



State Fiscal Year 2026 Funding Guidelines Columbia and Spokane River Basin Toxics Reduction Grants

Columbia River Restoration Program
Spokane River Toxics Reduction Grant

Water Quality Program

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¹ <https://ecology.wa.gov/contact>

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How to Use This Document

Overview

This document provides guidance for the Spokane River Basin Toxics Reduction Projects and the Columbia River Basin Restoration Toxics Reduction Projects. Funding sources may include the state Spokane River Basin Toxics Reduction operating budget and the federal EPA Columbia River Restoration Program - Toxics Reduction Lead grant. This document includes valuable information that will help applicants and grant recipients understand the background of the funding model, evaluation criteria, eligible projects, and how Ecology selects projects and manages the funding agreements. We recommend applicants carefully review this guidance prior to preparing an application and retain a copy when managing a funded agreement. Ecology will update this guidance as needed. Ecology manages agreements using the guidance that was published the year Ecology awards the project funding.

Background

In 2023, Ecology received an EPA Columbia River Basin Restoration-Toxics Reduction Lead Entity grant. This grant is being used to develop the Columbia River Basin Toxics Reduction Strategy (Strategy). The Strategy includes technical assistance, financial assistance, and long-term planning.

As a part of the Columbia River Basin, the Spokane River Basin has its own toxics reduction strategic planning effort. The state 2025-2027 Model Toxics Control Act (MTCA) operating budget provided Ecology with \$2 million to address toxics and other emerging contaminants in the Spokane River Basin. Of this funding, \$1 million will support a Spokane Toxics Reduction grant program. This state funding will also meet Ecology's match obligation for the Columbia River Basin Toxics Reduction Lead Entity Grant.

Eligibility

Eligible projects will be based on toxics reduction/mitigation impact, feasibility of the project, benefit to the watershed, consideration of Tribal priorities, and impact to overburdened communities.

Applicants

The Columbia River Basin Restoration Toxics Reduction Projects and the Spokane River Basin Toxics Reduction Projects can provide funding to the following entities:

- Conservation districts
- Counties, cities/towns
- Federally recognized Tribes
- Institutions of higher education if the project is not included in the institution's statutory responsibilities
- Irrigation districts
- Local health jurisdictions

- Nonprofit organizations²

Suspended or prohibited parties are not eligible to receive a funding award. Applicants must check [SAM.gov](https://sam.gov)³ to check if they are suspended or prohibited from contracting by the federal government.

Geography

The January 2026 application cycle is limited to Spokane River Basin.

The intent of the Spokane River Toxics Reduction funding is to support projects that have a link to toxics reduction, are addressing toxics Total Maximum Daily Load (TMDL) actions, or are addressing actions listed in the “2016 Comprehensive Plan to Reduce PCBs in the Spokane River,” developed by the Spokane River Regional Toxics Task Force.

Boundary map for Spokane River Projects

Projects outside this boundary may be eligible if the applicant can demonstrate a direct connection and benefit to the Washington portion of the watershed.

See Figure 1 on next page.

² Must be recognized as tax-exempt by the Internal Revenue Service.

³ <https://sam.gov/content/home>

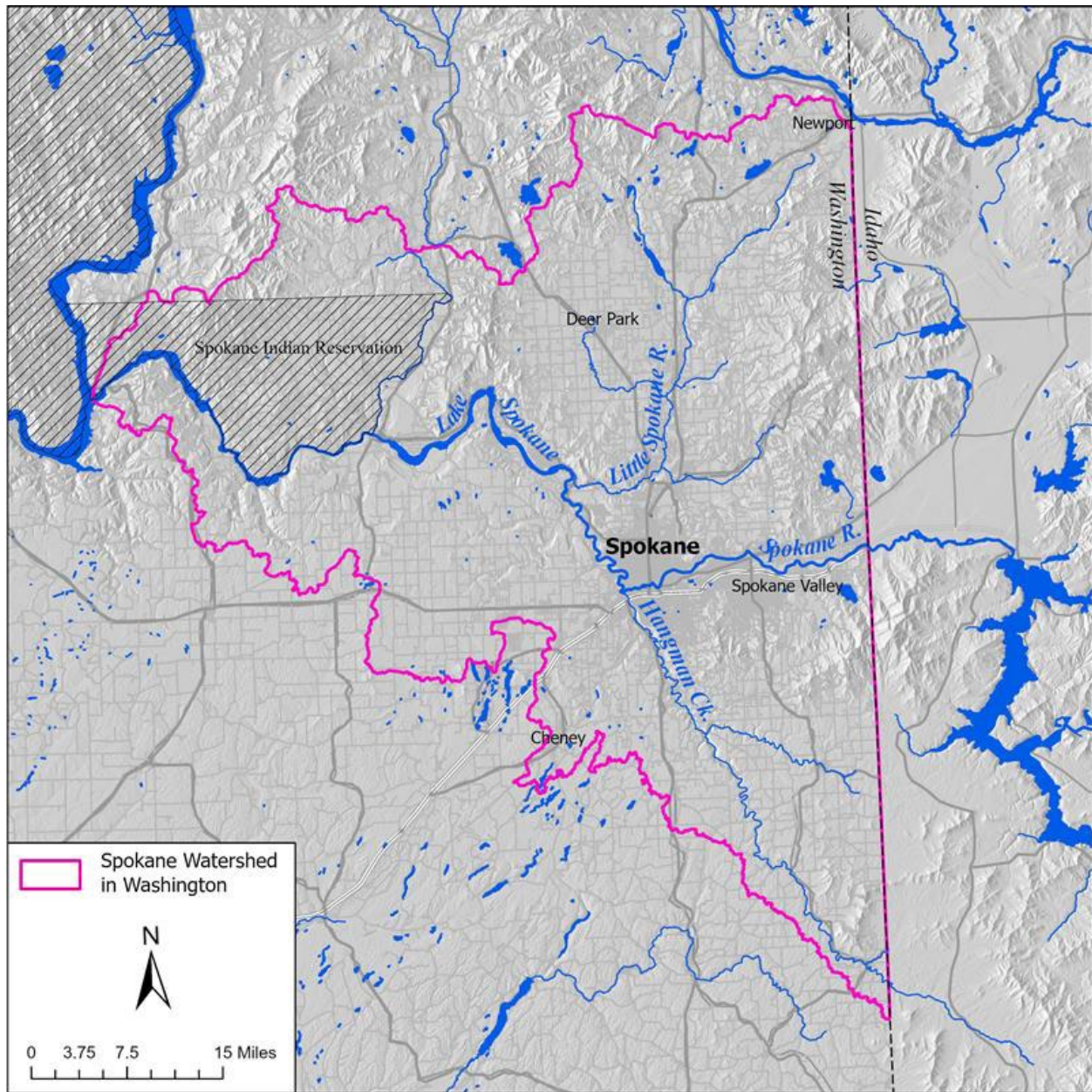


Figure 1 Spokane River Basin

Schedule

Applicants must include a schedule (separate upload) with the application. The schedule must demonstrate that the applicant is ready to negotiate and sign the funding agreement within three months of award announcements and complete the project before the funding source expiration dates, anticipated within 18 months. See Program and Project schedule section.

Eligible Activities

This funding opportunity is intended to support toxics reduction work and complement existing funding programs. See the Resources for Toxics Reduction section on page 24 for more funding opportunities.

Many potentially fundable actions addressing toxics require coordination between multiple Ecology programs and government organizations. To avoid duplication of funding, Ecology recommends that applicants coordinate with Annie Simpson at ECY_CRToxics@ecy.wa.gov to confirm project eligibility. Funding will be contingent upon successful negotiation of the funding agreement.

Below are examples of priority eligible actions identified in toxics reduction plans. For actions not specified, please contact Annie Simpson at ECY_CRToxics@ecy.wa.gov to discuss your proposal and potential eligibility.

Priority consideration will be given to applications aimed at benefiting the following people:

- People who are directly affected by river toxics
- People who are especially vulnerable to pollution risks in the water
- People who consume fish or drink untreated water from the rivers
- People who are not usually involved with environmental work
- Communities who are identified as overburdened on the Environmental Health Disparities Map published by the Department of Health
- Tribes and Tribal members

Priority will be given for activities implementing actions identified in a federal, state, or local plan that reduce toxics and meets needs that are not met by existing funding programs.

Actions for Spokane River Toxics Reduction Grant:

- [2016 Comprehensive Plan to Remove PCBs from the Spokane River](#)⁴
 - Training program for inspectors to identify PCB-containing materials during inspections
 - Survey PCB-containing materials in school buildings
 - Carp removal
 - For stormwater-related actions, please contact Annie Simpson, ECY_CRToxics@ecy.wa.gov about eligibility. See Resources for Toxics Reduction section on page 24.
- [Spokane and Little Spokane Rivers PCBs Total Maximum Daily Loads](#)⁵, see [Appendix E: Implementation Actions](#)⁶
 - Identification and Control of PCB Sources (Appendix E page 3)

⁴ https://srrttf.org/wp-content/uploads/2016/04/2016_Comp_Plan_Final_Approved.pdf

⁵ <https://www.epa.gov/tmdl/spokane-river-pcb-tmdls>

⁶ <https://www.epa.gov/system/files/documents/2024-10/spokane-pcb-tmdls-appendix-e.pdf>

Actions for Columbia River Basin Restoration-Toxics Reduction Grant that can be applied to the Spokane River:

- Columbia River Toxic Reduction Working Group's [Toxics Reduction Action Plan](#)⁷
 - Increase education and technical assistance to the public on opportunities to reduce toxics
 - Evaluate effectiveness of Best Management Practices, toxics reduction efforts, and emerging reduction strategies to reduce mercury through EPA's Mercury Strategy Framework "Control Studies"
- [Total Maximum Daily Loads \(TMDL\)](#)⁸/TMDL Alternative/Straight to Implementation Plans for mercury, DDT, PCBs or other toxics
 - [Lake Chelan DDT and PCB TMDL Water Quality Implementation Plan](#)⁹
 - Support for pesticide reduction or disposal
 - [Lower Okanogan River Basin DDT and PCBs Total Maximum Daily Load](#)¹⁰
 - [Mission Creek Watershed DDT Total Maximum Daily Load and Implementation Plan](#)¹¹ and [Mission Creek Restoration Plan](#)¹²
- [Palouse River Chlorinated Pesticide and PCB Total Maximum Daily Load: Water Quality Improvement Report and Implementation Plan](#)¹³
 - Train engineering and building division personnel as Certified Erosion and Sediment Control Leads (CESCL)
 - Education and outreach
- [Similkameen River](#)¹⁴
 - [Total Maximum Daily Loading \(TMDL\) to Limit Discharges of 2,3,7,8-TCDD \(Dioxin\) to the Columbia River Basin](#)¹⁵
- [Total Maximum Daily Load for Lower Snake River Total Dissolved Gas](#)¹⁶
- Walla Walla River [Chlorinated](#)¹⁷ Pesticides and PCBs Total Maximum Daily Load

Other watershed-based plans or documented issues that identify specific actions to address toxics reduction may include:

⁷ <https://19january2021snapshot.epa.gov/columbiariver/columbia-river-basin-toxics-reduction-action-plan>

⁸ <https://ecology.wa.gov/Water-Shorelines/Water-quality/Water-improvement/Total-Maximum-Daily-Load-process/Directory-of-improvement-projects>

⁹ <https://apps.ecology.wa.gov/publications/documents/0810048.pdf>

¹⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/0410043.html>

¹¹ <https://apps.ecology.wa.gov/publications/documents/0710046.pdf>

¹² [https://www.co.chelan.wa.us/files/natural-resources/documents/Planning/Mission Creek/Mission Creek Restoration Plan/Mission Creek Restoration Plan FINAL.pdf](https://www.co.chelan.wa.us/files/natural-resources/documents/Planning/Mission%20Creek/Mission%20Creek%20Restoration%20Plan/Mission%20Creek%20Restoration%20Plan%20FINAL.pdf)

¹³ <https://apps.ecology.wa.gov/publications/documents/0703018.pdf>

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/0310074.html>

¹⁵ <https://apps.ecology.wa.gov/publications/documents/0910058.pdf>

¹⁶ <https://apps.ecology.wa.gov/publications/documents/0303020.pdf>

¹⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/0510079.html>

- [Ecology's Chemical Action Plans \(CAPs\)](#)¹⁸
Applicants should coordinate with Annie Simpson at ECY_CRToxics@ecy.wa.gov for proposals related to the Chemical Action Plans.
 - [Per- and polyfluoroalkyl substances \(PFAS\)](#)¹⁹
 - [Polychlorinated biphenyls \(PCBs\)](#)²⁰
 - [Polycyclic aromatic hydrocarbons \(PAH\)](#)²¹
 - [Lead](#)²²
 - [Polybrominated diphenyl ethers \(PBDE\)](#)²³
 - [Mercury](#)²⁴
- Salmon Recovery Plans
- Watershed Management Plans

Program support or development

An applicant can apply for funding to support existing or develop new programs to implement toxics reduction actions.

Program support or development activities may include:

- Education and outreach
- Technical assistance
- Planning
- Best Management Practice (BMP) implementation
- Effectiveness Monitoring Education, outreach and/or technical assistance to achieve voluntary behavior change
- Proposals should include strategies to influence people to make choices that reduce toxics and protect the river. The strategies should also be beneficial to the priority audience affected by toxics.
- Identify a specific program and target audiences that are underutilizing the program.
- Audiences may include:
 - Members of the public who live, work, recreate, or otherwise engage in activities that increase their risk of exposure from the release of toxic chemicals (residents in homes with lead paint, fish-consumers, demolition workers, vehicle owners, etc.)
 - Overburdened communities or vulnerable populations that are directly impacted by toxics in the watershed

¹⁸ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals>

¹⁹ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/PFAS>

²⁰ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/PCBs>

²¹ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/PAH>

²² <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/Lead>

²³ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/PBDE>

²⁴ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/Mercury>

- Commercial businesses
- Industrial facilities

Examples of education and outreach activities include:

- Translations (written communications) and interpretations (oral communications) of existing toxics reduction educational literature to communicate with people with limited English proficiency
- Support activities for the [Waste Pesticide Program | Washington State Department of Agriculture](#)²⁵ (outreach, technical assistance for producing and submitting inventories, etc.)
- Increase education and technical assistance to the public on toxics reduction opportunities.
- Education and outreach for controlling sources of pollution (voluntary behavior change).

Public outreach and education should use effective methods and programs, guided by a detailed outreach strategy, to engage the public's interest in improving water quality. Applicants should consider that the public has different levels of background knowledge of both toxics reduction and its role in reducing water pollution. Therefore, applicants should consider a multi-pronged approach to outreach. Public outreach efforts should include:

- Generating basic awareness of toxics or contaminants of emerging concerns in water.
- Building on existing knowledge of the issues to prompt behavior changes that reduce pollution or eliminate opportunities to pollute.
- The outreach strategy should also address combining outreach with the implementation of other toxic reduction measures.

Technical assistance could involve more in-depth education, short training courses, live presentations and slideshows, handbooks, posters with educational content and captioned illustrations, and web-based training modules, or websites with photos of good and bad practices.

Planning

Site or industry specific planning may be eligible if it is a necessary next step to implement priority actions.

BMP Implementation

Best Management Practice (BMP) is a specific strategy or combination of strategies designed to prevent or reduce pollution from nonpoint sources. BMPs are implemented at the source of pollution to minimize its impact on the environment. BMPs prevent pollutants from entering the environment in the first place, rather than just treating them after they've been generated. BMPs can be structural (e.g., physical barriers, retention basins) or non-structural (e.g.,

²⁵ <https://agr.wa.gov/wastepesticide/>

employee training, changing practices) and included as part of a broader pollution prevention plan.

BMPs must be feasible to plan and implement within the grant time frame.

See these example BMPs to reduce PCBs and other toxics in the environment:

- Identify safer alternatives for products
- Establish purchasing preference for products and packaging that do not contain toxics
- Employee training around toxics and changing practices

See the Resources for Toxics Reduction section for other funding opportunities for BMP implementation.

Effectiveness Monitoring and Environmental Assessments

- Monitoring may be eligible as a complementary task to inform specific actions or demonstrate effectiveness of a toxics reduction action.
- A Quality Assurance Project Plan (QAPP) is required for any projects that involve the collection, production, evaluation, or use of [environmental information](#)²⁶. Applicants should include QAPP development in their project proposal. See Quality Assurance Project Plan (Grant Management Section on page 22).
- Grantees are required to upload environmental data to the Ecology's Environmental Information Management database (EIM). Applicants should include data management in their proposal. If there are issues with entering the data into EIM, the grant recipient will still be required to load data to WQX. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>.

Ineligible Activities and Expenses

In general, projects or project components unrelated to toxics in the watershed are not eligible for funding.

This funding source is intended to fill gaps that are not met by existing funding programs that support toxics reduction work. See Resources for Toxics Reduction section for more funding opportunities.

The table below contains a list of some projects and project components that are ineligible for all funding sources. Questions about eligible expenses should be directed to Annie Simpson at ECY_CRToxics@ecy.wa.gov. Any expense not previously approved by Ecology may be ineligible.

Table 1 Ineligible Projects or Project Components of Funding Source

Description
Annual permit fees

²⁶ https://www.epa.gov/system/files/documents/2024-03/enviornmental_information_quality_policy.pdf

Application preparation (grant or loan)
Aquatic plant control for aesthetic reasons, navigational improvements, or other purposes unrelated to toxics reduction
BMP implementation for private gain
Bond costs for debt issuance
Bonus or acceleration payments to contractors to meet contractual completion dates for construction
Buildings or actions that implement permit requirements determined on a case-by-case basis
Cost-plus-a-percentage-of-cost contracts (also known as multiplier contracts), time and materials contracts, and percent-of-construction contracts; this does not apply to General Contractor/Construction Manager (GC/CM) contracts procured in accordance with Chapter 39.10 RCW
Fees for failure to pay invoices on time, check overdrafts, etc.
Fines and penalties due to violations of or failures to comply with federal, state, or local laws
Land acquisition
Landscaping or other project elements for aesthetic reasons
Lobbying or expenses associated with lobbying
Operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc.
Overtime differential paid to employees of local government to complete administrative or force account work
Projects or project objectives previously funded by Ecology
Reclamation of abandoned mines
Solid and hazardous waste cleanup
State and federal agency facilities and other duties and responsibilities
Vehicle purchase, except where Ecology has determined that a specialized vehicle is essential to directly satisfy the project Statement of Work and to achieve the project water quality goals and outcomes
Water supply and conveyance

Program and Project Schedule

Ecology will be accepting competitive applications for Spokane River Toxics Reduction grants in 2026.

Open office hours: For technical assistance contact Annie Simpson at ECY_CRToxics@ecy.wa.gov.

January 13, 2026: Application opens

February 24, 2026: Application closes at 5:00 p.m.

April 2026: Subrecipient notification of selection, negotiations, and agreement development

June 2026: Agreements signed

June 30, 2027: Expiration date

Projects must be completed by June 30, 2027. Extensions may be possible on a case-by-case basis, if new funding is available in the next biennium.

Completing the Application

Preparing to Apply

The following tips assist applicants in completing an application.

Access the competitive grant information and the link for applications posted on the [Spokane River Basin Toxics Reduction Grant Program page](#).

- Review the funding guidelines, eligibility criteria, and timelines for this competitive grant solicitation and provide the completed materials prior to the deadline.
- Follow the instructions on the Application information tab on the Grant Program page to submit the application in EAGL. Register for a [Secure Access Washington \(SAW\)](#)²⁷ account prior to beginning the application process. New user account approval may take up to two weeks.
- Contact Ecology staff early in the project development process. Ecology staff can answer questions about project eligibility and identify ways to help you craft a stronger application.

Accessing the Application / How to Apply

Applicants submit applications for funding through the Ecology Administration of Grants and Loans (EAGL) electronic system. To access this system, you will need to establish a Secure Access Washington Account, register your organization, and add EAGL as a service. This process can take up to two weeks for new users. Detailed instructions are available on [Ecology's Grants and Loans webpage](#)²⁸. Once in the EAGL system, applicants can initiate a "Water Quality Columbia River Basin Restoration" application after finding on the "Available Funding Opportunities" section on the homepage. The [EAGL User's Manual](#)²⁹ that provides instructions on accessing and using the system can be found under "Training Materials." Applicants can initiate and submit applications beginning January 13, 2026. All applications must be submitted before 5:00 p.m. on February 24, 2026.

Application Evaluation Process

- **Application Screening:** The Columbia and Spokane River Toxics Reduction team will screen on-time applications for completeness and eligibility. Applications that are incomplete or ineligible will not move forward in the evaluation process.

²⁷ <https://secureaccess.wa.gov/myAccess/saw/select.do>

²⁸ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans#tabPanel139493>

²⁹ <https://apps.ecology.wa.gov/publications/documents/1701015.pdf>

- **Application Evaluation:** The Columbia and Spokane River Toxics Reduction team will evaluate the applications based on the evaluation criteria listed in these funding guidelines.
- **Offer Notifications:** All applicants will be notified regarding the status of the proposal via email using the Authorized Official's contact information listed in the proposal. Successful applicants will negotiate and review the final agreement with the Ecology project and financial managers prior to signing the agreement.
- **Agreement Negotiations:** Successful applicants will work with Ecology's project and financial managers to develop a final Scope of Work and associated budget for the funding agreement prior to accepting the funds.
- **Application Debrief:** Unsuccessful applicants may request a debriefing with the solicitation coordinator regarding the evaluation and scoring of the applicant's proposal, critique of the proposal based on the evaluation, and review of the final score. Comparisons with other applications will not be discussed.

Scoring Criteria and Application Forms

Ecology evaluates project proposals based on responses provided in the application. A total of 500 points is available. To obtain funding, an application must receive a score of at least 300 total points, and it must receive at least 125 of the 250 possible points on Toxics Reduction. Scoring criteria are summarized below.

Scoring Criteria Summary

Feasibility scores up to 250

Scope of work - 100

Budget - 50

Schedule - 50

Team - 30

Letters of Support - 20

Toxics Reduction score up to 250

Plan-chemical is listed in an existing Ecology toxics plan

Waterbody is listed as a category 2,4, or 5

Chemicals included on Ecology priority list

Actions: see below for description

Scoring Criteria

Feasibility Score

Scope of work – up to 100 points

The scope of work represents a complete and concise description of the project activities, geographic area, and community who will benefit from the project.

- Project activities should include the tasks and outcomes, including deliverables. The scope should be realistic and feasible.

- Identify the geographic area and relevant features of the area where the project will be implemented.
- Describe the community who will benefit from the activities. Applicants should describe population-based human health considerations and relevant socio-economic conditions.
- Explain the planning completed to ensure the activities are offered in ways that are culturally inclusive, appropriate, and responsive to the specified community's needs, priorities, and values.
- To receive full points, scope of work must align with the schedule and detailed budget.

Detailed Budget – up to 50 points

Costs should be based on cost-per-unit calculations, and broken down by task, and ideally by deliverable, or at least tied to specific deliverables. Cost-per-unit estimates should be based on real data (price sheets from suppliers, past projects, etc.). The cost of completing the scope of work should be reasonable when compared to similar projects in the region. Points will be reduced if the detailed budget does not align with the Task Costs.

Detailed Schedule – up to 50 points

The applicant **MUST** upload a schedule that has enough detail to show the evaluator that all tasks and deliverables have been included. The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, landowner agreements, etc., and provides sufficient time to complete all elements. The applicant is ready to start on the proposed scope of work within three months of award notification (a.k.a., readiness to proceed). Applicants should consider providing a Gantt chart for complex projects with tasks that will run concurrently.

Team Qualifications Summary – up to 30 points

Identify name, position title, years of relevant experience. Briefly describe the team members' responsibilities and qualifications to complete the task/work they are assigned to. Identify who will provide backup if the person leaves.

Briefly describe your organization's readiness to engage with the priority audience in ways that are culturally inclusive and effective, including if your organization's leadership and staff share lived experiences, have in depth relationships and have worked in the past with the priority population.

Letter(s) of Support – up to 20 points

Applicant has provided documentation showing that key partners have been identified and how they will support the project. Strong applications will include letters of support from organizations and individuals who represent the priority audience.

Maps, Plans, Drawings, Campaign Strategies, and other Supporting Documentation -

Depending on the proposed activities, please include maps, plans, and detailed drawings of proposed work to be done, and other documents show the feasibility/readiness-to-proceed of the project. These may affect any of the scores.

Toxics Reduction Score – Up to 250 points

The number of points awarded for each item will vary depending on the toxics reduction benefit achieved. This benefit will be determined by the choice of chemicals, whether they're in an existing plan, and the actions taken or resulting from the project. More points will be awarded for Tier 1 chemicals, chemicals listed in a plan, and if the project results in a toxics reduction action.

Chemicals

- Project proposes to reduce, mitigate, or prevent pollution from toxics or any contaminants of emerging concern that have been identified as a priority by a local, state, or federal agency through the development of a federal, state, or local water quality plan and impact a waterbody. For FY 2026, the project must be located within the boundary as identified in Figure 1. The list of toxics include:
- [Chemicals of Emerging Concern in the Columbia River | Columbia River | US EPA](#)³⁰
 - Tier 1 chemicals: DDT and metabolites, PCBs, mercury including methyl mercury, and PBDEs
 - Tier 2 chemicals: PAHs, Arsenic, Dioxins/furans, Lead, Organophosphate Insecticides (azinphos methyl, chlorpyrifos, diazinon), Copper, Estrogenic compounds (Bisphenol A, AHTN, natural and synthetic estrogens, Nonylphenol)
- [Contaminants of Emerging Concern - Washington State Department of Ecology](#)³¹
 - Contaminants listed in DOH fish advisory areas

Actions

- The toxics reduction that will be achieved represents a good value. Consideration of a project's "value" includes both qualitative and quantitative improvements over time relative to the overall costs of the project.
- If the project is required by the state or a federal agency, applicants should provide references or documentation, including permit conditions, Ecology orders, Court orders, or other correspondence.
- Applicants must reference and describe all local or regional toxics reduction planning or regulatory documents that apply to the water body targeted for improvement including local watershed plans, TMDLS, and permits.
- Education and outreach proposals should clearly identify the desired behavior change, how that change will be measured, and how it will contribute to toxics reduction.
- Control actions will be reviewed with respect to the following factors:
 - Magnitude of pathway
 - Reduction efficiency
 - Cost

³⁰ <https://19january2021snapshot.epa.gov/columbiariver/chemicals-emerging-concern-columbia-river.html>

³¹ <https://ecology.wa.gov/Water-Shorelines/Water-quality/Wastewater/Contaminants-of-Emerging-Concern>

- Implementing entity
- Pollution prevention hierarchy
- Potential overlap with existing efforts
- Ancillary benefit
- Timeframes for implementation and results

To be eligible, a project must have a minimum overall score of 250, and a minimum Toxics Reduction score of 125.

Below are the application forms, with information that informs the scoring. Character limits include spaces. Ecology recommends applicants collect this information before applying through the EAGL system.

General Information Form

***Project Title (max 75 characters)**

***Short Description (max 500 characters)**

Briefly describe the problem and proposed work. This description should be a summary of the long description and include the applicant organization name, specific toxic(s) to be addressed, action/activities. This description will be published with the offer list and other distribution.

***Long Description (max 4,000 characters)**

Describe the problem, the proposed work, the community who will benefit from the project, partners involved/coordination, team qualifications, expected outcomes (summarized from task outcomes).

This will affect the toxic reduction and feasibility scores.

***Overall Goal (max 1,000 characters)**

Identify the proposed action(s) and associated plan (include plan title). Briefly describe how the action will address toxic reduction.

***Total Cost:** Enter the total project cost. This includes the toxics reduction grant funding, and any other eligible or ineligible costs associated with the project.

***Total Eligible Cost:** Enter the total amount of the grant requested. The average request expected for Spokane River Toxics Reduction grant is \$150,000-\$200,000. There is no match required.

***Effective Date**

***Expiration Date**

Will Environmental Monitoring Data be collected?

Select yes or no. If yes, see the Monitoring Section under Grant Management.

Project Characterization

Select the proposed activities from the drop-down menu.

Mapping Information Form

Projects must be located in the Spokane River Basin (Spokane River Funding) for FY25-27 funding. In the future, Columbia River Basin (EPA Columbia River Toxics Reduction Funding) funding may become available.

Draw a polygon around the specific project area. In some cases, it may be appropriate to select a jurisdiction.

For step-by-step instructions, please refer to the Map Instructions (Recipient) in EAGL under the My Training Materials tab. Helpful Tip: Only one person may check out and edit the map at a time. The identity of the person with the map checked out will appear above the Add/Modify Location(s) button. The map form must be checked in before the application can be submitted.

Recipient Contacts

Staff listed on this form must be Recipient staff, not consultants or contractors. Staff listed on the Recipient Contacts form can be changed later if the Application is selected for funding. The following staff contacts must be identified and have both Secure Access Washington (SAW) and EAGL user accounts to appear in the drop-down menu:

- **Project Manager** (EAGL Role): The person responsible for the overall project and for completing quarterly progress reports.
- **Authorized Signatory** (Not an EAGL role, consider assigning the role of Reader³²): 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 signature page (as determined by each Recipient), the additional signatory's name(s) and title(s) can be manually added to the other recipient signatories on printed agreement fields (see below). These additional signatories do not need SAW or EAGL accounts.
- **Billing Contact** (EAGL Role): The person responsible for completing and submitting payment requests and associated back-up documentation.

Scope of Work – Additional Tasks Forms

Task Title

Task Cost

This will affect the Budget and Scope of Work scores. It should align with the uploaded budget.

Task Description (max 3500 characters)

Scope must demonstrate an understanding of all elements necessary to implement and complete the project. This should include any necessary permitting, cultural resource review, coordination with other entities, landowner permission, QAPP development, EIM and WQX

³² Reader: EAGL users in the Reader role will not receive EAGL system generated emails throughout the life cycle of the grant

data management, etc.). More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>. It should be clear where and how work will be completed, and by whom, and include target audiences or other parties involved.

Separate tasks should be created for separate activities (e.g. Education and Outreach is separate task from Effectiveness Monitoring).

Task 1 should be Grant Administration for time spent completing quarterly and final reports, communicating with Ecology, managing and submitting documentation, etc.

Task Goal Statement (max 1500 characters)

This section should explain how the actions address the specific toxic chemical(s).

Task Expected Outcomes (max 1500 characters)

This section should quantify the activities that will be completed. This will affect the Toxics Reduction and Scope of Work score.

Deliverables (max 500 characters each)

Deliverables should provide evidence that the task has been successfully completed. Examples include reports, maps, pictures, educational materials, meeting agendas and notes, construction documents, copies of agreements, lists and quantities of BMPs, etc.

The deliverables will affect the Toxics Reduction and Scope of Work score.

Recipient Task Coordinator

Name of person responsible for ensuring work is performed and deliverables are completed and submitted.

Grant Management

The grant management for the Columbia and Spokane River Toxics Reduction Grant recipients are administered by the Financial Management Section (FMS) of the Washington State Department of Ecology (Ecology) Water Quality Program. The following are important federal and state administrative requirements that play a role in the day-to-day decisions made on grant projects.

Guidance and Standards

A complete listing of the administrative requirements for all grants administered by Ecology can be found in the [Administration Requirements for Recipients of Ecology Grants and Loans Managed in EAGL \(Yellow Book\)](#)³³. Toxics reduction work occurs across multiple Ecology programs. For activities that are regulated by other Ecology programs, the Water Quality Program will consult with the other Ecology program representatives to discuss, and ensure compliance with, their respective policies and guidelines.

[EPA requirements that flow down to subrecipients](#)³⁴.

Scope of Work

Recipients and their proposed project activities selected for funding through the competitive solicitation process will work with the Ecology Project and Financial Managers to negotiate their Scope of Work and Budget. The Quality Assurance Coordinator will evaluate the Scope of Work to provide an initial determination if the project requires a QAPP or may qualify for a waiver. When the Statement of Work is finalized, it will be entered into the Ecology Administration of Grants and Loans (EAGL) system to become a funded agreement. All administration of the agreement will be completed in EAGL system including, but not limited to, quarterly progress reports and payment requests, deliverable submission, and agreement amendments.

Recipients may request up to 15 percent of the total eligible project cost for Task 1 Grant Administration in the project application. This task will include the cost of preparing quarterly and final reports and payment requests, maintaining project documentation and managing the Ecology grant. Grant administration is payable only to the recipient, not partners or contractors.

Indirect Rate

Recipients may include an indirect charge of up to 30 percent of salaries and benefits for recipient employees for time spent specifically on the project. A recipient may also either use a federally approved indirect rate or some other form of documentation stating that they can do so. The documentation should be provided to Ecology during Statement of Work negotiation for verification.

³³ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

³⁴ https://www.epa.gov/sites/default/files/2020-11/documents/epa_subaward_cross_cutter_requirements.pdf

Agreement Development Process

The information provided in the competitive grant application is the basis for the Scope of Work and will be used to develop the final funding agreement. Scopes of Work will be evaluated to determine if a Quality Assurance Project Plan (QAPP) is required and added as a task in the final agreement. Through the agreement negotiation process, Ecology and the funding recipient will work together to develop a final Scope of Work, Budget, and Deliverables that uphold the expectations of the competitive grant solicitation.

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement, at a minimum, will include an approved Scope of Work, total project costs, a Budget by task, performance schedule, Deliverables, and Ecology General Terms and Conditions. Ecology assigns a project management team to each funded project.

The team consists of:

A **project manager**, the primary contact for technical assistance and day-to-day questions. The project manager works with the financial manager to resolve payment or eligibility issues if they arise. When in doubt, call any member of the project management team for information.

A **financial manager**, reviews and approves payment requests and assists the project manager in the negotiation of agreements. The financial manager also administers the project, determines eligibility, and maintains project files.

A **project engineer or technical advisor** from Ecology headquarters or the regional office, or designated, as needed.

A **Quality Assurance Coordinator** from Ecology headquarters reviews the Statement of Work and provides an initial determination on whether the project requires a QAPP or qualifies for a waiver.

It will take less time to develop a Scope of Work and funding agreement if the application has a clearly defined project proposal that includes measurable objectives, deliverables, and an accurate budget. Ecology may withdraw or reduce project funding if a task is determined to be ineligible during the agreement negotiation process.

Payment Requests and Project Progress Reporting

All grant payments are made on a reimbursement basis. Recipients must provide a progress report with each payment request and at least quarterly. Failure to provide adequate progress reports will result in denied payment requests and may result in project termination or other actions. 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 this agreement.

These conditions are necessary to ensure 1) Ecology has sufficient funding available to reimburse grant expenses, and 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.

For more information on the use of EAGL for grant management, refer to the online User Guide within EAGL.

Project Completion Dates and Extensions

Recipients may incur project costs on and after the effective date and that are eligible within the final Statement of Work, 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.

Projects must be completed by the agreement expiration date. Ecology will have limited ability to provide any extensions for the Spokane River Toxics Reduction funding.

Monitoring

Monitoring may be eligible in direct support of reduction actions. Monitoring activities require an Ecology-approved Quality Assurance Project Plan (QAPP), and must meet rigorous data management standards, described below. **Any monitoring activity conducted before the QAPP receives final approval is not eligible for reimbursement.**

Quality Assurance Project Plan (QAPP)

Applicants should include four to five months for QAPP development, review, and approval. A Quality Assurance Project Plan (QAPP) is required for any projects that involve the collection, production, evaluation, or use of [environmental information](#)³⁵. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. The RECIPIENT is required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the RECIPIENT must contact the Quality Coordinator to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis.

The QAPP must follow Ecology's Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies. Standard Operating Procedures for field sampling and testing activities associated with monitoring are also available to aid in QAPP development. The QAPP template is available by request from the Fund Coordinator, or regional Ecology Project Manager. Recipients may also reference Ecology's Technical Guidance for Assessing the Quality of Aquatic Environments in developing the QAPP.

[Quality assurance for grantees - Washington State Department of Ecology](#)³⁶

³⁵ https://www.epa.gov/system/files/documents/2024-03/enviornmental_information_quality_policy.pdf

³⁶ <https://ecology.wa.gov/about-us/who-we-are/our-programs/environmental-assessment/scientific-services/quality-assurance/quality-assurance-for-grantees>

The QAPP must:

- Describe in detail the monitoring and data quality objectives, procedures, and methodologies that will be used to ensure that all environmental information generated is of known and documented quality for their intended use.
- Describe in detail the water quality monitoring approach and laboratory protocols, including types of data and samples to be collected, sample location, sampling frequency, sampling procedures, analytical methods, quality control procedures, data handling protocols.
- Describe data assessment procedures.
- Explain how the project will yield sufficient information to achieve the purpose and intent of monitoring.
- Describe in detail the quality control procedures that will help identify problems or issues associated with data collection and assessment while the project is underway.
- Discuss data accuracy and statistical requirements.

The recipient must submit the QAPP to Ecology's Project Manager and Quality Assurance Coordinator for review, comment, and approval before starting the environmental monitoring activities. Any environmental information operation conducted before the QAPP receives final approval is not eligible for reimbursement.

Use of an Ecology Accredited Laboratory

The recipient must use an environmental laboratory accredited by Ecology to analyze water samples for all parameters that require bench testing. Information on currently accredited laboratories and the accreditation process are provided on Ecology's Lab Search webpage.

[Home - Lab Search](#)³⁷

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 is collected.

Monitoring Data Management and Submittal

Recipients that collect environmental monitoring data must submit all data to Ecology using the Environmental Information Management System (EIM). Data must be loaded into EIM following instructions on Ecology's EIM webpage and be approved by Ecology's Project Manager. Final payment requests will be withheld until data has been approved in EIM. Projects must follow EPA's requirement that the Water Quality data be input into their WQX data system as well.

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

³⁷ <https://apps.ecology.wa.gov/laboratorysearch/>

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](#)³⁸. 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.

Historic and Cultural Resources Requirements

Ecology is the presumptive lead agency for all cultural resources review and consultations under state and federal funding. Ecology will work with recipients to follow the appropriate steps to assess for possible cultural resources requirements and assessments determine if a site has the potential of disturbing or significantly impacting an archaeological or historic archaeological site, historic building/structure, and cultural or sacred place. Assessment of a site to determine the potential risk of encountering historic properties is grant eligible. Site disturbance related to project planning, design and implementation (i.e., geotechnical investigations, plantings, water quality monitoring, and or construction) that occur prior to such cultural resources assessment, are not eligible for reimbursement. Environmental and cultural resources review information, forms and previous training presentations are available on Ecology's page: [Environmental & Cultural review - Washington State Department of Ecology](#)³⁹. Contact the Ecology project manager prior to any site disturbances.

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

Recipients who receive EPA funding must complete a FFATA form. The form will be available for completion during the agreement negotiation process. Ecology cannot sign a funding agreement until the form is completed.

Resources for Toxics Reduction

Additional Funding Opportunities

Stormwater Facilities (BMP planning, design and construction) - [Water Quality Combined Funding Program](#)⁴⁰

Stormwater Activities

Enhanced Maintenance - [Water Quality Combined Funding Program](#)⁴¹

- Plans

³⁸ <https://ecology.wa.gov/research-data/data-resources/geographic-information-systems-gis/standards>

³⁹ <https://ecology.wa.gov/water-shorelines/water-quality/water-quality-grants-and-loans/environmental-and-cultural-review>

⁴⁰ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/water-quality-combined>

⁴¹ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/water-quality-combined>

- Street sweeping,
- catch basin/pipe cleanout

Permit requirements - [Stormwater capacity grants program](#)⁴²

Monitoring - [SAM administration - Washington State Department of Ecology](#)⁴³

Agricultural Best Management Practices - [Water Quality Combined Funding Program](#)⁴⁴

Wetlands for toxics reduction – see stormwater facilities.

[Independent remedial action grants - Washington State Department of Ecology](#)⁴⁵

[Waste & Toxics - Washington State Department of Ecology](#)⁴⁶

- [Community litter cleanup program grants](#)⁴⁷
- [Public participation grants](#)⁴⁸
- [Ramp litter cleanup program grants](#)⁴⁹

Other Toxics Reduction Programs and Resources

[Waste Pesticide Program | Washington State Department of Agriculture](#)⁵⁰

⁴² <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Stormwater-capacity-grants>

⁴³ <https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Stormwater-monitoring/Stormwater-Action-Monitoring/administration>

⁴⁴ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/water-quality-combined>

⁴⁵ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

⁴⁶ <https://ecology.wa.gov/waste-toxics>

⁴⁷ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Community-litter-cleanup-grants>

⁴⁸ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Public-participation-grants>

⁴⁹ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/ramp-litter-cleanup-program>

⁵⁰ <https://agr.wa.gov/wastepesticide/>