

FY2020 Funding Application Workshop Facilities Break Out Session

Specific Information about:

Infrastructure Construction

Loan Funding

And

Hardship Subsidy



Welcome!

- Introduce Ecology staff
- General guidance
- Open forum
- Individual project introductions
 - Who you are
 - Who you represent
 - What kind of project(s) you have



Overview / Agenda

- Ecology's loan funding program
- Requirements to apply
 - Project "STEP"
 - SERP and Cross Cutters
 - To apply for Subsidy
- Application overview (EAGL updates)
- Hardship form overview



Eligible Projects

- Planning, Design, Construction
 - Change orders and bid overruns
 - Construction administration
 - Related supplies/tools
 - Wastewater and Stormwater infrastructure
 - CSO, I/I, sewers, lift stations, treatment, conveyance, reclaimed water
 - On-site Septic System repair/replacement
 - Large Onsite Septic Systems
 - Irrigation Efficiency Projects
 - Watershed restoration / Wetland protection
 - Non point and Estuary protection projects
- Cost effective solutions



Timelines

- October 15, 2018 (5:00PM) – Applications must be submitted in EAGL
- December 18, 2018 – Planning and design approval deadline.
- January 18, 2019 - Proposed funding list available.
- July 1, 2019 – Money available from legislature. Formal offers sent.
- January 31, 2020 – Financial Assistance Agreements must be signed.
- April 30, 2020 – Project work must be underway.
- July 1, 2024 – Project work must be completed.

- Ways to expedite your project



Application Requirements

Vary based on type of project
and project stage

Step 1: Planning

- No prerequisites



Step 2: Design

- Ecology's approval of the planning document thirty days before publication of the Draft List
- Successful applicants must complete SERP prior to executing a loan agreement.
- Complete cultural review prior to any ground disturbing activities.



Step 3: Construction

- Ecology's approval of the planning and design documents thirty days before publication of the Draft List
- Successful applicants must complete SERP prior to executing a loan agreement.
- Complete cultural review prior to any ground disturbing activities.
- Equivalency Projects: Federal Cross Cutter consultation must be complete prior to signing the loan agreement.



Step 4: Design & Construct

- Total project cost \$7M or less
- Must receive Ecology's approval of the planning document thirty days before publication of the Draft List
- Successful applicants must complete design within one year.
- Successful applicants must complete SERP prior to start of construction.
- Complete cultural review prior to any ground disturbing activities.
- Equivalency Projects: Federal Cross Cutter consultation must be complete prior to signing the loan agreement.



State Environmental Review Process (SERP)

1. Complete and well documented SEPA process.
 - Keep Ecology involved throughout the process to ensure that Ecology can concur with the SEPA lead agency's determination.
2. Consideration Of Alternatives
3. Opportunity for public input including at least one public meeting.
 - Discussion of project alternatives.
 - Environmental consequences of the project.
 - Financial and rate impacts of the project.
4. Ecology's involvement in the process and concurrence with the final determination.



Requirements for funded projects

- Federal Cross Cutter consultation requirements (equivalency)
- Federal Engineering procurement rules (equivalency)
- State public works procurement rules
- Comply with conditions of SERP and Cross cutters
- Applicant must be in compliance with the Growth Management Act (GMA) before finalizing agreement.
- Federal Davis-Bacon wage law
- Federal Disadvantaged Business Enterprise
- Federal Equal Employment Opportunity
- Federal Debarment and Transparency requirements
- Investment Grade Efficiency Audit
- American Iron and Steel requirements
- Financial Sustainability Planning requirements



Application

The EAGL has landed



Scored Questions

1: Scope of Work	(up to 75)
2: Schedule	(up to 100)
3: Task Costs and Budget	(up to 135)
4: Additional Funding Information	(up to 15)
5: Project Team	(up to 65)
6: Project Planning and Development	(up to 60)
7: Water Quality and Public Health Improvements (6 parts)	(up to 500)
8: Hardship	(up to 50)

Total: Up to 1000



General Information Form

***Project Title**

***Project Short Description**
25 of 500

***Project Long Description**
28 of 4000

***Total Cost** ***Total Eligible Cost**

***Effective Date** ***Expiration Date**

***Project Category**


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



FUNDING REQUEST- WASTEWATER PROJECT

Instructions:

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

Total Eligible Cost: \$1,000,000 

Loan Request

*Requested Loan:

*What loan term do you prefer? 5 years 20 years 30 years

IMPORTANT NOTICE. Wastewater projects may only request loan. However, Ecology may provide special funding in the following cases: (1) projects that meet the criteria for "green project reserve" may receive up to 25% forgivable loan; (2) preconstruction projects in hardship communities may receive up to 50% forgivable loan; and (3) construction projects in hardship communities may receive a combination of forgivable loan and grant. Ecology will determine eligibility for special funding when developing funding packages.

Other Funds

*Do you have any secured funds committed to this project? Yes No
 If Yes, complete the Secured Funds Table, and include any secured matching funds if known.

Secured Funds Table

Source*	Type*	Amount Committed*
State/Federal agency: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
State/Federal agency: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
State/Federal agency: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Interlocal contributions: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Interlocal contributions: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Local agency: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
In-kind contributions: <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Other <input type="text"/>	<input type="text" value="v"/>	<input type="text"/>



Funding Request Form

(15 total points)

Scoring

This form is worth up to **15 total points** as follows.

- **0-15 points:** Applicant has identified adequate matching funds. (Full points if no match is required.)

Guidance

- To receive full points the match plus funding request must equal the project cost.
- Applicants that will accept loan dollars will receive full points.
- Match may exceed the minimum amount required.



Scope of Work (!)

Task Number		
Task Title	<input type="text"/> *	Task Cost <input type="text"/> *
Task Description	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 3500</div> <div style="text-align: right; font-size: x-small;">+ *</div>	
Task Goal Statement	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 1500</div> <div style="text-align: right; font-size: x-small;">+ *</div>	
Task Expected Outcomes	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 1500</div> <div style="text-align: right; font-size: x-small;">+ *</div>	
Recipient Task Coordinator	<input type="text"/>	



Scope of Work (75 points)

Scoring

This form is worth up to **75 total points** as follows.

- **0-75 points:** The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables.

Guidance

- Scope must demonstrate an understanding of all elements necessary to implement and complete the project.
- Maps, plans, and detailed drawings of proposed BMPs and their locations, and other documents that show the feasibility of the project should be uploaded on the “Uploads” form.
- 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.



Subcategory Form

* Are you applying to refinance debt for a wastewater facility project that has been completed (i.e., standard refinance)? Yes No

Projects or portions of projects that meet one of EPA's criteria for Green Project Reserve (GPR) receive priority for CWSRF loans and may be eligible for 25% forgivable principal for the GPR portion of the project.

* Are you willing to accept a CWSRF loan to pay for part of the project and may the project or a portion of the project meet EPA's GPR criteria and do you want to be considered for GPR subsidy? Yes No

Wastewater facility projects with Construction tasks may be eligible for grant, forgivable principal, and/or loan interest rates as low as 0% for the Construction tasks.

* Is this a wastewater facility project that includes Construction tasks for which you are seeking funding and is the population of the community that will pay for the project less than 25,000 and do you want to be considered for Financial Hardship subsidy? Yes No

* Additional Question about Reapplication projects.



TASK COSTS AND BUDGET

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

*Describe the process used to estimate the cost of the project.

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*Describe the process used to determine that this project is the lowest cost solution to the problem.
If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process.

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



Task Costs/Budget Form (135 points)

Scoring

This form is worth up to **135 total points** as follows.

- **0-50 points:** The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.
- **0-85 points:** The cost to complete the scope of work is reasonable when compared to similar projects in the region.

Guidance

- Applicants should “show their work” and describe the general method used for cost estimation. Supporting documentation may be included as a separate upload.
- Applicants should reference any similar projects that they have completed or have been completed in their region and explain why the cost of the proposed project is greater or less than the referenced project.



PROJECT INFORMATION

Instructions:

Please enter required fields

Required fields are marked with an *

If applicable, enter the first HUC Code and percentage

When done, click the **SAVE** button.

After SAVE a new HUC Code row will appear

Repeat for each HUC code

To Delete an HUC Code

In the row you want to delete, remove the information in the HUC Code and percentage textboxes

When done, click the **SAVE** button

After SAVE, the row will be deleted

Project Length in months:

37

(The difference between the effective date and the expiration date on the General Information Page)

Project Start Date

(The date the actual work will start, or if interim refinance, the date the work started)

*Please identify all 12 digit HUCs in which the project work will be done.

Click [here](#) for a map.

*HUC Code	*Percentage
<input type="text"/>	<input type="text"/> %



WASTEWATER FACILITY PROJECT INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

* Check all the type(s) of wastewater facility project that apply:

- Wastewater treatment system
- Large Onsite System (LOSS)
- Water reclamation and reuse
- Combined Sewer Overflow (CSO) correction
- Wastewater collection system
- Infiltration and Inflow (I/I) correction
- Septic system elimination and conversion to sewer
- Other (specify)

Permits:

*Do you have a discharge permit for this project? Yes No

Planning/design stage completed

*Check only one of the four options below that represents the present proposal
Identify all prerequisite planning documents
Include attachments as necessary

Project Type:	Prerequisites Due by December 19, 2017 - Upload Copies of Ecology's Approval
<input type="radio"/> Planning (Step 1)	No Prerequisites
<input type="radio"/> Design (Step 2)	Ecology's letter approving the site specific planning for the project
<input type="radio"/> Construction (Step 3)	Ecology's letter approving the site specific planning for the project
<input type="radio"/> Design and construction (Step 4)	Ecology's letter approving the site specific planning for the project

Upload Documents

To Add a File

Enter a description for your file, then click the browse button
Select your file
Click SAVE, your file will be listed in the uploaded files section
Repeat for each file

To Delete a File

Remove the file's description and select the Delete checkbox next to the file
Click SAVE

Attachment Description

Attachment

PROJECT TEAM

Instructions:

Please fill in the appropriate fields.
 Required fields are marked with an *
 When done, click the **SAVE** button.

*Fill out the following table to describe your Project Team, including staff, contractors, and partner agencies:

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?*
<input type="text"/> 	<div style="border: 1px solid gray; height: 100px; position: relative;"> ↑ ↓ </div> <div style="text-align: right; font-size: small;">0 of 500</div>	<div style="border: 1px solid gray; height: 100px; position: relative;"> ↑ ↓ </div> <div style="text-align: right; font-size: small;">0 of 500</div>	<input type="text"/> <div style="text-align: center; font-size: x-small;">+</div>	<div style="border: 1px solid gray; height: 100px; position: relative;"> ↑ ↓ </div> <div style="text-align: right; font-size: small;">0 of 500</div>

To add a team member, fill out a row and SAVE. A blank row will appear. To remove a team member, clear the contents of the entire row and SAVE. One blank row is always visible.

*Describe similar projects that your project team or organization has completed. Note any deviations from the original proposal in scope, budget, or schedule and briefly describe project success and lessons learned. If the project was funded by Ecology, include the Ecology grant or loan number.

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Project Team Form (65 total points)

Scoring

This form is worth up to **65 total points** as follows.

- **0-50 points:** Team members' roles and responsibilities are well defined and adequate for the scope of work. Team members' past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.
- **0-15 points:** The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.

Guidance

- Application should demonstrate the applicant's understanding of the skill-set required to successfully complete the project and show that the proposed team has successfully demonstrated those skills. Specific information such as "managed construction of 10 stormwater projects in Washington", will score higher than "10 years' experience as a P.E.".
- If the project team includes staff that will be hired to complete the project, the application should list the skill set they will be seeking to hire.



PROJECT PLANNING AND DEVELOPMENT

Instructions:

Please fill in the appropriate fields.

Required fields are marked with an *

When done, click the **SAVE** button.

*Describe the process used by your organization to select the project for implementation. In your description please include:

- (1) All criteria used to evaluate the value, feasibility and site suitability of the proposed project.
- (2) Alternatives to the proposed project that were considered.
- (3) A list of project stakeholders, their involvement in the decision-making process, and their level of support for the project.
- (4) The plan to ensure long term project success and maintenance of the water quality benefits.

Upload supporting documents if desired. Examples of supporting documents include, but are not limited to: (1) excerpts of facility plans; (2) excerpts of engineering reports; (3) a cost and effectiveness analysis.


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Project Planning and Development Form (60 total points)

Scoring

This form is worth up to **60 total points** as follows.

- **0-40 points:** Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.
- **0-20 points:** Applicant has provided documentation showing that key stakeholders have been identified and will support the project.

Guidance

- Project criteria should include all factors that were considered by the applicant when selecting a project to implement. Criteria should reflect both the feasibility of the project and the water quality value.
- Applicant must discuss how the proposed project and the rejected alternatives met or failed to meet these criteria.



PROJECT SCHEDULE

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

*Describe the steps you have taken to be ready to proceed immediately with the project. Provide detailed information and documentation on project elements such as status of designs, permits, interlocal agreements, landowner agreements, easements, other secured funding, staff, or agency approvals.

If applicable, describe the environmental review completed such as:

- * National Environmental Policy Act (NEPA)
- * Environmental Review Process (SERP) - ([Click Here](#))
- * State Environmental Policy Act (SEPA) - ([Click Here](#))
- * Cultural Resource Assessment - ([Click Here](#))

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



Project Schedule Form (100 total points)

Scoring

This form is worth up to **100 total points** as follows.

- **0-25 points:** 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.
- **0-75 points:** The applicant is ready to start on the proposed scope of work and can begin drawing down funds.

Guidance

- The schedule should have enough detail to show the reviewer that all tasks have been included. Applicants should consider providing a Gantt chart for complex projects with tasks that will run concurrently.
- The schedule should correlate with the scope of work.
- To receive full points, tasks that must be completed prior to beginning work on the proposed scope but are not part of scope of work, (e.g., design of a road repair project that will be simultaneous with a road stormwater project) must be completed, and the applicant must be ready to draw down funds within 10 months of the publication of the Final Offer List.



Water Quality and Public Health Improvements (!)

- Name the water body(ies) the project will improve or protect and describe the current regulatory requirements and available planning documents for the water body. Include a description of any NPDES permitting requirements, TMDLs, or local watershed plans.
- Describe how the project area is connected to this water body and how implementation of the project will meet regulatory requirements or support the water quality planning efforts listed above. Reference the specific requirements or recommendations that the project will address and discuss how the project will reduce or prevent the pollutants listed from entering the waterbody. All projects in the Puget Sound Region must include the elements of the Puget Sound Action Agenda that will be supported by the proposed project.
- Describe the measure and method that will be used to determine the water quality benefit and overall success of the project.
- Using the method described above, estimate the water quality and public health benefits that will be achieved through implementing of the proposed project.
- How long will the project provide a water quality benefit after the funding assistance ends? Who will be responsible for maintaining this benefit during it's useful life?
- Will any measures be taken to reduce greenhouse gases as part of the project? What policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project?
- Upload a map or maps that show an aerial view of the project area, an estimated direction of flow for the project area, potential locations for the proposed facility or activity, and how the project connects to the water body named above.



Water Quality and Public Health Improvements Form (500 points)

Scoring

This form is worth up to **500 total points** as follows.

- **0-135 points:** Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency.
- **0-150 points:** The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
- **0-50 points:** Applicant has identified how each task will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
- **0-100 points:** The project will achieve substantial water quality and public health benefits.
- **0-50 points:** Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
- **0-15 points:** How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?



Water Quality and Public Health Improvements Form (500 points)

Guidance

- Responses to the questions on this form must clearly be tied to the tasks, goals, and outcomes delineated in the Scope of Work.
- 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 water quality planning or regulatory documents that apply to the water body targeted for improvement including local watershed plans, TMDLS, and permits.
- Applicants should provide maps and aerial photos to illustrate how the project area is connected to the water body. Nonpoint projects should include basic topographic information to show direction of overland flow. Projects primarily designed to protect or recharge groundwater should describe the soils in the project area and any known aquifers, wells, or areas of high groundwater.
- The work proposed must be appropriate to address the pollutants generated in the project area and should support the goals outlined in the water quality planning documents.
- Goals should have clear numeric commitments (e.g., volumes or area treated, quantity installed, people contacted, feet restored, etc.). Goals that do not have a strong connection to improvement in water quality will not receive full points.
- Plans to sustain water quality benefits must include an estimate of project life cycle maintenance costs and identify how those costs will be met.
- Evaluators award full points for the greenhouse gas emission reductions question if both the applicant and the project address the issue. Partial points will be awarded if either the applicant or the project addresses

Remember Required Uploads

- Detailed budget and supporting documentation
- Map(s) of the project area
- Project Schedule
- And if you already have them:
 - Engineering Report or General Sewer Plan approval
 - Ecology SERP determination letter
 - Ecology's plans and specifications approval



Additional information

- David.Dunn@ecy.wa.gov 360/407-6503
- Ecology funding program site: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans>
- FY2020 Funding information:
<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-Combined-Funding-Program/WQC-funding-cycle>
- Grant and Loan listserv:
<http://www.ecology.wa.gov/maillist.html>

