

Fiscal Year 2010 Financial Assistance Application Form and Resource Guide

for

Centennial Clean Water Program (Centennial)

**Federal Clean Water Act Section 319
Nonpoint Source Fund (Section 319)**

**Washington State Water Pollution Control
Revolving Fund (Revolving Fund)**

This FY 2010 Financial Assistance Application Form can be found at:

<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

If you need this document in an alternate format, please contact us at 360-407-6502. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

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FY 2010 Water Quality Financial Assistance Application Resources

This section provides information about resources that may help you prepare a successful application, including a scoring guideline that outlines how evaluators will assign points. The application follows this resource section.

Ecology cannot guarantee website accuracy or continued maintenance. Ecology does not endorse non-Ecology websites.

Application materials:

<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

Information on basin location of salmonid stocks (listed as threatened or endangered):

<http://www.nwr.noaa.gov>

Longitude and latitude of your project:

<http://apps.ecy.wa.gov/wqawa/viewer.htm>

Conversion from degrees, minutes, and seconds to decimal degrees:

<http://www.directionsmag.com/site/latlong-converter>

Information on problem areas, affected designated uses, or water quality programs addressed or implemented (*Washington's Water Quality Management Plan to Control Nonpoint Source Pollution, Volume 1*):

http://www.ecy.wa.gov/programs/wq/nonpoint/nps_plan.html

The Environmental Protection Agency's (EPA) Watershed Planning Handbook to locate the required nine key criteria for nonpoint planning and implementation projects (see Chapter 2, page 16):

http://www.epa.gov/owow/nps/watershed_handbook/

The Water Quality Assessment interactive map for 303(d)-listed waters:

<http://apps.ecy.wa.gov/wqawa/viewer.htm>

TMDL Lead contact information:

<http://www.ecy.wa.gov/programs/wq/tmdl/contacts.html>

Financial Hardship Evaluation Form (required for hardship determinations):

<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

FY 2010 Water Quality Financial Assistance Application Resources

Contacts for Questions

Internet:	Water Quality Program: http://www.ecy.wa.gov/programs/wq/wqhome.html Funding Information: http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html
Ecology, Water Quality Program Reception:	Headquarters – Lacey (360) 407- 6400 Central Regional Office (CRO) – Yakima (509) 575-2490* Eastern Regional Office (ERO) – Spokane (509) 329-3400* Northwest Regional Office (NWRO) – Bellevue (425) 649-7000* Southwest Regional Office (SWRO) – Lacey (360) 407-6300* <i>(*Number is the spill /environmental emergency line after hours)</i>
General Information: Facility Projects: Activity Projects:	Jeff Nejedly (360) 407-6566, e-mail jnej461@ecy.wa.gov Cindy Price (360) 407-7132, e-mail cpri461@ecy.wa.gov Alice Rubin (360) 407-6429, e-mail arub461@ecy.wa.gov
Application Packets:	Section Secretary (360) 407-6502
U.S. Mail Address: <i>(Not to be used for UPS or other package delivery services)</i>	Department of Ecology, Water Quality Program Financial Management Section, P.O. Box 47600 Olympia, WA 98504-7600
Street Address: <i>(Physical location/ package delivery – not to be used for U.S. Mail)</i>	Department of Ecology, Water Quality Program Financial Management Section, 300 Desmond Drive, Lacey, WA 98503

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FY 2010 Water Quality Financial Assistance Application Resources

ECOLOGY EVALUATOR SCORING GUIDELINES (for use with Part 2)

DO NOT FILL IN

Ecology's project evaluators will use the following criteria to score project proposals. The questions in the scoring guidelines are taken from Part 2 of the application. Each question is followed by a table outlining scoring criteria that should help guide the applicant in developing answers to the questions.

Executive Summary – In 250 words or less, describe the project and its water quality benefits.

1. Scope of Work (Up to 250 pts.)

Points are awarded for a clear, complete, and well thought-out scope that directly addresses a water quality problem. The scope demonstrates an understanding of the work required to implement and complete the project. Resourceful approaches or solutions are encouraged.

- Provide a detailed scope of work to achieve the water quality benefits of the project that includes clearly defined tasks, deliverables, and cost per task.
- Describe the project area and provide supporting map(s) and any relevant diagrams and pictures.

1.	Scope of Work	Total 250 Points
	Complete and concise description of the project tasks and outcomes. Clear detailed description of deliverables, timelines, and purpose.	Up to 100 pts.
	Project directly and measurably addresses a water quality problem.	Up to 150 pts.

2. Proposed Budget (Up to 150 pts.)

Budget: Points are awarded for a complete, reasonable budget that is consistent with the tasks described in the scope of work.

- Provide a clearly defined Task- and Object-oriented budget (as applicable).

Cost Estimate Process: Points are awarded to cost effective projects with accurate cost estimates. For example, an applicant may determine cost effectiveness and estimate accuracy based on experience with past or on-going projects, through consultation with other entities that have related experience, or through a planning process such as value analysis.

- Describe how costs were estimated. Include the steps taken to ensure accuracy, such as experience with past or ongoing projects, or through consultation with other entities that have related experience.
- Describe the process used to control cost and ensure that this is a cost-effective project (e.g., value engineering for facilities projects or cost analysis for activities projects).

FY 2010 Water Quality Financial Assistance Application Resources

2.	Proposed Budget	Total 150 Points
	Complete project budget is consistent with the scope of work.	Up to 20 pts
	The cost estimate process is reasonable.	Up to 30 pts
	The project budget represents a good value for the work and water quality benefit achieved.	Up to 100 pts

3. Water Quality and Public Health Improvements (Up to 250 pts.)

Points are awarded for improvements and protection of water quality and public health. Substantial environmental improvements receive the most points. Measurable improvements receive more points than unclear or vague benefits. The actual benefit, total impact (area impacted, number of people affected), level of implementation, and the severity of the problem will be considered. Only changes that can be achieved by the proposed scope of work will be considered.

- Define the water quality and public health problems the project will address.
- Describe the expected project results, including how the project will help achieve water quality and public health improvements and protection. Describe how much of the problem will be addressed by the project.
- Describe how success of the project will be measured and documented.
- Describe how the water quality and public health improvements will be sustained for the long-term.

3.	Water Quality and Public Health Improvements	Total 250 Points
	How severe is the water quality problem and how well is it defined.	Up to 50 pts
	Project will achieve substantial water quality benefits.	Up to 100 pts
	Project success can be measured, and proposed methods to measure success are reasonable.	Up to 50 pts
	The project provides long-term sustainability of water quality benefits (e.g., operation and maintenance of the system, long-term on-site septic program follow-up, and watershed management).	Up to 50 pts

4. State and Federal Requirements (Up to 100 pts.)

Points are awarded for projects that address state and federal requirements (e.g. Total Maximum Daily Load (TMDL), permit requirements, watershed plans, etc.). How well the project addresses TMDL objectives will be considered. Straight to implementation proposals will be awarded points based on the link between the activity proposed and the ability to meet water quality standards.

- Describe how this project is specifically required by a state or federal agency. Provide reference or documentation including permit conditions, department orders, court orders, or other department correspondence.

FY 2010 Water Quality Financial Assistance Application Resources

- Explain how this project addresses specific actions in an Ecology-authored Water Quality Improvement Report or Water Quality Implementation Plan. Provide the document publication number and the last date of contact with the respective Ecology TMDL lead.
- Explain how this project addresses specific actions in a program or a plan, other than a TMDL, that is designed to meet water quality standards.

4.	State and Federal Requirements	Total 100 Points
	How well does this facilities project address a current permit requirement or other legal requirement? Or How well does this activities implementation project address required actions of a Water Quality Improvement Report, other current approved plan, or a program specifically designed to address water quality problems?	Up to 100 pts

5. Project Team (Up to 50 pts.)

Points are awarded based on skills, qualifications, and experience of the established or potential project team members.

- Describe roles and responsibilities of each team member. Include the estimated amount of time each team member will devote to the project. (e.g., what percentage of each team member's work week will be devoted to this project?)
- Describe the relevant skills and qualifications of each team member (do not submit resumes).

5.	Project Team	Total 50 Points
	Team members' roles and responsibilities are well defined and an estimated percentage of time each team member will devote to this project is adequate for the scope of work.	Up to 30 pts
	Team members' past experience is relevant.	Up to 20 pts

6. Project Development and Local Support (Up to 100 pts.)

Points are awarded based on project development efforts and commitments from project partners. Provide documentation as appropriate.

- Describe the decision making process used to select this project.
- Describe how you have involved and fostered local, regional, and statewide partnerships for the success of the project.
- Describe how you will sustain long-term water quality efforts.
- For cities, towns and counties, indicate whether you are designated an "evergreen community" per RCW 35.105.030.

FY 2010 Water Quality Financial Assistance Application Resources

6.	Project Development and Local Support	Total 100 Points
	A comprehensive decision making process was used to arrive at the proposed project.	Up to 50 pts
	The level of local support and commitments for the project is documented (e.g., on-going strategic review of sewer user rates, on-going watershed planning, interlocal cooperation, and ordinance development).	Up to 50 pts

7. Readiness to Proceed (Up to 50 pts.)

Points are awarded based on how soon a project can begin.

- Describe the steps you have taken to proceed immediately with the project.
- Provide detailed information and documentation on project elements such as completed designs, permits, inter-local agreements, landowner agreements, easements, other secured funding, staff, Quality Assurance Project Plans, and other agency approvals.

7.	Readiness to Proceed	Total 50 Points
	Project elements are in place for the project to proceed and documentation is provided.	Up to 50 pts

8. Ratepayer Impact (50 pts.)

Points are awarded to projects that potentially place financial hardship on sewer ratepayers without the requested financial assistance. Applicants claiming financial hardship must fill out the financial hardship evaluation form and submit it with the application. Points will be assigned based on the outcome of the hardship calculations done at Ecology Headquarters as guided through rule.

8.	Ratepayer Impact	Total 50 Points
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Note: Ties of overall total points in the evaluation of the project are broken using the score to Question 3 - Water Quality and Public Health Improvements. For example in a tie between two projects, the project that scores higher in Question 3 is placed above the other on the priority list. The score from Question 7 - Readiness to Proceed, is used if the tie cannot be broken using Question 3.

END OF APPLICATION RESOURCES

Part 1

FY 2010 Water Quality Financial Assistance Application



Fiscal Year 2010 Financial Assistance Application
 Centennial Clean Water Program (Centennial)
 Federal Clean Water Act Section 319
 Nonpoint Source Fund (Section 319)
 Washington State Water Pollution Control
 Revolving Fund (Revolving Fund)

ECOLOGY USE

Application no. _____

1. PROJECT TITLE:

2. APPLICANT NAME: <i>(Public body or private not-for-profit per IRS 501 (C) (3))</i>	3. FEDERAL ID NO:
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4. APPLICANT SIGNATORY: *(The person whose name is listed here must sign Box 13 of this application)*

Name:	
Title:	Telephone Number:
Address:	

5. APPLICANT STAFF CONTACT:

Name:		
Title:	Telephone Number:	E-Mail Address:
Address:		

6. PROJECT INFORMATION:

What is the population in the PROJECT area?

Is the PROJECT located in a basin with salmonid stocks listed as threatened or endangered in accordance with the Endangered Species Act? Yes No

Is the PROJECT statewide? Yes No

If NO, list below the county(ies), Water Resource Inventory Area designation(s), Legislative district(s), and Congressional district(s) where at least five percent of the PROJECT will be accomplished.

Please Note: You must select a primary location and then provide additional location information as applicable. All separate designations (County, Legislative District, Congressional District, and WRIA) must equal 100 percent (list from greatest to least percentage, and please break any ties by at least one percentage point). Limit your separate Legislative Districts and Congressional Districts to those that cover greater than five percent of the project area.

County(ies) for the Project:	
Name	Percent
Primary	
Total	100

WRIA(s) for the project:	
Water Resource Inventory Area	Percent
Primary	
Total	100

HUC Code for the Project: http://water.usgs.gov/wsc/map_index.html	
Hydrologic Unit Code	Percent
Primary	
Total	100

Part 1

FY 2010 Water Quality Financial Assistance Application

Congressional District(s) for the Project:		Legislative District(s) for the Project:		Stream Reach Code (14-digit number depicting the water body for the project): http://nhd.usgs.gov/index.html	
Number	Percent	Name	Percent	Segment and Reach (NHD)	Percent
Primary		Primary		Primary	
Total	100	Total	100	Total	100

Provide GPS coordinates representative of your project location and the water body affected. The project location is the approximate center of where you will be working. The water body location should be located in the water body affected by the project, or the project location for ground water projects. Facilities projects should report the outfall location or center of the land application site.

Location	Latitude/Longitude	Primary Site	Secondary Site	Tertiary Site
Project Location	Latitude: (e.g., 45.3530)			
	Longitude: (e.g., -120.4510)			

7. PROJECT DURATION:

Estimated Start Date:

Project Length: months

Anticipated Project Completion Date:

For Water Pollution Control Facility Construction projects, indicate the anticipated Initiation of Operation Date:

Note: *Projects must be completed within five years of issuance of the Final Offer and Applicant List date.*

8. WATER BODY AND NEEDS ADDRESSED BY PROJECT:

For all projects:

Is the affected water body listed on the Clean Water Act Section 303(d) List as impaired? Yes No

If yes, what is the 303(d)-Listing parameter(s) and associated identification number(s)?

Check all type(s) of water bodies that the proposal targets:

- | | |
|--|--|
| <input type="checkbox"/> Freshwater rivers | <input type="checkbox"/> Direct marine water |
| <input type="checkbox"/> Freshwater lakes | <input type="checkbox"/> Saltwater estuary |
| <input type="checkbox"/> Freshwater wetlands | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Ground water | |

Check all that this project will address:

- Endangered salmonids
- Threatened salmonids
- Other Endangered Species Act protected species (identify)
- Protection of shellfish habitat
- Protection of domestic water supply
- TMDL requirements
- NPDES requirements
- Other (specify)

Part 1

FY 2010 Water Quality Financial Assistance Application

9. FOR WATER POLLUTION CONTROL ACTIVITY PROJECTS ONLY:

NOTE: All funded Ecology water quality activity projects must meet the objectives of the *Washington's Water Quality Management Plan to Control Nonpoint Sources of Pollution* (Vol. 3) (<http://www.ecy.wa.gov/pubs/0510027.pdf>).

Type of Activity Project

Check all that this project would include:

- Agricultural best management practices
- Stormwater best management practices
- Other best management practices (specify):
- Water quality monitoring
- Riparian restoration
- Large woody debris placement
- Bank stabilization
- Public education and outreach
- On-site septic system planning/surveys
- Groundwater protection and/or planning
- PILOT/demonstration project
- Comprehensive planning (such as watershed management plans or stormwater management plans)
- Other (specify): _____

Watershed Plan Criteria

NOTE: Review the information on EPA's 9 Key Elements for non-point source projects. Please refer to EPA's Watershed Planning Handbook to evaluate if the plan being implemented meets these criteria.

Is this activity project primarily planning or implementation?

- Planning Yes No
 Implementation Yes No

If applying for an implementation project, please fill out the table below.

Implementation Action	Reference the plan that describes this action, including page numbers and where a copy of the plan can be obtained for review.

Part 1

FY 2010 Water Quality Financial Assistance Application

Will the proposed project directly result in a load reduction of Nitrogen, Phosphorus, and/or Sediment? Yes No

Check applicable boxes below.

NOTE: The recipient of financial assistance will be responsible for reporting the annual load reduction results.

- Dissolved oxygen
- Nitrogen
- Phosphorus
- Sediment
- Fecal coliform
- Temperature
- Others (specify):

10. FOR WATER POLLUTION CONTROL FACILITY PROJECTS ONLY:

GROWTH MANAGEMENT ACT (GMA) COMPLIANCE:

Are you GMA compliant? Yes No

If not, when do you expect to be in compliance?

Do you expect to be in compliance for the duration of the project? Yes No

Type of Facility Project

Check all that this project involves:

- Wastewater treatment systems needs
- Water reclamation and reuse
- Stormwater pollutant control needs
- On-site septic system repair/replacement program
- Combined sewer overflow correction
- Other (specify):

For wastewater and stormwater treatment facilities projects, check only **one** of the six boxes below that represents the present proposal, and complete **all** prerequisite planning dates and include attachments noted.

Proposal to obtain financial assistance for:	Prerequisite planning approval dates:
<input type="checkbox"/> Combined comprehensive, general sewer, or stormwater plan with a facilities plan	Not applicable
<input type="checkbox"/> Site specific facility planning (Step 1)	Provide the date of the approved comprehensive plan that identifies the need for your project. Date of Ecology Approval: (attach a copy of approval letter, transmittal letter conveying the biological assessment (BA) to the Services, and a letter from the Services concurring with the BA)
<input type="checkbox"/> Design (Step 2)	Provide the date of the approved facilities plan ¹ and any amendments. Date of Ecology Approval: (attach a copy of approval letter, transmittal letter conveying the biological assessment (BA) to the Services, and a letter from the Services concurring with the BA)
<input type="checkbox"/> Construction (Step 3)	Provide the date of the approved plans and specifications and any addenda. Date of Ecology Approval: (attach a copy of approval letter, transmittal letter conveying the biological assessment (BA) to the Services, and a letter from the Services concurring with the BA)
<input type="checkbox"/> Design and construction (Step 4)	Provide the date of the approved facilities plan and any addenda. Date of Ecology Approval: (attach a copy of approval letter, transmittal letter conveying the biological assessment (BA) to the Services, and a letter from the Services concurring with the BA)
<input type="checkbox"/> Design-Build and Design-Build-Operate	Provide the date of the approved facilities plan and any addenda.

¹ Site specific planning documents must be approved as "facilities plans." Plans approved as "engineering reports" will not suffice.

Part 1

FY 2010 Water Quality Financial Assistance Application

Date approved: _____ (attach a copy of approval letter, transmittal letter conveying the biological assessment (BA) to the Services, and a letter from the Services concurring with the BA, and other required documentation. See the *FY 2010 Financial Assistance Guidelines*, for more information.)

Do you have an Ecology permit for this project? Yes No Provide permit number: _____
 If no, what is the permit status? _____
 For wastewater facilities, provide information on the effluent limits: BOD: _____ mg/l TSS: _____ mg/l

For wastewater facilities, provide the following information:

Number of system-wide users: _____
 System design capacity (MGD): _____
 Number of effluent permit violations over the last twelve months: _____
 Maximum monthly flow over the last twelve months (MGD): _____
 Biological Oxygen Demand (BOD) (mg/l): _____
 Effluent discharge of Total Suspended Solids (TSS) (mg/l): _____
 Effluent discharge of Ammonia (mg/l): _____
 Effluent discharge of Total Nitrogen (mg/l): _____
 Effluent discharge of Phosphorus (mg/l): _____
 Effluent discharge of Fecal Coliform (CFU/100 ml): _____

HARDSHIP

For domestic wastewater construction projects, provide the following:

Is a financial hardship assistance loan requested? Yes No
 Is a financial hardship assistance grant requested? Yes No

If yes, a Financial Hardship Analysis Form must be included with this application. The hardship form is found at:
<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

For stormwater projects, provide the following:

Is a hardship loan requested for a stormwater treatment facilities project required under a permit? Yes No
 Is a hardship grant requested for a stormwater activities project required under a permit? Yes No

For hardship criteria on stormwater projects refer to Ecology's funding website at:
<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

REFINANCE

Check the appropriate box:

Interim Standard

Part 1

FY 2010 Water Quality Financial Assistance Application

Standard: complete the Standard Refinance Worksheet along with Part 1. Do not complete Part 2. Attach a copy of the Declaration of Construction Completion for the project. The worksheet can be found at:

<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

Interim: complete Parts 1 and 2 of the application.

For more information on standard and interim refinance projects, refer to Chapter 173-98-410 WAC.

Part 1

FY 2010 Water Quality Financial Assistance Application

11. FUNDING REQUEST: <i>(Identify the amount of funding requested to complete your project.)</i>	
<p>Facilities projects (including planning, design, and construction) are eligible for <u>loan funds only</u>.</p> <p>(There are some exceptions for wastewater construction hardship, see question No. 10)</p>	
Check for consistency with costs provided in Part 2, Question 2.	Project Amount & Terms:
<p>Total Project Cost This amount represents the full cost of the project.</p>	\$
<p>Eligible Project Cost This amount represents that portion of the project cost that is eligible for Ecology grant or loan assistance.</p>	\$
<p>Ecology Grant Request (Activity Projects Only) This represents the amount Ecology will grant, which is typically 75 percent of the eligible project cost. Ceiling amounts and match requirements vary depending on the project. Refer to the funding program rules at http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html.</p> <p>How to calculate Ecology's share: If Ecology's share is 75 percent of the eligible project cost, multiply the eligible project cost by 0.75.</p>	\$
<p>Federal Funds in Project Identify anticipated source(s) of federal funds: Federal agency _____ Federal agency _____ Federal agency _____</p>	<p>Amount requested (or to be requested) from these agencies: \$ _____ \$ _____ \$ _____</p>
<p>If grant funds are not offered, would you accept loan funds for part or all of the eligible project cost? (Answers will not affect your grant request priority.)</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Loan fund amount requested if grant funds are not offered: \$ _____</p> <p>Term: _____ years</p>
<p>Ecology Loan Request (Activity or Facility Projects) This represents the amount Ecology will loan, up to 100 percent of the eligible project cost. Refer to Ecology's Web page for loan term and interest rates.</p>	<p style="text-align: center;">\$</p> <p>Term: _____ years</p>
12. BRIEF PROJECT DESCRIPTION (to appear in the funding list): <i>(50 words or less)</i>	

Part 1

FY 2010 Water Quality Financial Assistance Application

13. APPLICATION CERTIFICATION:

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE **LEGALLY AUTHORIZED SIGNATORY** OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

Printed Name	Signature
Title	Date

14. APPLICATION SUBMITTAL INFORMATION:

Applications must be submitted in two ways:

- **One original-signature** application must be received at the Department of Ecology (Lacey headquarters office) **no later than 5:00 p.m. on Friday, October 31, 2008.**
- **One electronic version** on CD ROM (in MS WORD format) mailed with the original signed application.

<u>U.S. Postal Mailing Address:</u>	<u>Overnight Mail or Hand Delivery Address:</u>
Department of Ecology Water Quality Program Financial Management Section P.O. Box 47600 Olympia, WA 98504-7600	Department of Ecology Water Quality Program Financial Management Section 300 Desmond Drive Lacey, WA 98503

(This concludes Part 1)

Part 2

FY 2010 Water Quality Financial Assistance Application

An applicant resource guide is located at the beginning of this form.

EXECUTIVE SUMMARY (0 points)

Summarize the overall water quality problem and how it will be solved or addressed by the project.
(Limit your answer to 250 words or less.)

1. SCOPE OF WORK (up to 250 points)

Points are awarded for a clear, complete, and well thought-out scope that directly addresses a water quality problem. The scope demonstrates an understanding of the work required to implement and complete the project. Resourceful approaches or solutions are encouraged.

- Provide a detailed scope of work to achieve the water quality benefits of the project that includes clearly defined tasks, deliverables, and costs per task.
- Describe the project area and provide a supporting map(s) and any relevant diagrams and pictures.

Task 1 is standard for all grant and loan projects. Follow the format provided below for the additional tasks in your scope of work:

Task 1- Project Administration/Management:

- A. The RECIPIENT will administer and manage the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement and interlocal agreement requirements; attainment of all required permits, licenses, easements, or property rights necessary for the project; conducting, coordinating, and scheduling of all project activities; quality control; and submittal of required performance items.
- B. The RECIPIENT will ensure that every effort is made to maintain effective communication with the RECIPIENT's designees, the DEPARTMENT, all affected local, state, or federal jurisdictions, and any interested individuals or groups. The RECIPIENT will carry out this project in accordance with completion dates outlined in this Agreement.
- C. The RECIPIENT shall submit all invoice requests and supportive documentation to the Financial Manager of the DEPARTMENT.

Part 2

FY 2010 Water Quality Financial Assistance Application

Required Performance:

1. Effective administration and management of this grant project.
2. Maintenance of all project records.
3. Submittal of all required performance items, including the Post Project Assessment Plan, progress reports, financial vouchers, and maintenance of all project records.

Total Task Cost \$

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

2. PROPOSED BUDGET (up to 150 points)

Budget: Points are awarded for a complete, reasonable budget that is consistent with the tasks described in the scope of work. Budget examples can be found in Appendix A of *Administrative Requirements for Recipients of Ecology Grants and Loans* “Yellow Book,” found at:

<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html>

- Provide a clearly defined Task and Object Budget (as applicable).

TOTAL Eligible Costs by Task Elements

Proposed Project Budget and Time Frame			
Task elements	Total Project Cost	Total Eligible Cost	Months needed to complete
1. Project administration/management	\$	\$	
2.	\$	\$	
3.	\$	\$	
4.	\$	\$	
5.	\$	\$	

Part 2

FY 2010 Water Quality Financial Assistance Application

6.	\$ _____	\$ _____	
7.	\$ _____	\$ _____	
8.	\$ _____	\$ _____	
9.	\$ _____	\$ _____	
10.	<i>(Include additional tasks as needed)</i>	\$ _____	\$ _____
Total costs and months needed to complete:		\$ _____	\$ _____

TOTAL Eligible Cost by Budget Object

Salaries:	\$ _____	
Benefits:	\$ _____	
Indirect costs:	\$ _____	(May include up to 25 percent of employee salaries and benefits)
Contracts:	\$ _____	
Materials, goods, and services (list major item):	\$ _____	
Equipment (list major items):	\$ _____	
	\$ _____	
	\$ _____	
Travel:	\$ _____	
Other (please outline):	\$ _____	
	\$ _____	
Total Eligible Cost:	\$ _____	

Match Source

List other funding sources and amounts, including local matching funds, volunteer in-kind, or interlocal contributions (25 percent = 0.25 multiplied by the total eligible project cost):

- Funding Source: \$ _____
- Funding Source: \$ _____
- Funding Source: \$ _____
- Funding Source: \$ _____
- Funding Source: \$ _____
- Funding Source: \$ _____

Describe the status of matching funds:

Cost Estimate Process: Points are awarded to cost-effective projects with accurate cost estimates. For example, an applicant may determine cost effectiveness and estimate accuracy based on experience with past or ongoing projects, through consultation with other entities that have related experience, or through a planning process such as value analysis.

- Describe how costs were estimated. Include the steps taken to ensure accuracy.
- Describe the process used to control cost and ensure that this is a cost-effective project (e.g., value engineering for facilities projects or cost analysis for activities projects).

Part 2
FY 2010 Water Quality Financial Assistance Application

3. WATER QUALITY AND PUBLIC HEALTH IMPROVEMENTS (up to 250 points)

Points are awarded for improvements and protection of water quality and public health. Substantial environmental improvements receive the most points. Measurable improvements receive more points than unclear or vague benefits. The actual benefit, the total impact (area impacted, number of people affected), level of implementation, and the severity of the problem will be considered. Only changes that can be achieved by the proposed scope of work will be considered.

- Define the water quality and/or public health problems the project will address.
- Describe the expected project results, including how the project will help achieve water quality and/or public health improvements and protection.
- Describe how much of the water quality problem will be addressed by the project.
- Describe how success of the project will be measured and documented.
- Describe how the water quality and/or public health improvements will be sustained for the long term.

4. STATE AND FEDERAL REQUIREMENTS (up to 100 points)

Points are awarded for projects that address state and federal requirements (e.g. Total Maximum Daily Load (TMDL), permit requirements, watershed plans, etc.). How will the project TMDL objectives will be considered.

Part 2

FY 2010 Water Quality Financial Assistance Application

Straight to implementation proposals will be awarded points based on the link between the activity proposed and the ability to meet water quality standards.

- Describe how this project is specifically required by a state or federal agency. Provide reference or documentation including permit conditions, department orders, court orders, or other department correspondence.
- Explain how this project addresses specific actions in an Ecology-authored Water Quality Improvement Report or Water Quality Implementation Plan. Provide the document publication number and the last date of contact with the respective Ecology TMDL lead.
- Explain how this project addresses specific actions in a program or a plan, other than a TMDL, that is designed to meet water quality standards.

5. PROJECT TEAM (up to 50 points)

Points are awarded based on skills, qualifications, and experience of the established or potential project team members.

- Describe roles and responsibilities of each team member. Include the estimated amount of time each team member will devote to the project. (e.g. What percent of each team member's work week will be devoted to this project?)
- Describe the relevant skills and qualifications of each team member (*do not submit resumes*).

Part 2
FY 2010 Water Quality Financial Assistance Application

6. PROJECT DEVELOPMENT AND LOCAL SUPPORT (up to 100 points)

Points are awarded based on project development efforts and commitments from project partners. Provide documentation as appropriate.

- Describe the decision making process used to select this project.
- Describe any local, regional, or statewide partnerships that will substantially contribute to the success of the project.
- Describe the long term sustainability of this project's water quality improvement.
- For cities, towns and counties, indicate whether you are designated an "evergreen community" per RCW 35.105.030.

7. READINESS TO PROCEED (up to 50 points)

Points are awarded based on how soon a project can begin.

- Describe the steps you have taken to proceed immediately with the project.
- Provide detailed information and documentation on project elements such as completed designs, permits, GMA compliance, interlocal agreements, landowner agreements, easements, other secured funding, staff, or agency approvals.

Part 2
FY 2010 Water Quality Financial Assistance Application

8. RATEPAYER IMPACT (50 points)

Points are awarded for wastewater treatment facilities construction projects that place financial hardship on sewer ratepayers. Applicants claiming financial hardship must fill out the financial hardship evaluation form and submit it with the application. Points will be assigned based on the outcome of the hardship calculations done at Ecology Headquarters as guided through rule.

Are you claiming financial hardship? Yes No

If yes, provide a financial hardship evaluation form at:

<http://www.ecy.wa.gov/programs/wq/funding/cycles/2010/index.html> .

(Thank you! This concludes Part 2)

Did you remember to:

- Number the pages?
- Verify that the budget in Part 2, Question 2 is consistent with Part 1, Question 11?
- Include maps, diagrams, and/or pictures?
- Include applicable letter(s)?
- Include citations?
- Include applicable forms, such as hardship analysis?
- Send a signed original to Department of Ecology by 5:00pm, October 31, 2008 (consider using "Return Receipt Requested")?