

Writing a Successful Application

Question by Question Guidance for
Stormwater Projects

Ecology Combined Program FY2021



Goals for Today

Provide you with the tools & information you need to:

- Prevent last-minute administrative challenges with EAGL
- Minimize the amount of time you spend looking for data that won't influence your score
- Provide evaluators with the information they need without burying them in verbiage and documents

Suggested Pre- Application Steps

Contact your Ecology Regional Project Manager to discuss your project.

Your project manager can:

- Help you identify potentially ineligible expenses
- Provide feedback on your scope and identify missing Ecology-required deliverables.
- Clarify the intent of application questions.
- Provide examples/templates/resources
- Assist with EAGL questions

Your project manager cannot:

- Write any part of your application
- Evaluate/score your application before it is submitted.
- Consider information that is not included or referenced in the submitted application.
- Change roles in EAGL

Check your EAGL Roles

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



[Back](#)

Organization - Department of Ecology

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

Current Members

Sort By: Results Per Page

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents
<input checked="" type="checkbox"/>	Angie Wirkkala (ECY)	Account Manager	<input type="text" value="5/16/2014"/>	
<input checked="" type="checkbox"/>	Ann-Marie P Sweeten (ECY)	Account Manager	<input type="text" value="1/20/2015"/>	
<input checked="" type="checkbox"/>	Jase Brooks (ECY)	Account Manager	<input type="text" value="7/21/2016"/>	

- If you need a SAW account and EAGL Access – start the process ASAP
- If you have EAGL access – Click “My Organization” & “Organization Members”
- Refer to Guidelines Appendix D for roles and powers

1/20/2015	Colin Young (ECY) 8/18/2015
Colin Young (ECY) 7/21/2016	Kaleigh Yandell (ECY) 6/24/2019

The Rating and Ranking Process

Regional
Evaluator
Score



Out of
Region
Evaluator
Score



Average Score

- Minimum of 600 points required (250 for Water Quality)
- Water Quality Score & Green Retrofit are Tie-Breakers
- 3rd evaluator scores if the first two scores are more than 100 points apart

Project Feasibility

"How will this work be done?"
"Is Ecology confident this can be constructed?"

Planning
Understand your watershed, project, and community
60



Schedule
100



Water Quality
500

450 points total

Scope/Team
75/65



Budget/Match
135/15

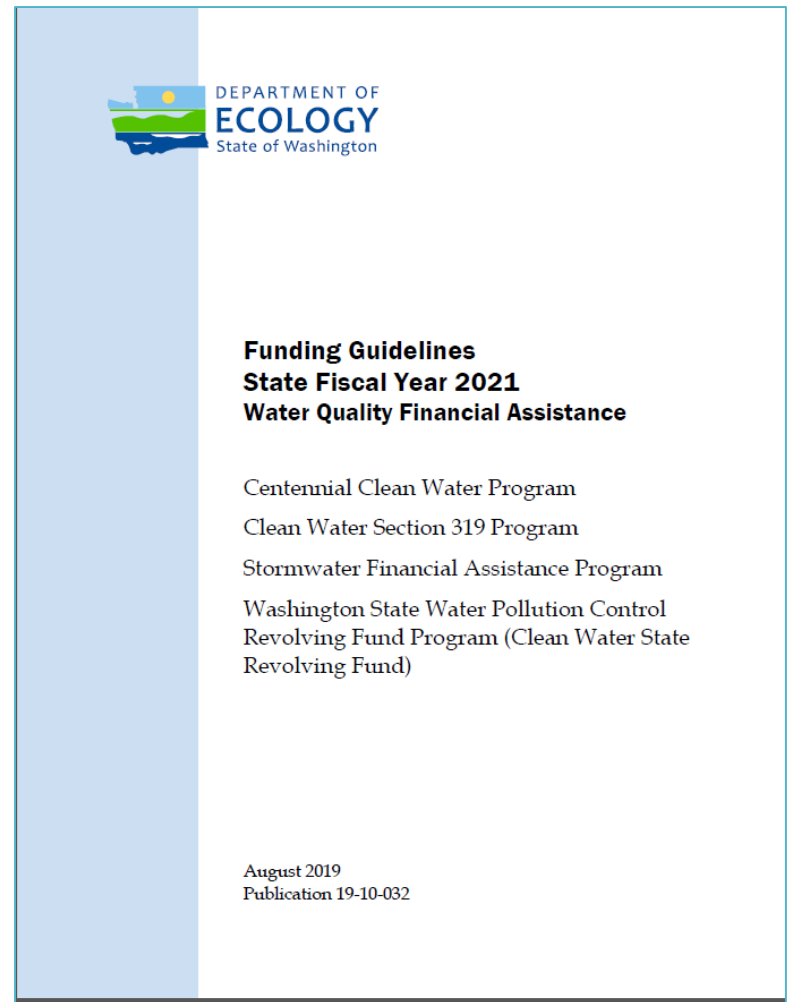
Water Quality and Public Health Improvements

"Assuming the applicant can build it, will water quality improve?"
"How much, for how long?"

Tools you will need:

1. EAGL and SAW accounts/passwords
2. Funding Guidelines
Appendix C: Applicant Prep Tool
3. Plenty of time

Quick Tip – Use the Prep tool to see the full Application. Several forms don't show up in EAGL until you answer specific questions and hit "SAVE".



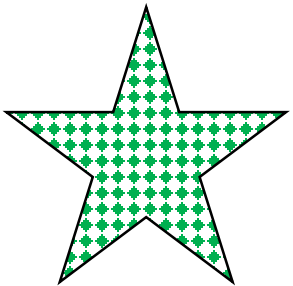
Funding Guidelines

<https://fortress.wa.gov/ecy/publications/summarypages/1910032.html>

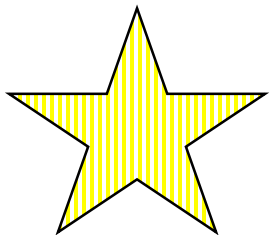
Quick Reference Key



RED Star – spend some time here, your evaluators will



GREEN Star - easy points, don't miss out!



YELLOW Star – primarily data entry



General Information Form


Total Cost: the cost of the entire project

Total Eligible Cost: all the expenses related to water quality

Effective Date: July 1, 2021

Expiration Date:

*Choose a timeframe that reflects the complexity of the project
(Max 5 years for facility projects, 3 years activity projects)*

A teal-colored starburst or star-like shape is located in the bottom right corner of the slide.

Check: Does
this match your
detailed
budget?



General Information Form

Short Description:

1. Water body that will be improved
2. What you will be doing/building to get that improvement
3. Project Location
4. Pollutants removed/flow control or other benefits achieved

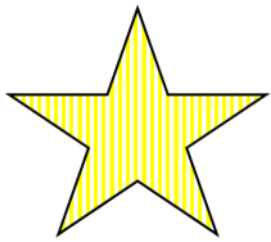
Long Description:

Same information, but include more detail

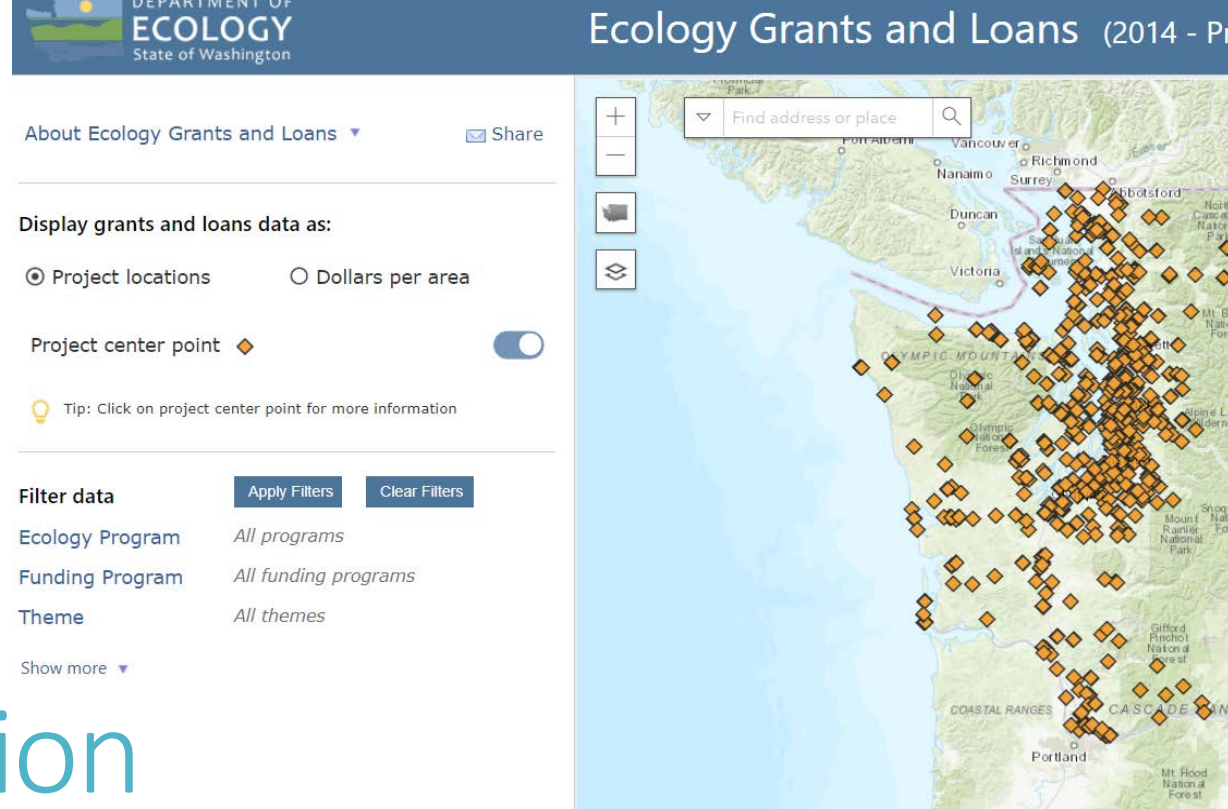
- Tell the whole story
- Assume your audience is the general public

A blue starburst graphic with multiple points is located in the bottom right corner of the slide.

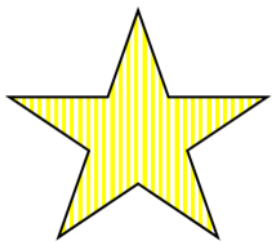
Quick Tip –
Don't Cut and
Paste Directly
from the
Design Report



Project Characterization



Primary Theme = *Stormwater Facility or Activity*
Secondary Theme = *the best fit (probably Stormwater Retrofit)*



Recipient Contact Form

Project Manger =

Best Contact for Project (probably you)

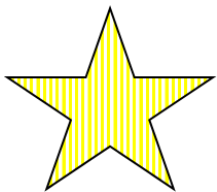
Financial Manager =

Person who will Prepare Payment Requests (might be you, might be someone in your fiscal department)

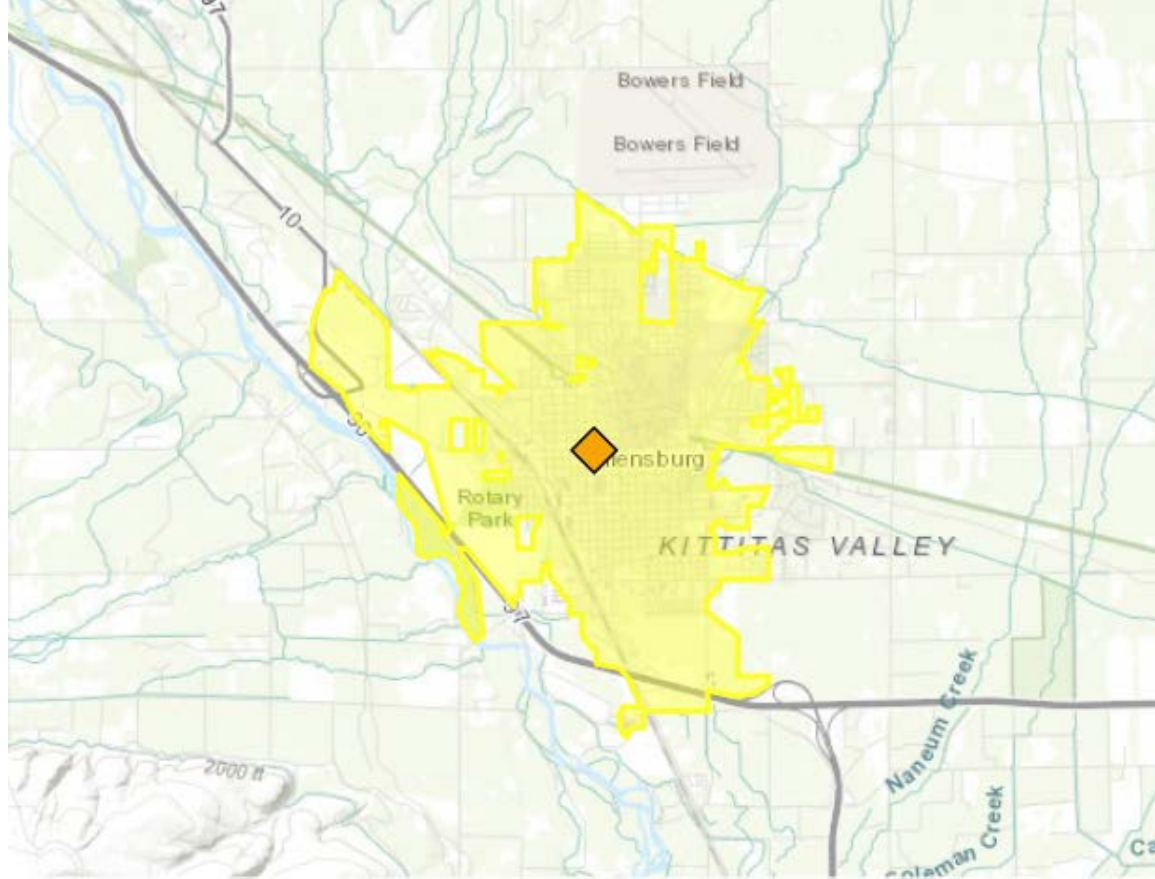
Authorized Signatory =

Person with legal authority to sign paper agreement, usually a mayor or director

- Staff must have a SAW account to appear in the drop-down menu.
- Authorized Official ≠ Authorized Signatory
- Names may be changed later after the agreement is funded.

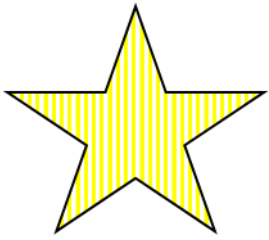


Mapping Information



Map your City, County or Port—
*specific project locations are not required
for stormwater at the application stage.*

<https://fortress.wa.gov/ecy/eagmap/>

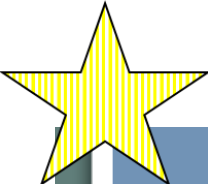


Funding Request Form



- Auto-fill from General Info Form
- Loan – if you will accept – indicate the maximum amount
 - Asking for a loan won't prevent you from getting grant dollars
 - Identify the source of any matching funds to receive full points

15 Points - Must Identify Match Dollars

[SAVE](#)[PRINT VERSION](#)[ADD NOTE](#)[CHECK GLOBAL ERROR](#)

FUNDING REQUEST- STORMWATER

Instructions:

Please complete the required fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Total Eligible Cost:

\$75.00 

Grant Request

Grant Request:

\$56.25



Match Required:

\$18.75



- “Funding Request” is a pre-calculated amount based on total eligible cost
- This is only an estimate
- Ecology will use your Task and Detailed budget to develop a funding offer



Stormwater Project Match

- Cash - 25% or 15% for hardship
- Property values may count as match

Past Evaluator Comments and Scores

- Indicates matching funds have been designated and will be available when grant funds are awarded, but no match was committed. **0%**
- Doesn't indicate match source. **0%**



Scope of Work Form

FACILITIES

- Use Appendix L as guidance
 - Fill in the blanks
- Attach any design deliverables that have already been completed
- If Ecology hasn't given you a final acceptance letter you should include design in your budget

ACTIVITIES

- Appendix L will help you develop a scope for enhanced maintenance projects
- Decant projects will combine elements from the facility and activity sections of Appendix L



Deliverables

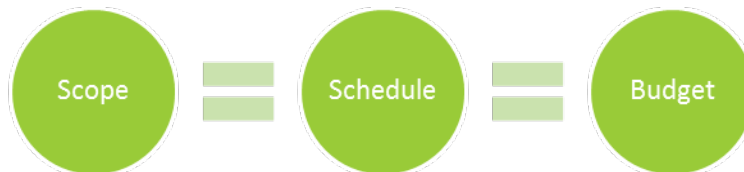
- *proof the work was done that can be uploaded to EAGL*
Ex: meeting sign-in sheets, construction completion forms

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



Past Evaluator Comments:

- Standard SOW plus deliverables for public notifications and newsletters. **100%**
- Standard scope of work. Lacks standard required deliverables, lacks project specific information. **75%**
- Scope of work is separated into 24 tasks. Should be streamlined to fit standard Ecology scope of work. No design tasks are included. **51%**





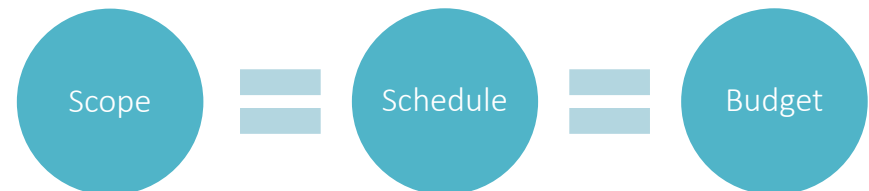
Task Costs and Budget

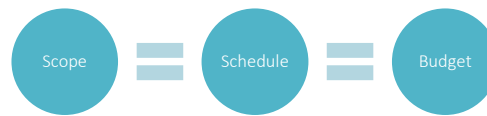
Process Used to Estimate Costs

- *Look at comparable projects – be specific and name them*
- *Adjust your budget to account for site-specific and project-specific conditions*

Lowest Cost

- *Did you look at both the short term and long term costs of the project?*
- *Articulate any reasons why the lowest cost solution was or was not the best choice*





Task Cost/Budget
135

Task Costs and Budget

Upload a detailed budget

- Show the which items you are expecting to be eligible for funding (grant or loan)
- Include all tasks from the Scope of Work!

ECOLOGY COMBINED FINANCIAL ASSISTANCE DETAILED BUDGET

Applicant: _____ EAGL Application Number : _____
Project: _____

Task/Deliverable	Description	Percent of Cost	Applicant Labor Costs				Consulting/Materials/Equipment				Funding Requested	TOTALS
			Rate	# of Hours	Overhead Rate	Total Labor	Unit Cost	Units	# of Units	Total Cost		
1. Direct Project Administration Costs		0.0%										\$0
1.1	Progress Reports				0.25	\$0				\$0		\$0
1.2	Recipient Closeout Report				0.25	\$0				\$0		\$0
1.3	Project Outcome Summary Report				0.25	\$0				\$0		\$0
2.Planning/Design/Engineering/ Environmental		0.0%										\$0
2.1	Copy of SEPA determination documentation.				0.25	\$0				\$0		\$0
2.2	Complete ECOLOGY 05-05/106 Form; Submit supplemental cultural resources documentation if available.				0.25	\$0				\$0		\$0
2.3	Inadvertent Discovery Plan.				0.25	\$0				\$0		\$0
2.4	Design Report.				0.25	\$0				\$0		\$0
2.5	Responses to ECOLOGY Design Report comments				0.25	\$0				\$0		\$0
2.7	90 Percent Design Package				0.25	\$0				\$0		\$0
2.8	Responses to ECOLOGY 90 Percent Design Plan comments				0.25	\$0				\$0		\$0

Past Evaluator Comments and Scores:

- Task cost estimated using standard engineering practices, referenced previous projects and uploaded a table of previous projects for comparison. **100%**
- No costs submitted for administration. Doubling design area doesn't automatically double design costs. **64%**
- Minimal response. Indicates work is similar to past projects, but does not provide specific examples or details. Response is lacking detail on how the applicant arrived at their conclusions and eliminated alternatives. **60%**
- This is the lowest cost option. Applicant considered alternatives, maintenance tasks and costs, staff's ability to work with the facility, and site conditions. **100%**
- Costs comparable to G1200545, a funded project of similar design that a couple of blocks away. The applicant could have made this comparison more apparent. **82%**
- The cost estimate does not correlate well with the proposed SOW. The task names do not match. The budget splits design between two tasks. **40%**



Project Team

- Keep it simple and specific
- Don't forget your fiscal staff!


Team Member Name and/or Title	Key Responsibilities	Qualifications/Experience	Estimated Total Hours Devoted to the Project	Who will take over the person's responsibilities if they are unable to work on the project?	
BOB	Project Manager	20 years experience in stormwater	200	Cook County will hire a replacement	UNIMPRESSIVE ☹️
BOB II	<ol style="list-style-type: none">1. Write RFP/Hire Consultant2. Review Engineering3. Track Project Schedule and Budget4. Communicate with Ecology Staff	<ul style="list-style-type: none">• PM for 3 retrofit projects in Washington• Managed Ecology Grant G110023	200	Bob's supervisor Fred will manage the project until a new PM is hired	MUCH BETTER! 😊



Project Planning

List and describe **all criteria** used to evaluate the value and feasibility proposed project.

Alternative Chart



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

- The chart has limited space – if you need more room upload an attachment.
- Don't forget the “no project” alternative



Planning & Schedule

Stakeholders List & Documentation

- *Meeting dates, mailed materials, letters of support etc.*

Steps you have taken to be ready to proceed by May 2021.

Don't forget to include information that might not be in your schedule:

- Identification and outreach to decision-makers
- Budget Approval
- Planning & Permits
- Coordination with other projects



Project Schedule

TO GET MORE POINTS

- Demonstrate that you know all the items that need to happen and when they need to happen
- Show us how you plan to get it all done.
- Projects that aren't ready to start on the proposed scope will score lower.





Water Quality and Public Health Improvements Form

THESE QUESTIONS ARE DESIGNED TO HELP YOU SHOW THE EVALUATOR THAT THE PROJECT:

- Addresses the most important water quality issues in your jurisdiction.
- Proposes a solution that will directly address the water quality problem.
- That the benefits will continue over time.

The work proposed in your scope must support your answers.

Name the Waterbody ...

- It's not a trick question, you don't need to use 5,000 characters, but you may want to provide some context, particularly if you are working in a small drainage area.

Planning = Pre-Project Planning or Design

Implementation = Actual work on the ground

Planning/Implementation = Design/Construct

Selecting a plan or regulatory requirement . .

- show the evaluators that you are working in a high-priority waterbody and that your project is likely to achieve water quality goals for the water body.

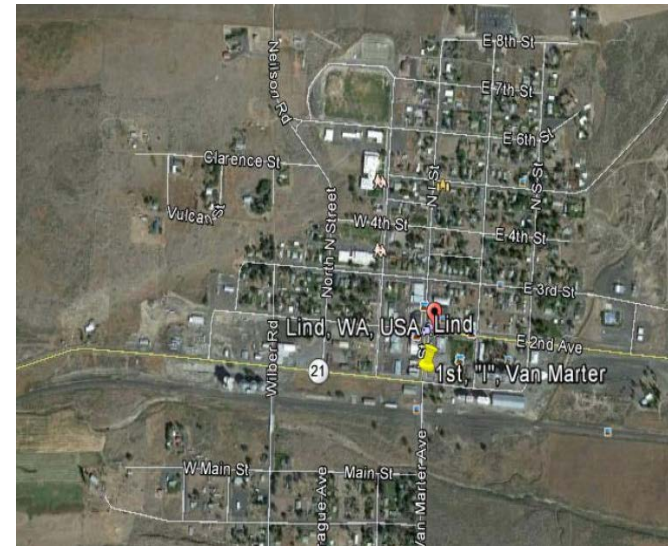
Connection to the Project Area

Describe the Connection. . .

Where is the project area?

How does it physically (hydrologically!) connect to the waterbody?

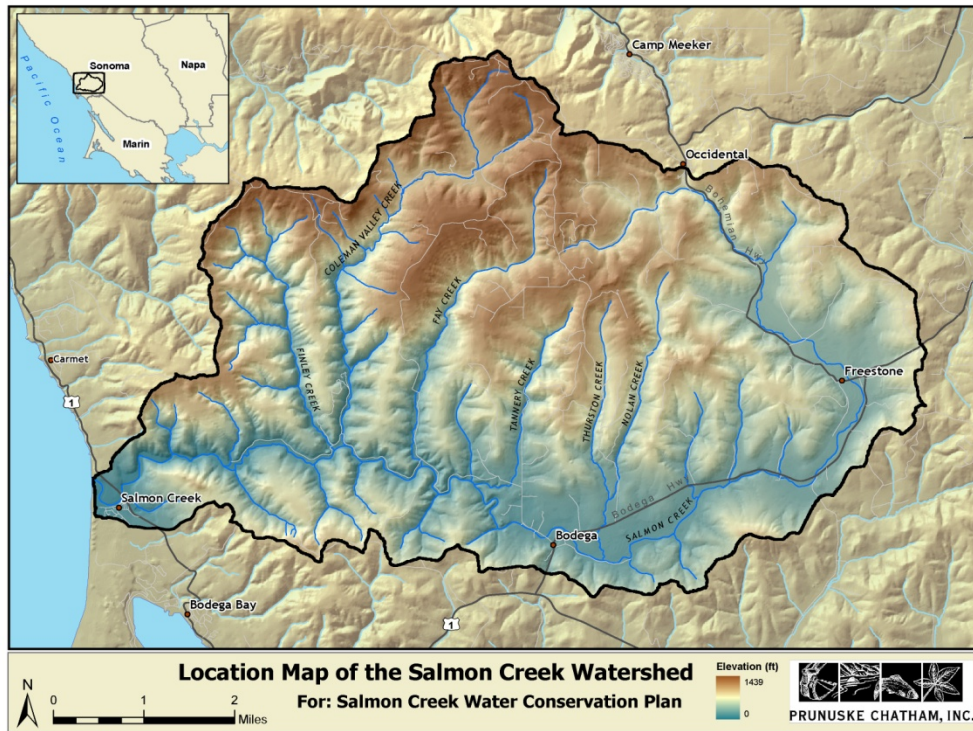
Is the connection direct or are there BMPs/treatments/controls/other land uses between the project area and the water body?



Your map is
Critical!

Maps

- ✓ Legend
- ✓ Project Area
- ✓ Water Body that will be improved.
- ✓ Direction of flow – Is it piped or surface flow?



Measure & Method -

What will you be counting and how will count it?



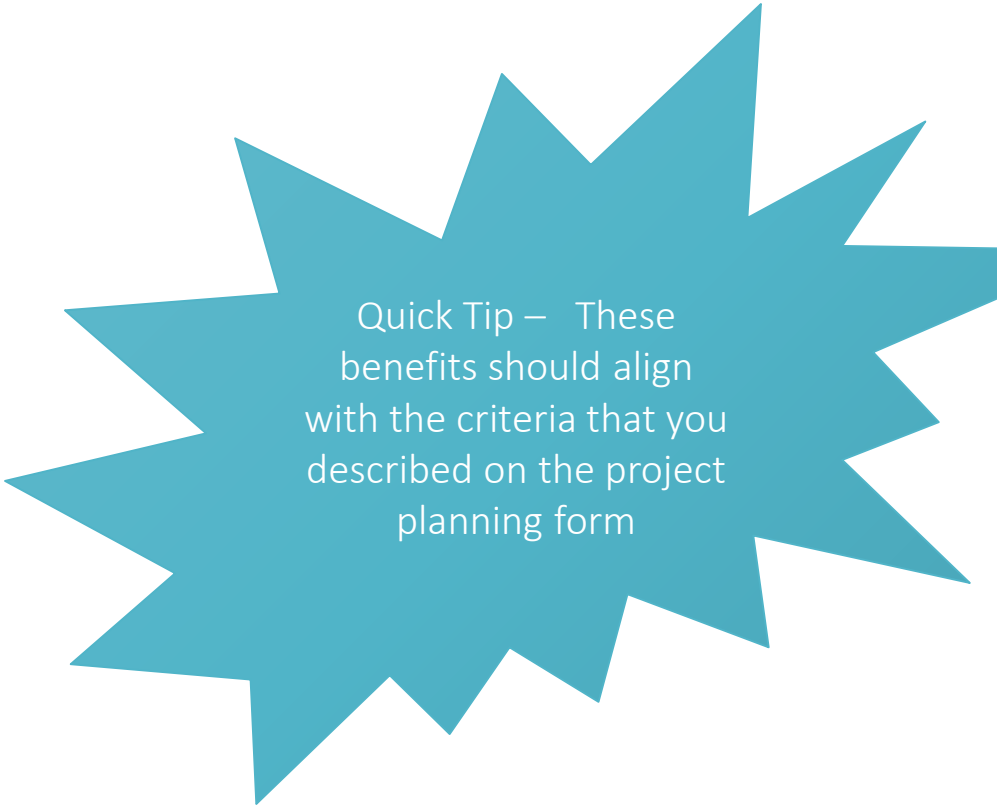
- Facilities typically use a treatment & flow control ratio described in Appendix L
- Facility planning & design projects may base estimates on the benefits of the projects that will be constructed
- Enhanced maintenance projects will use the metrics outlined in the Enhanced Maintenance Plan.

Estimate the Water Quality & Public Health Benefits

Use the measure and method you just described to quantify the benefit. (do the calculation)

You may need to compare to the “no project” alternative

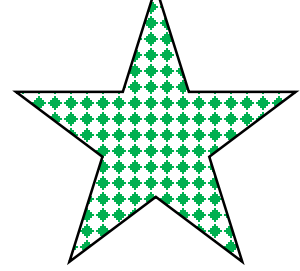
If there are other qualitative benefits for water quality or public health, describe them here.



Quick Tip – These benefits should align with the criteria that you described on the project planning form

Value and Long Term Benefits

$$\frac{\text{VALUE} = \Delta \text{ Water Quality} + (\text{Other Benefits})}{\$}$$



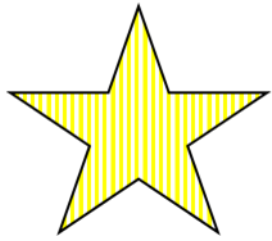
Greenhouse Gasses



- Organizational efforts (trip reduction, car-pool incentives)
- Project-specific measures (truck idle time limits, bike-friendly, etc.)

Past Evaluator Comments:

- Applicant used adequate criteria to determine value of the project. Additional information about the criteria would be helpful. Considered alternatives and maintenance activities, but did not identify estimated maintenance costs. **90%**
- Applicant should discuss how the proposed project and the rejected alternatives met or failed to meet these criteria. Additional information about cost, maintenance, and treatment potential would be helpful when discussing the criteria and selection process. **80%**
- Provided documentation of stakeholder support from the Lands Council. Other documentation or discussion of outreach efforts to property and business owners would strengthen this section **80%**
- No stakeholder list or documentation was provided but mention of public outreach and community support. **20%**



Environmental and Cultural Review Form

This is a series of checkboxes.

- If you have these, include them.
- These are not required at the time of application for stormwater projects (they may be required after the project is funded)



Questions?

Jessica Schwing

Stormwater Financial Assistance Coordinator

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