (Publication No. 23-01-002).[10] The Yellow Book provides instructions, explanations, requirements, and definitions for grant and loan recipients, including details on agreement language, eligible and ineligible costs, direct and indirect costs, budgets, financial management, procurement, contracting, closeout, and record keeping. In addition, Ecology requires grant recipients to maintain an accounting system which can track project expenditures separately from general local government expenses.

Ecology may conduct periodic administrative reviews of funded projects to evaluate a recipient's records and accounting systems. These reviews are intended to verify that eligible

[9] https://www.gao.gov/products/gao-24-106786
[10] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html

and ineligible costs have been documented for audit and that recipients are in compliance with applicable state statutes, regulations, and requirements (including special grant conditions).

Final Agreement

The recipient will work with Ecology to finalize the agreement for official signature using DocuSign, a digital software program that does not require preregistration by the recipient to be able to use it.

After the agreement is fully signed, Ecology will upload a PDF of the signed agreement and a PDF of the DocuSign Summary page into EAGL. Ecology will also email the digitally signed agreement to the recipient.

Project Completion Dates and Extensions

Recipients may incur eligible project costs on and after the effective date of the agreement, but Ecology cannot reimburse expenditures until the agreement has been fully signed and activated in EAGL. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk of non-reimbursement.

Freshwater Algae Control projects will last up to three years from the effective date to the expiration date of the grant agreement. Projects must be completed by the agreement expiration date. Ecology may approve extensions for extenuating circumstances by formal amendment. Ecology will not authorize extensions for projects that have not diligently pursued project completion or have not provided adequate and timely progress reports.

Payment Requests and Progress Reports

Grant recipients will submit Payment Requests / Progress Reports (PRPRs) within the EAGL system. All grant payments are made on a reimbursement basis. Recipients must provide a progress report with each payment request and at least quarterly, but not more than monthly. Failure to provide adequate progress reports will result in denied payment requests and may result in project termination or other actions. Ecology requires a progress report for each calendar quarter of the grant period, even if there are no expenses being claimed for the billing period.

If a recipient fails to submit two or more consecutive quarterly reports via the EAGL grant management system, Ecology may consider this failure to provide progress reports as non-performance and initiate actions to amend or terminate the agreement.

These conditions are necessary to ensure:

1) Recipients provide timely project updates, including any changes to the scope of work, schedule, or budget.

2) Ecology water quality dollars are maximized over the biennia and do not remain obligated to projects that will not be requesting reimbursements for the full value of the grant award.

Site Visit Report

The Ecology project manager will conduct at least one site visit to document that work has been completed and carried out in accordance with the purpose and scope of the grant agreement. Ecology will complete a Site Visit Report form in EAGL, including a written summary of the visit, observations, and photographs, where applicable. The project manager may opt to conduct an alternative site visit, such as an office visit, a conference call, or other methods of verifying progress and performance.

Project Closeout Reporting

Both the recipient and Ecology must provide closeout reports.

Recipient Closeout Report

A Recipient Close Out Report (RCOR) must accompany the final payment request. The RCOR is an EAGL form that summarizes each task and its outcomes, and includes the following:

- The purpose of each task and summary of accomplishments each task was aiming to achieve.
- The task results and outcomes achieved.
- Lessons learned.

The final PRPR and RCOR are due within 30 days after the end of the agreement to ensure reimbursement. Final payment requests are payable contingent upon receipt and Ecology approval of the final deliverables of the grant agreement. Final deliverables include scope of work deliverables, the final PRPR, and close out documents.

Ecology Close Out Report

An Ecology Close Out Report (ECOR) is an EAGL form and will be filled out by the Ecology project manager. Once completed, Ecology will move the agreement to Closeout/Termination. The project manager may have questions for the grant recipient while completing this report.

Environmental Monitoring and Quality Assurance

Quality Assurance Project Plan

A Quality Assurance Project Plan (QAPP) is a written document that outlines the procedures a monitoring project will use to ensure that samples, data, and subsequent reports are of enough quality to meet project objectives. A QAPP ensures that projects that collect and/or analyze environmental information are prepared to meet the goals and scope of the project. If a grant project involves collecting new environmental data, analyzing existing environmental data, or modeling environmental conditions, grant recipients are likely required to create a QAPP.

Prior to initiating environmental monitoring activities, the recipient must prepare a QAPP. The QAPP must follow Ecology's *Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies* (Publication No. 04-03-030).[11] Standard Operating Procedures (SOPs) for field sampling and monitoring activities are also available at Ecology's Quality assurance webpage.[12] The QAPP template is available by request from the Ecology project manager. Recipients may also reference Ecology's *Technical Guidance for Assessing the Quality of Aquatic Environments* (Publication No. 91-78)[13] for QAPP development.

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 environmental 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 environmental samples for all parameters that require bench testing. Information on currently accredited laboratories is provided on Ecology's Lab Search database[14] and additional resources are available on Ecology's Environmental laboratory accreditation webpage.[15]

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.

[11] https://apps.ecology.wa.gov/publications/summarypages/0403030.html
[12] https://ecology.wa.gov/about-us/who-we-are/our-programs/environmental-assessment/scientific-services/quality-assurance
[13] https://apps.ecology.wa.gov/publications/summarypages/9178.html
[14] https://apps.ecology.wa.gov/laboratorysearch/
[15] https://ecology.wa.gov/regulations-permits/permits-certifications/laboratory-accreditation

Monitoring Data Management and Submittal

Recipients that collect environmental monitoring data must submit all data to Ecology using the Environmental Information Management System (EIM). Data must be loaded into EIM following instructions on Ecology's EIM webpage[16] and be approved by Ecology's project manager.

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.[17] 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.

Additional Resources

Ecology has provided additional resources below that may be useful for Freshwater Algae Control grant recipients.

- Ecology Publication No. 24-03-204: Standard Operating Procedure EAP070, Version 2.4, Minimize the Spread of Invasive Species[18]
- Ecology's Lake water quality monitoring & protection webpage[19]
- Ecology's Lakes Environmental Data web-based map application[20]
- Ecology's Aquatic Plant & Algae Management General Permit webpage[21]

General Application Instructions

Grant applicants must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) web-based grants system by the application due date. For the **SFY 2027 grant cycle,** the application period opens **October 15, 2025, and closes December 16, 2025, at 5 p.m.** Ecology will not accept any additional or revised project information after the application deadline. If funded, the grant agreement information is derived from the grant application. The description and tasks proposed through the application are used to negotiate and develop the final funding agreement.

[16] https://ecology.wa.gov/research-data/data-resources/environmental-information-management-database
[17] https://ecology.wa.gov/research-data/data-resources/geographic-information-systems-gis/standards
[18] https://apps.ecology.wa.gov/publications/SummaryPages/2403204.html
[19] https://ecology.wa.gov/research-data/monitoring-assessment/lake-water-quality
[20] https://apps.ecology.wa.gov/lakes/
[21] https://ecology.wa.gov/regulations-permits/permits-certifications/aquatic-pesticide-permits/aquatic-plant-algae-management

Applicants and recipients of funds use the web-based EAGL system to electronically complete and submit applications, manage agreements, request amendments, submit payment requests and progress reports for reimbursement, upload project deliverables, and submit closeout reports**.** An EAGL user can perform certain actions depending on the user's assigned role and the current status of a document or subdocument. The options available to a user will change as a document and subdocument move through the workflow.

Please refer to Ecology's *EAGL – External Users' Manual* (Publication No. 17-01-015)[22] for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions. Please reach out to Ecology for additional EAGL materials.

To access the application forms, applicants must first:

1) Register for a Secure Access Washington (SAW) online services account.
2) While logged into your SAW account, register for an EAGL user account.

Once validated as a new user by Ecology's EAGL System Administrator, you will have access to the web-based EAGL system. **Only EAGL users in the role of Authorized Official can view available funding opportunities and initiate, complete, and submit an application**.

Instructions are provided on Ecology's Grants & loans webpage.[8] For additional general guidance on Ecology grants and loans, including EAGL training tools and resources, see Ecology's Grant & Loan guidance and forms webpage.[23] If you have any questions with the application submittal process, please contact Joseph Teresi at jote461@ecy.wa.gov.

More detailed Grant Application Instructions are provided in Appendix C. For reference, the SFY 2027 Grant Application is provided in Appendix D. A Grant Application convenience copy will also be available as a Word document by request and in EAGL.

[22] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[23] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance

Appendix A. Application Evaluation Criteria Table

SCORE	EVALUATION CRITERIA
0-10	The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables and timelines
0-20	Project directly and measurably addresses a cyanobacteria / blue-green algae problem
0-10	The cost estimate process is reasonable
0-10	The project task costs represent a good value for the work and water body benefits achieved
0-10	Cyanobacteria severity, algal blooms within the last three years
0-10	Water body need
0-10	Risk of cyanobacteria spreading to a nearby water body
0-20	Improvements to water quality and habitat
0-10	Improvements to water body recreation
0-10	Improvements to public health
0-10	Nutrification issues for the water body addressed
0-10	Scientific integrity - quality of the project
0-10	Project success can be measured, and proposed methods to measure success are reasonable
0-10	The project will provide long-term water quality benefits. Systems are in place to sustain the benefits after funding support has ended
0-5	Team members' roles and responsibilities are well defined and adequate for the scope of work
0-5	Team members' past experience is relevant
0-5	Staffing commitment is well documented
0-5	Plans for long-term project success and sustainability were considered during project development
0-5	A high level of local support and commitment for the project is documented
0-5	The applicant documents successful performance on other funded projects, including all Ecology funded projects
0-10	Project elements are in place for the project to proceed, permits obtained or researched and documentation is provided

Appendix B. Lake Cyanobacteria Management Plan – State Fiscal Year 2027 Template and Guidance

Lake Cyanobacteria Management Plan – Table of Contents

F. Project Description
    a. Project goals and objectives
    b. Project schedule
G. Monitoring Methods and Results
    a. Lake level, stream inflows/outflows, groundwater, and precipitation/evaporation
        i. Monitoring methods
        ii. Monitoring results
    b. Lake water quality profile monitoring – Field measurements
        i. Monitoring methods
        ii. Monitoring results
    c. Lake water quality sampling – Lab samples
        i. Monitoring methods
        ii. Monitoring results
    d. Stream water quality sampling – Lab samples and field measurements
        i. Monitoring methods
        ii. Monitoring results
    e. Phytoplankton sampling
        i. Monitoring methods
        ii. Monitoring results
    f. Zooplankton sampling
        i. Monitoring methods
        ii. Monitoring results
    g. Waterfowl survey
    h. Vegetation survey
        i. Submersed plants
        ii. Emergent plants
        iii. Shoreline plants
    i. Shoreline modification survey
    j. Lake sediment sampling
        i. Monitoring methods
        ii. Monitoring results
H. Hydrologic Budget
    a. Description of water budget components
    b. Inflows
    c. Outflows
I. Nutrient Budget and Phosphorus Model
    a. External phosphorus loading
    b. Internal phosphorus loading
    c. Phosphorus model
        i. Model description
        ii. Model results

Lake Cyanobacteria Management Plan – Template and Guidance

Please review the Lake Cyanobacteria Management Plan Template and Guidance before applying to the Freshwater Algae Control Program. *This template lists numerous elements that might be included in a detailed Lake Cyanobacteria Management Plan. Not all elements may be appropriate for your project. In the application, explain what elements are or are not applicable to your project and why.*

A. Title Page with Approvals
   a. *[Lake Name* Cyanobacteria Management Plan]
   b. *[Lake, County]*
   c. *[Your organization name]*
   d. *[Date prepared]*
   e. *[Signature page with all key individuals listed and signatures]*

B. Table of Contents

C. Table of Figures and Tables

D. Executive Summary – [*briefly describe the problem, the results of the monitoring and analyses, and the recommended lake restoration plan.]*

E. Background
   a. Study area
      i. Lake and watershed – [*describe the lake (acres, min and max depth, bathymetry, trophic status), shoreline (topography/slopes) and watershed (size in acres) with any tributary streams and significant wetlands; provide lake and watershed maps.]*
      ii. Beneficial uses of the lake – *[describe (quantify if possible) the use of the lake for swimming, fishing, boating, wildlife habitat and other uses.]*
      iii. Current and historical land uses – [*describe current and historical land uses or activities, such as homes, businesses, septic systems, livestock, etc. within the watershed or along tributary streams that may be impacting or have impacted the lake; also describe the level of development or alteration of the immediate shoreline of the lake (bulkheads, fills, etc.).]*
      iv. Number and location of houses on septic – [*provide a map if possible. For more information, see the Washington State Department of Health (DOH) On-site Sewage Systems (OSS) webpage.*[24] *Also try searching for OSS at your county health department*[25]*]*
      v. Water use – [*explain whether any residents use the lake water as a drinking or domestic water source.]*

[24] https://doh.wa.gov/community-and-environment/wastewater-management/site-sewage-systems-oss
[25] https://doh.wa.gov/about-us/washingtons-public-health-system/washington-state-local-health-jurisdictions

vi. Water withdrawals – *[describe any surface water rights owned or used by residents using Ecology's Water rights search guidance webpage[26]]*
vii. Fisheries – [*describe the frequency of current and past fish stocking and how many fish have been stocked (in kg/ha); also estimate the numbers and types of fish caught. Describe the presence and general abundance of fish or other species that may disturb the lake sediments (bioturbation) such as carp.]*
viii. Aquatic plants – [*describe the relative density of aquatic plants in the lake (both submersed and emergent) and both historical and recent actions to control aquatic plants in the lake.]*
ix. Endangered/rare species present [refer to Washington Department of Fish & Wildlife's Threatened and endangered species webpage[27]]

b. Water Quality History
   i. Past water quality conditions – [*describe what is known about past water quality (problems or absence of problems, caused by algal blooms, toxic algae, fecal bacteria, invasive or nuisance aquatic plants, etc.). Provide summary data of past water quality conditions, such as water clarity, nutrient levels, toxic algae concentrations, nutrient loading, etc.]*
   ii. Efforts to improve water quality – [*describe past and ongoing actions taken to reduce nutrients, control algae, reduce human health risks, etc., including Best Management Practices (BMPs), in-lake measures, capital projects and community involvement.]*

c. Current conditions
   i. Water quality – [*describe in detail the current problems with toxic or nuisance algae and the impact on beneficial uses of the lake; provide a summary of any recent monitoring data or other information that explains the water quality conditions, the impacts to beneficial uses and known or suspected drivers of toxic algae production.]*
   ii. Contaminants of concern
      1. Cyanotoxins – [*describe cyanotoxins that have been a problem in the lake.]*
      2. 303d list status – *[describe any state listing of pollutants (phosphorus, nitrogen, fecal bacteria, low DO, temperature, etc.) for the lake and tributary streams.]*
      3. TMDLs – *[list any TMDL reports approved by Ecology and the EPA. List any TMDL plans that have been implemented.]*
      4. Regulatory criteria of contaminants and cyanotoxins – [*list the regulatory criteria for the cyanotoxins and pollutants in the lake. Both federal and state standards. Refer to the United States*

[26] https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-rights-search
[27] https://wdfw.wa.gov/species-habitats/at-risk/listed

Environmental Protection Agency's Criteria Development Guidance for Lakes and Reservoirs Fact Sheet[28]]

d. Community Involvement
    i. Public participation – [*list the various stakeholders for this project and describe their participation in developing the proposed management plan, including monitoring, committees, public meetings, publicity, etc.]*
    ii. Public support – [*describe public support for the proposed management plan as evidenced by political support, financial support, the level of public participation, the willingness of residents to implement BMPs, etc.*]

F. Project Description
    a. Project goals and objectives
    b. Project schedule

G. Monitoring Methods and Results

Notes:

- *[Residents and other trained volunteer citizen scientists can perform most of the following monitoring tasks in order to keep the costs down and help with the education of residents and lake users.*
- *Some of the following monitoring elements may not be appropriate for your specific lake, but you should provide reasonable justification for excluding those elements.*
- *Monitoring elements a through d must be performed within the same one-year period in order to develop valid water and nutrient budgets for the lake. Monitoring elements e through g, although not required for the water and nutrient budgets, should also be performed within the same one-year period if at all possible because they reflect or may impact the nutrient levels in the lake for that one-year period. Monitoring elements h through j can be performed in a subsequent year, or under a separate grant if they cannot be funded under the original grant.]*

a. Lake level, stream inflows/outflows, groundwater, and precipitation/evaporation
    i. Monitoring methods – [*describe the methods used to measure or estimate lake levels, stream inflows, outlet flows, groundwater inflows/outflows and precipitation/evaporation. These components of the water budget must be monitored for at least one year to develop a lake water budget that corresponds with the period of water quality monitoring.*]

[28] https://www.epa.gov/nutrientpollution/criteria-development-guidance-lakes-and-reservoirs-fact-sheet#:~:text=EPA%20published%20a%20technical%20guidance%20manual%20which%20provides,others%20in%20establishing%20scientifically%20defensible%20ecoregional%20nutrient%20criteria.

ii. Monitoring results – [*describe the results and significance of lake level, stream inflows/outflows, groundwater, and precipitation/evaporation monitoring; provide data tables and graphs where appropriate. If the monitoring year is unusual (extremely wet or dry) describe how this may have affected the water quality conditions of the lake.*]

b. Lake water quality profile monitoring – Field measurements

i. Monitoring methods – [*describe the methods used to collect field monitoring data within the lake.]*

Timing – [*lake profile data should be collected for at least one full year, with biweekly measurements during the growing season (approx. March – early November for many lakes) and monthly measurements during the remainder of the year (approximately late November – March).*]

Location – [*for most lakes, profile measurements can be taken at one location at the deepest point in the lake. For larger, or more complex lake systems, two or more profile monitoring locations may be appropriate*.]

Depths – *[profile measurements should be collected at each meter down through the entire water column unless the lake depth is greater than 20 meters, in which case measurements in the hypolimnion may be taken every two to five meters down to one meter above the lake bottom, depending on the depth of the lake. (Note: profile measurements should be taken at the same depths during both the mixed and stratified periods).*]

Parameters – profile monitoring should include the following parameters:

- Temperature
- Dissolved oxygen
- pH
- Conductivity
- Secchi depth [*should also be measured at every sampling event.]*

ii. Monitoring results – [*describe the results and significance of water quality profile monitoring; provide data tables and graphs where appropriate. In particular, describe the timing and strength of lake stratification and associated anoxia in the hypolimnion.]*

c. Lake water quality sampling – Lab samples

i. Monitoring methods – *[describe the methods used to collect and analyze water samples from the lake.]*

Timing – [*lake samples should be collected every month for at least one full year.*

Location – *sampling should be performed at one location in the deepest point of the lake, unless the lake is large or complex.]*

Depths – [*at a minimum, discrete samples of the epilimnion and hypolimnion should be collected from one meter deep and from one meter above the lake bottom. In addition, during the stratified period, a sample should be taken from the metalimnion. For lakes greater than 20 meters deep, at least one additional epilimnion sample and one or more additional*

hypolimnion samples should be taken at depths that will help characterize the conditions throughout the lake water column.
In some cases (funding or comparability with past data), the discrete epilimnion samples may be composited into a single sample and the hypolimnion samples may be composited into a second sample, provided that the samples from discrete depths that will be composited are spaced so as to be representative of the entire epilimnion and the entire hypolimnion, respectively. During the stratified period, a separate discrete or composited metalimnion sample should also be collected.]

Parameters – Lake monitoring should include the following parameters:

- Phosphorus (TP and SRP)
- Nitrogen (ammonium (NH4) and nitrate-nitrite (NO3 – NO2 or total persulfate N)
- Chlorophyll a/Phaeophytin *(discrete samples should be collected from 1 meter deep and from the metalimnion, no hypolimnion samples necessary)*

ii. Monitoring results – [*describe the results and significance of lake water quality monitoring; provide data tables and graphs where appropriate. Part of the description of water quality sampling results should address phosphorus versus nitrogen limitation (or other environmental limiters) throughout the year in the production of algae in the lake.]*

d. Stream water quality sampling – Lab samples and field measurements

i. Monitoring methods – [*describe the methods used to collect (typically grab samples) and analyze water samples from inflowing streams. The lake outflow does not need to be sampled because the results are normally very similar to the near-surface lake samples.]*

Timing – *[inflow stream grab samples should be collected at regular intervals (at least monthly) during the portion of the year when the streams are flowing. In addition, grab samples during periods of storm flows are recommended to help characterize the impacts of peak flows on the lake.]*

Location – *[stream sampling should be conducted in each significant inflowing stream at one location that corresponds with the location used to measure the velocity and cross section for stream flows. Samples should be taken from the center of each stream at wrist depth.]*

Parameters – *stream monitoring should include the following parameters:*

- Phosphorus *(TP and SRP)*
- Temperature
- Dissolved oxygen
- pH
- Conductivity *(all measured with a field probe in the same location as water samples were collected)*

ii. Monitoring results – [*describe the results and significance of stream water quality monitoring; provide data tables and graphs where appropriate.]*

e. Phytoplankton sampling
    i. Monitoring methods – [*describe the methods used to collect and analyze phytoplankton in the lake.]*

Timing – *[phytoplankton samples should be collected monthly during the growing season from March through October (or over a longer period if the lake is known to produce algal blooms outside of this period). During algal blooms, shoreline grab samples may also be taken to augment monthly sampling.]*

Location – *[sampling should be performed at one location in the deepest point of the lake, provided that additional shoreline grab samples may be collected during algal blooms.]*

Sample depths – *[discrete samples should be collected from one meter deep and from the metalimnion (no samples from the hypolimnion); alternatively, discrete samples may be collected from multiple depths within the photic zone and composited into one sample.]*

Parameters –

- Species present – [*identification to species (where possible), genus or division of the phytoplankton found in the sample.]*
- Concentration – [*counts of numbers of individual cells or colonies per liter of each algal species/genus/division identified in the sample.]*

    ii. Monitoring results – [*describe the results and significance of phytoplankton sampling; provide data tables and graphs where appropriate.]*

f. Zooplankton sampling
    i. Monitoring methods – [*describe the methods used to collect and analyze zooplankton in the lake.]*

Timing – *[zooplankton samples should be collected monthly during the growing season from March through October.]*

Location – *[sampling should be performed at one location in the deepest point of the lake.]*

Sample depth – *[a single zooplankton sample should be collected by a continuous net tow (80 µ net) from one meter above the lake bottom to the lake surface.]*

Parameters

- Species present – [*identification to species, genus or division (whichever is appropriate) of the zooplankton found in the sample.]*
- Concentration – [*counts of numbers of individuals per liter of each zooplankton specie/genus/division identified in the sample.]*

    ii. Monitoring results – [*describe the results and significance of zooplankton sampling; provide data tables and graphs where appropriate.]*

g. Waterfowl survey – [*record the types and number of waterfowl observed on the lake; weekly early morning and/or early evening observations should be conducted; provide average monthly waterfowl usage.]*

The following tasks may be performed in a subsequent year and/or a subsequent grant:

h. Vegetation surveys – [*provide maps where appropriate.]*
   i. Submersed plants – [*explain the sampling/observation methods used and describe the plant species present and percent cover or relative density of plant species or groups of species that grow primarily underwater within the lake; indicate native versus invasive species.]*
   ii. Emergent plants – [*explain the sampling/observation methods used and describe the plant species present and percent cover or relative density of plant species or groups of species that grow primarily above the water of the lake; indicate native versus invasive species.]*
   iii. Shoreline plants – *[explain the sampling/observation methods used and describe the plant types (tree/shrub/herb/lawn) present and the percent cover or relative density of plant types around the lake shore; indicate native versus invasive species.]*

i. Shoreline modification survey – [*conduct a survey of the lake shore to determine the length or percent of the shoreline that has been modified with bulkheads, fill, or other changes to the natural shoreline.]*

j. Lake sediment sampling
   i. Monitoring methods – [*describe the methods used to collect and analyze sediment cores from the lake bottom.]*

   Location – *[one sediment core should be taken from the deepest portion of the lake; in addition, at least one sediment core should be collected from a site closer to the shore, representing the mid-depth littoral area; depending on the size and complexity of the lake, additional cores may be warranted.]*
   Depths – [*sediment cores should be at least 30 cm in length and should be segmented by the lab into 5 cm thick sections for analysis.]*
   Parameters – *[sediment core sections should be analyzed for the following parameters:]*
      - TP, Loosely sorbed P, Fe-P, Al-P, Ca-P, Org P, Biogenic P, Total Calcium, Total Fe, Total Al, % water, % solid

   ii. Monitoring results – [*describe the results and significance of the sediment core analyses, including the changes in phosphorus concentrations with depth (back in time); provide data tables and graphs where appropriate.]*

The following elements of the plan may be completed under a subsequent grant if necessary or may be completed by limnology graduate students as part of their graduate work:

H. Hydrologic Budget
    a. Description of water budget components – [*describe how each of the components of the lake water budget were derived for the monitoring year (either through direct measurement, estimations, or calculations of unmonitored components). If the monitoring year was unusually wet or dry, explain how that may have affected water quality conditions in the lake.]*
    b. Inflows – [*describe the inflow side of the water budget and the significance of the components to conditions in the lake; provide graphs, charts, and data tables as appropriate. Inflows should include the following components:*
        - stream/inlet flows
        - surface runoff and shallow groundwater inflows *(This is water that runs off directly into the lake from surrounding properties, either over the surface or just underground, without flowing through monitored streams. This is typically estimated by land use runoff tables.)*
        - precipitation
        - groundwater inputs]
    c. Outflows – [*describe the outflow side of the water budget and the significance of the components to conditions in the lake; describe the residence time of water entering and leaving the lake; provide graphs, charts, and data tables as appropriate. Outflows should include the following components:*
        - lake outlet flows
        - evaporation
        - groundwater losses *(these outflows are normally calculated as the remaining unknown portion of the water budget)]*

I. Nutrient Budget and Phosphorus Model

    [Notes: In almost all cases, the lake nutrient budget will focus on phosphorus because phosphorus is the nutrient that drives production of toxic cyanobacteria. Even if algal production is limited by nitrogen or other factors during much of the year, reduction of phosphorus will be the primary mechanism for controlling toxic blooms.]

    a. External phosphorus loading – [*describe and quantify the sources of phosphorus entering the lake; provide data tables and graphs as appropriate. For a phosphorus budget, external loading from individual sources should be summarized for the entire year. External loading should include the following components:*
        - inlet streams *(calculated from measured stream flows and water sample results; results should be provided for individual streams or reaches of streams if data are available)*
        - direct precipitation on the lake surface
        - surface runoff and shallow groundwater *(normally estimated)*

- groundwater *(unless groundwater flows and nutrient concentrations were actually measured, this component is normally calculated as the remaining unknown portion of phosphorus loading)*
- other sources – *characterize and quantify other specific sources of phosphorus that contribute to the external loading components described above, including estimates of loading from septic systems based on the density and age of systems and topography surrounding the lake, waterfowl around the lake, pet waste in the watershed, fish stocked in the lake, and unique land uses (such as livestock or other farm, commercial or industrial land uses) that may be particular sources of nutrients.]*

b. Internal phosphorus loading – [*describe and quantify the amount of phosphorus entering the lake from the lake sediments; provide data tables and graphs as appropriate. The release of phosphorus from lake sediments should be calculated from the results of the sediment cores and the variations in hypolimnetic phosphorus concentrations throughout the year. For a phosphorus budget, internal loading from the sediments should be summarized for the entire year.]*

c. Phosphorus model – [*the purpose of a phosphorus model is to quantify the changes in phosphorus mass and concentration within the lake (or ideally within the epilimnion and hypolimnion) throughout the year and to evaluate the effects of various algae control methods on phosphorus concentrations in the lake. The phosphorus model may be a simple spreadsheet or a more sophisticated construct.]*

   i. Model description – [*describe the phosphorus model developed for this lake; the model should produce calculations of phosphorus concentrations and the changes in phosphorus mass in the lake for each month (or at more frequent time steps if data are available) and should be summarized for the stratified period and the mixed period of the year. Where possible, the model should look at phosphorus concentrations in both the epilimnion and hypolimnion layers. In addition to external and internal phosphorus loading, the model should take into consideration the movements (flux) of phosphorus through sediment release, sedimentation, and lake outlet outflow. Diffusion and entrainment are two other movements of phosphorus that may be estimated if the model is set up to calculate the flux between the epilimnion and hypolimnion.]*

   ii. Model results – [*describe the results of the phosphorus model in replicating the actual changes in phosphorus concentrations measured throughout the year and any calibrations that were needed to improve the model. Also, describe the impacts of various algae control methods on future phosphorus concentrations in the lake as predicted by the model. The model should look at the impacts in the first year after implementation as well as at the potential impacts several years later.]*

J. Management Methods for Cyanobacteria Control and Lake Restoration
    a. Direct Algae Control Methods – *[describe common methods of direct algae control, including algaecides and physical inhibitors.]*
    b. Internal Loading Control Methods – *[describe common methods of internal loading control, including dredging, artificial circulation (aeration), hypolimnetic aeration, hypolimnetic withdrawal, iron application, alum treatment, lanthanum treatment, etc.]*
    c. External Loading Control Methods – *[describe common methods of external loading control, including landowner and public agency BMPs, aeration, mechanical mixing, alum injection, wetland treatment, floating treatment wetlands, biomanipulation of foodweb, etc. You may consider reviewing the following document: Solutions for managing cyanobacterial blooms | A scientific summary for policy makers[29]]*

K. Management / Restoration Methods Rejected – [*list cyanobacteria control/lake restoration methods rejected and explain why these methods are inappropriate for your lake.]*

L. Recommended Management / Lake Restoration Plan – [*describe the individual elements of the recommended lake restoration plan, for each element address:*
    - *how this element will be implemented in your lake.*
    - *the timing of implementation.*
    - *the costs of implementation and maintenance.*
    - *the estimated effectiveness and longevity.*
    - *the potential adverse effects on zooplankton, fish and wildlife; and*
    - *the potential impacts on residents, lake users, and the downstream watershed.]*

M. Future Monitoring and Adaptive Management
    a. Evaluation – [describe what methods will be used to evaluate the success of the Recommended Management/Lake Restoration Plan, including:
        - *water quality monitoring.*
        - *progress in implementing each element of the plan.*
        - *costs of implementation and maintenance; and*
        - *adverse impacts of the implemented methods.]*
    b. Adaptive changes – [*describe the process for considering changes to the Management/Lake Restoration Plan considering new monitoring results or plan progress.]*

N. Funding Strategy – [*describe the sources of funding to be used to implement the Management/Lake Restoration Plan and to track changes in water quality conditions.]*

[29] https://www.globalhab.info/files/Cyano_mitigation_GlobalHAB2019.pdf

O. Roles and Responsibilities – [*describe what agencies and/or groups or individuals that will be responsible for implementing the plan and monitoring progress.]*

P. References

Appendix C. Grant Application Instructions

The following EAGL forms are required:

1. Organization Information
2. General Information
3. Project Characterization
4. Mapping Information
5. Project Information
6. Project Category (**complete only one**):
    - Lake Cyanobacteria Management Plan (LCMP)
    - Algae Control Project
    - Research Project
7. Recipient Contacts
8. Scope of Work – Task 1 Project Admin
9. Scope of Work – Additional Tasks
10. Scope of Work Summary
11. Task Budget By Fiscal Year
12. Uploads (Supporting Document Submission)

1. Organization Information

The information on this form is relevant to your organization and will be used by Ecology to screen your application. In addition, enter the following information, where applicable:

- **Statewide Vendor Number**: Jurisdictions need to register as a Statewide Payee through the Washington State Office of Financial Management (OFM) to receive reimbursement. The vendor number is needed in order to apply for the grant through the EAGL system. For more information and vendor registration forms, visit the OFM website.[30] Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov. Note: This process may take 7 to 14 business days.

- **Federal Tax ID (EIN or TIN)**: The Employer Identification Number (EIN) and Taxpayer Identification Number (TIN) are used by the Internal Revenue Service (IRS) in the

[30] https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services

administration of tax laws. A jurisdiction more than likely has the EIN. If not, here is a link to Get an employer identification number (IRS site).[31]

- **Unique Entity Identifier (UEI)**: The UEI replaced the Data Universal Numbering System (DUNS). A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government, through SAM.gov.[32] Please note that Freshwater Algae Control grants are not federal funds; they are state funds (Aquatic Algae Control Account). However, an organization will want to register and fill in the UEI number when registering in EAGL, if they receive any grants with federal funds.

2. General Information

Ecology will use the information on this form (and other application forms) to screen, evaluate, and score your application. Enter the following information:

- **Project Title**: A short and concise project title.
- **Project Short Description**: A short and concise paragraph describing the overall project and the water quality benefits achieved by the project.
- **Project Long Description**: A detailed project description, ordered into tasks with clear outcomes and tangible deliverables. The description shall include the project purpose, history, tasks, deliverables, and any additional information pertinent to the reviewers' understanding of the proposal. Ensure that the description includes the following:
    - A statement clearly describing the project's overall purpose and goal.
    - A brief history of the project and, if applicable, a description of any ongoing or previously completed water body management activities.
- **Total Cost**: This amount represents the full cost of the project, including ineligible portions and portions paid with other funds.
- **Total Eligible Cost**: This amount represents the cost of the work that will be supported by Ecology funding. Note the grant award limits by project category.
- **Effective Date**: The earliest date on which eligible costs can be incurred (auto-loaded with July 1 but can be modified during agreement negotiation).
- **Expiration Date**: The last date on which eligible costs can be incurred.
- **Ecology Program**: "Water Quality" will be filled in automatically.
- **Project Category**: Choose one of the available project categories. See the Eligible Project Categories section for more information.
- **Will Environmental Monitoring Data be collected**? Select yes or no.
- **Overall Goal**: Enter a short and concise paragraph describing the overall goal and the water quality benefits achieved by the project.

[31] https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number
[32] https://sam.gov/

3. Project Characterization

This form is for database search engines to use. Use the drop-down menu to select primary and secondary themes that associate the project type on the statewide map of Ecology's grants and loans[33] (2014-present). Enter the following:

- **Primary Theme**: Choose the Eligible Project Category that best describes your project from the drop-down menu.
- **Secondary Theme(s)**: Choose from the options that best describe your project from the drop-down menu(s).

4. Mapping Information

This form is for geo-spatial mapping data for all projects funded by Ecology. Please follow the instructions on the form.

5. Project Information

Please follow the instructions and answer the questions on this form. Questions include written responses and using drop-down menus.

6. Project Category (complete only one):

Lake Cyanobacteria Management Plan (LCMP)

Algae Control Project

Research Project

Please follow the instructions and answer the questions for only the form matching the Eligible Project Category for your project. The other forms can remain blank. Questions include written responses and using drop-down menus.

7. Recipient Contacts

Staff listed on this form must be recipient employees and cannot be consultants or contractors. The following staff contacts must be identified and have both a Secure Access Washington (SAW) and EAGL user account:

- **Project Manager** (EAGL Role of Authorized Official): The person responsible for the overall project and for initiating and submitting the application and initiating and submitting quarterly Payment Requests / Progress Reports (PRPRs).

- **Authorized Signatory** (Not an EAGL Role, consider assigning in the Role of Reader)[34]: The person that has legal authority to enter the organization into an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature page of the agreement. If there are additional signatories that must appear on the

[33] https://apps.ecology.wa.gov/eaglmap/

[34] Reader: Persons assigned in the Reader Role in EAGL will not receive EAGL system-generated emails throughout the life cycle of the grant.

signature page (as determined by each recipient), their name, title, and email should be added to the "Other recipient signatories on printed agreement" matrix. These additional signatories do not need a SAW or EAGL account. Please note: Ecology uses DocuSign for digital signatures.

- **Billing Contact** (EAGL Role of Recipient Financial Officer): The person responsible for working with the recipient project manager (Authorized Official) to complete quarterly Payment Requests / Progress Reports (PRPRs).

8. Scope of Work – Task 1 Project Admin

Task 1 includes ONLY work between the recipient and Ecology to manage the grant and work that cannot be distinguished from the other tasks. Examples are agreement negotiations, meetings between the recipient and Ecology, and time to complete quarterly Payment Requests / Progress Reports (PRPRs) and grant closeout documents.

Consultants' time spent on the scope of work tasks should not be allocated to Task 1/Project Administration/Management.

Enter the Task Cost. Please note the following:

- Language under Task 1 cannot be changed.
- The budget for Task 1 will be no more than 15% of the Total Eligible Cost.

9. Scope of Work – Additional Tasks

Fill out these forms to enter information for additional tasks in sequential order that will be part of the Scope of Work for the project. Enter the following information:

- **Task Title**: A short and concise task title.
- **Task Cost**: This amount represents the cost of the task that will be supported by Ecology funding.
- **Task Description**: A description that defines and quantifies the basic activities involved with the task, commonly broken down into task items (A., B., etc.).
- **Task Goal Statement**: A description of why the task is being completed. This needs to provide the long-term water quality-related goal(s) of the task as it relates to the overall goal(s) of the project.
- **Task Expected Outcomes**: A quantifiable and measurable change as a result of completing the task. This is more specific and short-term than the goal and relates to the immediate results of completing this task. The specific deliverables should not be restated but instead can be summarized into basic objectives that are expected to be met and that will help to achieve the long-term goal.
- **Deliverables**: A quantifiable good or service that will be provided during or upon completion of a task. They need to correspond with the Task Description, Task Goal, and Task Outcome and should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

10. Scope of Work Summary

Enter information from the Scope of Work and General Information forms to summarize the tasks, totals, and Total Eligible Cost.

11. Task Budget By Fiscal Year

Enter information from the Scope of Work and General Information forms. Estimate your proposal's total budget needs by task for each Fiscal Year. Fiscal Years run from July 1 - June 30.

12. Uploads (Supporting Document Submission)

Please follow the instructions on the form.

Appendix D. State Fiscal Year 2027 Grant Application Freshwater Algae Control Grants Program

Grant Application Forms:

- Organization Information
- General Information
- Project Characterization
- Mapping Information
- Project Information
- Project Category (**complete only one**):
  - Lake Cyanobacteria Management Plan (LCMP)
  - Algae Control Project
  - Research Project
- Recipient Contacts
- Scope of Work – Task 1 Project Admin
- Scope of Work – Additional Tasks
- Scope of Work Summary
- Task Budget By Fiscal Year
- Uploads (Supporting Document Submission)

Please note:

- **Applications must be submitted by 5 p.m. on the closing date. Only information submitted before the application deadline will be used in the evaluation process.**
- Fields marked with a red asterisk (*) are required. Incomplete applications may not be considered for review.
- Character limits are indicated at the end of certain application questions. You can highlight your text and then select "Review" and "Word Count" to see the number of characters with spaces to ensure you are meeting size restrictions.
- For questions, please contact Joseph Teresi (jote461@ecy.wa.gov, 360-628-7516).

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6600 or email at jote461@ecy.wa.gov. For Washington Relay Service or Teletypewriters (TTY), call 711 or 877-833-6341. Visit Ecology's accessibility website[3] for more information.

Organization Information

*Organization Name: Click or tap here to enter text.

*Short Name: Click or tap here to enter text.

Statewide Vendor / Supplier #: Click or tap here to enter text.

Department: Click or tap here to enter text.

*Federal Tax ID: Click or tap here to enter text.

Unique Entity Identifier (UEI) #: Click or tap here to enter text.

*Mailing Address: Click or tap here to enter text.

*City: Click or tap here to enter text.

*State: Click or tap here to enter text.

*Zip: Click or tap here to enter text.

*Physical Address: Click or tap here to enter text.

*City: Click or tap here to enter text.

*State: Click or tap here to enter text.

*Zip: Click or tap here to enter text.

*County Name: Click or tap here to enter text.

*Phone: Click or tap here to enter text. Fax: Click or tap here to enter text.

Email: Click or tap here to enter text.

Website: Click or tap here to enter text.

Type: Choose an item.

*Organization Category: Choose an item.

General Information

*Application Number (**FOR ECOLOGY USE**)*: _____

*Project Title: Click or tap here to enter text.

*Project Short Description (*500-character max*):
Click or tap here to enter text.

*Project Long Description (*8,000-character max*):
Click or tap here to enter text.

*Total Cost: Click or tap here to enter text.

*Total Eligible Cost: Click or tap here to enter text.

*Effective Date: Click or tap here to enter text.

*Expiration Date: Click or tap here to enter text.

*Ecology Program: Water Quality

*Project Category: Choose an item.

Will Environmental Monitoring Data be collected? Choose an item.

*Overall Goal (*1,000-character max*):
Click or tap here to enter text.

Project Characterization

Project Themes
Select a primary and secondary theme that best describes the work to be achieved during this project.

*Primary Theme: Choose an item.

*Secondary Theme(s): Choose an item.

Choose an item.

Choose an item.

Project Website
If your project has a website, please enter the web address below. Up to three websites may be provided.

Website Title/Name (#1):
Click or tap here to enter text.
Web Address (#1):
Click or tap here to enter text.

Website Title/Name (#2):
Click or tap here to enter text.
Web Address (#2):
Click or tap here to enter text.

Website Title/Name (#3):
Click or tap here to enter text.
Web Address (#3):
Click or tap here to enter text.

Mapping Information

If the project is not a statewide project, please indicate the county (or counties), the congressional district(s), the legislative district(s), and the water resource inventory area(s) where at least five percent of the project will be accomplished. The total of each separate designation must equal 100 percent.

County or Counties

Name	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Congressional District(s)

Number	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Legislative District(s)

Number	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Watershed Resource Inventory Area(s)

Number	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Project Information

*1 - Project Area (Lake, Waterbody) (*100-character max)*:
Click or tap here to enter text.

*2 - Algae of Concern:
Choose an item.

*3 - Has the water body experienced a toxic cyanobacteria bloom recently?
Choose an item.

If yes, provide dates and explanation (*250-character max)*:
Click or tap here to enter text.

*4 - How is the cyanobacteria impacting the targeted water body, public use and recreation? (*500-character max)*:
Click or tap here to enter text.

*5 - How will this project benefit the public? (*500-character max)*:
Click or tap here to enter text.

*6 - List the key people who will make this project a success (2*50-character max)*:
Click or tap here to enter text.

*7 - Explain why you think this project will be successful? How will you evaluate success? (*500-character max)*:
Click or tap here to enter text.

*8 - Do you have local citizen support for this project? (*500-character max)*:
Click or tap here to enter text.

*9 - What is your long-term commitment to this project? From Ecology's Algae Program? Are you prepared to continue implementation of long term objectives without continued grant support? (*500-character max)*:
Click or tap here to enter text.

Lake Cyanobacteria Management Plan (LCMP)

*1 - Is the project in a water body with an ESA listed species or critical or depressed salmon stocks?
Choose an item.

*2 - Is public education a part of this project?
Choose an item.

*3 - What means will you use to educate the public on the nutrient issues that this water body is facing? (*250-character max*):
Click or tap here to enter text.

*4 - List the actions you will take to reduce the conditions (i.e., nutrient sources) contributing to the cyanobacteria problems this waterbody is experiencing (*500-character max*):
Click or tap here to enter text.

*5 - What are the overall goals for the waterbody? (*500-character max*):
Click or tap here to enter text.

*6 - How does this project help meet this goal? (*500-character max*):
Click or tap here to enter text.

*7 - How does this project help with the freshwater cyanobacteria problem as a whole? (*500-character max*):
Click or tap here to enter text.

Algae Control Project

*1 - Has a Lake Management Plan been developed for this project area?
Choose an item.

If yes, supply the name of the Lake Management Plan.
Click or tap here to enter text.

*2 - If yes, what cyanobacteria control methods were proposed in the Lake Management Plan? Have these changed? (*500-character max*):
Click or tap here to enter text.

*3 - Is the project in a water body with an ESA listed species or critical or depressed salmon stocks?
Choose an item.

*4 - Is public education a part of this project?
Choose an item.

*5 - What means will you use to educate the public on the nutrient issues that this water body is facing? (2*50-character max*):
Click or tap here to enter text.

*6 - List the actions you will take to reduce the conditions (i.e., nutrient sources) contributing to the cyanobacteria problems this water body is experiencing (*500-character max*):
Click or tap here to enter text.

*7 - What are the overall goals for the waterbody? (*500-character max*):
Click or tap here to enter text.

*8 - How does this project meet this goal? (*500-character max*):
Click or tap here to enter text.

Research Project

*1 - Has a Lake Management Plan been developed for this project area?
Choose an item.

If yes, supply the name of the Lake Management Plan.
Click or tap here to enter text.

*2 - What are the overall goals for the waterbody? (*500-character max*):
Click or tap here to enter text.

*3 - How does this project meet this goal? (*500-character max*):
Click or tap here to enter text.

*4 - How does this project help with the freshwater algae problem as a whole? (*500-character max*):
Click or tap here to enter text.

*5 - What are your scientific questions for this research? (*250-character max*):
Click or tap here to enter text.

*6 - Describe your experiment (*1,000-character max*):
Click or tap here to enter text.

*7 - What are your scientific methods to carry out this experiment? (*1,000-character max*):
Click or tap here to enter text.

Recipient Contacts

***Project Manager**

Project Manager Name: Click or tap here to enter text.
Project Manager Title: Click or tap here to enter text.
Project Manager Address: Click or tap here to enter text.
Project Manager Phone: Click or tap here to enter text.
Project Manager Email: Click or tap here to enter text.

***Authorized Signatory**

Authorized Signatory Name: Click or tap here to enter text.
Authorized Signatory Title: Click or tap here to enter text.
Authorized Signatory Address: Click or tap here to enter text.
Authorized Signatory Phone: Click or tap here to enter text.
Authorized Signatory Email: Click or tap here to enter text.

***Billing Contact**

Billing Contact Name: Click or tap here to enter text.
Billing Contact Title: Click or tap here to enter text.
Billing Contact Address: Click or tap here to enter text.
Billing Contact Phone: Click or tap here to enter text.
Billing Contact Email: Click or tap here to enter text.

Other recipient signatures on printed agreement (add up to four)

Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Email: Click or tap here to enter text.

Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
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Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Email: Click or tap here to enter text.

Scope of Work – Task 1 Project Admin

Task Number	1
Task Title	Project Administration/Management
*Task Cost:	$Click or tap here to enter text.
Task Description	A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos). B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.
Task Goal Statement	Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.
Task Expected Outcomes	* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report. * Properly maintained project documentation Recipient Task Coordinator

Deliverables

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

Scope of Work – Additional Tasks

Task Number 2

*Task Title: Click or tap here to enter text.

*Task Cost: $Click or tap here to enter text.

*Task Description (*3,500-character max*):
Click or tap here to enter text.

*Task Goal Statement (1,*500-character max*):
Click or tap here to enter text.

*Task Expected Outcomes (*1,500-character max*):
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
2.1	Click or tap here to enter text.	Click or tap here to enter text.
2.2	Click or tap here to enter text.	Click or tap here to enter text.
2.3	Click or tap here to enter text.	Click or tap here to enter text.
2.4	Click or tap here to enter text.	Click or tap here to enter text.
2.5	Click or tap here to enter text.	Click or tap here to enter text.
2.6	Click or tap here to enter text.	Click or tap here to enter text.
2.7	Click or tap here to enter text.	Click or tap here to enter text.
2.8	Click or tap here to enter text.	Click or tap here to enter text.
2.9	Click or tap here to enter text.	Click or tap here to enter text.
2.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 3

*Task Title: Click or tap here to enter text.

*Task Cost: $Click or tap here to enter text.

*Task Description (*3,500-character max*):
Click or tap here to enter text.

*Task Goal Statement (1,*500-character max*):
Click or tap here to enter text.

*Task Expected Outcomes (*1,500-character max*):
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
3.1	Click or tap here to enter text.	Click or tap here to enter text.
3.2	Click or tap here to enter text.	Click or tap here to enter text.
3.3	Click or tap here to enter text.	Click or tap here to enter text.
3.4	Click or tap here to enter text.	Click or tap here to enter text.
3.5	Click or tap here to enter text.	Click or tap here to enter text.
3.6	Click or tap here to enter text.	Click or tap here to enter text.
3.7	Click or tap here to enter text.	Click or tap here to enter text.
3.8	Click or tap here to enter text.	Click or tap here to enter text.
3.9	Click or tap here to enter text.	Click or tap here to enter text.
3.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 4

*Task Title: Click or tap here to enter text.

*Task Cost: $Click or tap here to enter text.

*Task Description (*3,500-character max*):
Click or tap here to enter text.

Task Goal Statement (1,500-character max*):
Click or tap here to enter text.

*Task Expected Outcomes (*1,500-character max*):
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
4.1	Click or tap here to enter text.	Click or tap here to enter text.
4.2	Click or tap here to enter text.	Click or tap here to enter text.
4.3	Click or tap here to enter text.	Click or tap here to enter text.
4.4	Click or tap here to enter text.	Click or tap here to enter text.
4.5	Click or tap here to enter text.	Click or tap here to enter text.
4.6	Click or tap here to enter text.	Click or tap here to enter text.
4.7	Click or tap here to enter text.	Click or tap here to enter text.
4.8	Click or tap here to enter text.	Click or tap here to enter text.
4.9	Click or tap here to enter text.	Click or tap here to enter text.
4.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 5

*Task Title: Click or tap here to enter text.

*Task Cost: $Click or tap here to enter text.

*Task Description (*3,500-character max*):
Click or tap here to enter text.

*Task Goal Statement (1,*500-character max*):
Click or tap here to enter text.

*Task Expected Outcomes (*1,500-character max*):
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
5.1	Click or tap here to enter text.	Click or tap here to enter text.
5.2	Click or tap here to enter text.	Click or tap here to enter text.
5.3	Click or tap here to enter text.	Click or tap here to enter text.
5.4	Click or tap here to enter text.	Click or tap here to enter text.
5.5	Click or tap here to enter text.	Click or tap here to enter text.
5.6	Click or tap here to enter text.	Click or tap here to enter text.
5.7	Click or tap here to enter text.	Click or tap here to enter text.
5.8	Click or tap here to enter text.	Click or tap here to enter text.
5.9	Click or tap here to enter text.	Click or tap here to enter text.
5.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 6

*Task Title: Click or tap here to enter text.

*Task Cost: $Click or tap here to enter text.

*Task Description (*3,500-character max*):
Click or tap here to enter text.

*Task Goal Statement (1,*500-character max*):
Click or tap here to enter text.

*Task Expected Outcomes (*1,500-character max*):
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
6.1	Click or tap here to enter text.	Click or tap here to enter text.
6.2	Click or tap here to enter text.	Click or tap here to enter text.
6.3	Click or tap here to enter text.	Click or tap here to enter text.
6.4	Click or tap here to enter text.	Click or tap here to enter text.
6.5	Click or tap here to enter text.	Click or tap here to enter text.
6.6	Click or tap here to enter text.	Click or tap here to enter text.
6.7	Click or tap here to enter text.	Click or tap here to enter text.
6.8	Click or tap here to enter text.	Click or tap here to enter text.
6.9	Click or tap here to enter text.	Click or tap here to enter text.
6.10	Click or tap here to enter text.	Click or tap here to enter text.

Scope of Work Summary

*Task Title	*Task Cost
Project Administration/Management	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Task Total	**$**Click or tap here to enter text.

*Total Eligible Costs (from the General Information form)
$Click or tap here to enter text.

Task Budget By Fiscal Year

Estimate your proposal's total budget needs by task for each Fiscal Year.

Fiscal Years run from July 1 to June 30.

*Total Eligible Costs (from the General Information form)
$Click or tap here to enter text.

By Task

*Task Title	*Total Task Cost	*1st Fiscal Year Cost	*2nd Fiscal Year Cost
Project Administration/ Management	$Click or tap here to enter text.	$Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.	$Click or tap here to enter text.	$Click or tap here to enter text.
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Click or tap here to enter text.	$Click or tap here to enter text.	$Click or tap here to enter text.	$Click or tap here to enter text.
Totals	**$**Click or tap here to enter text.	**$**Click or tap here to enter text.	**$**Click or tap here to enter text.

Uploads (Supporting Document Submission)

Public Disclosure Notice

Information you provide through this application is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, RCW 42.56[35] (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

Submission Instructions:

- Supporting documents must be submitted with the application **by 5 p.m. on the closing date. Only information submitted before the application deadline will be used in the evaluation process.**

Supported File Formats:

The following file types may be submitted:

- Microsoft Office File Types
  - .doc and .docx (Word)
  - .xls and .xlsx (Excel)
  - .ppt and .pptx (PowerPoint)
  - .vsd and .vsdx (Visio)
- Image Files
  - .jpg, .gif, .tif, .png
- Adobe PDF Files (.pdf)
- Other Supported File Types
  - .zip, .xml, .txt, .wpd

File Size Restrictions:

Please limit individual files to 35 MB. There is no limit on the total number of files or collective file size that can be associated with a document.

If your file is larger than 35 MB, you will need to reduce the file size in some way. Some suggestions for reducing file size include:

- Breaking a large document into a few smaller documents.
- Reducing the quality of graphics or images.
- Using the optimization setting for minimum size when creating a PDF from Microsoft Word.

[35] https://app.leg.wa.gov/RCW/default.aspx?cite=42.56

- Saving the larger file in a .zip file and submitting the .zip file

File Naming Conventions:
Please give all files a descriptive title. Do not use symbols or special characters in file names.