

FY2021 Funding Application Workshop

Wastewater

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"
 - 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



Cost Effectiveness means building the **RIGHT** project for you

- The **right project**,
- Designed to be the **right size**,
- Built at the **right time**,
- Using the **right technology**, and
- Embracing the **right amount of complexity** for the community.



Timelines

- October 14, 2019 @ 5:00PM – Applications must be submitted in EAGL.
- December 15, 2019 – Deadline for engineering document approval.
- January 17, 2020 - Proposed funding list available.
- July 1, 2020 – Money available from legislature. Formal offers sent.
- January 31, 2021 – Financial Assistance Agreements must be signed.
- April 30, 2021 – Project work must be underway.
- July 1, 2025 – Project work must be completed.

- Ways to expedite your project



Regional Document Review

- Planning documents and design documents are approved by Ecology under WAC173-240
- Per WAC 173-240-030, submit your documents at least sixty days before the time approval is desired.
- Ecology is required (RCW 90.48.110) to respond to documents within 90 days.
- Regional workload is high this time of year.
- Coordinate with the regional staff.



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
- 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.



Requirements for funded projects

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



Application













Scored Questions

| | |
|--|--------------------|
| 1: Funding Request | (up to 15) |
| 2: Scope of Work | (up to 75) |
| 3: Task Costs and Budget | (up to 135) |
| 4: Project Team | (up to 65) |
| 5: Project Planning and Schedule | (up to 160) |
| 6: Water Quality and Public Health Improvements | (up to 500) |
| 7: Hardship | (up to 50) |


















Total: Up to 1000



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General Information Form

***Project Title**

***Project Short Description**
25 of 500

***Project Long Description**
29 of 4000

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

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

***Project Category**

- Nonpoint Source Pollution
- Onsite Sewage Systems
- Stormwater Activity
- Stormwater Facility
- Wastewater

This amount represents cost of the work that will be supported by Ecology Funding. Total Eligible Cost includes Ecology grant or loan assistance plus any required local match.



Project Characterization

PROJECT CHARACTERIZATION

Instructions:

Required fields are marked with an *.
Select a Primary Theme, click the **SAVE** button
Select a Secondary Theme, and save the form a second time.

Project Themes

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

Primary Theme

Wastewater ▼ *

Secondary Theme(s)

Combined Sewer Overflow (CSO) Correction ▼ *

Project Website

If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name

Web Address



Funding Request - Wastewater

Total Eligible Cost: \$4,000,000.00

***Requested Loan:** \$4,000,000.00

***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 or grant; and (3) construction projects in hardship communities may receive a combination of forgivable loan and grant and further reduced interest rates. Ecology will determine eligibility for special funding when developing funding packages.

***Do you want your project to be considered for GPR subsidy under the CWSRF program?** Yes No
NOTE: Projects are only eligible if they meet EPA's GPR criteria, and applicants accept a CWSRF loan.

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

***Is this a Step 3 or Step 4 project, 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

***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.

***Do you have a discharge permit for this project?** Yes No
If yes, provide the following:
Permit Number *

***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 15, 2019 - Upload Copies of Ecology's Approval Letters |
|--|--|
| <input type="radio"/> Planning (Step 1) | No Prerequisites |
| <input checked="" 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 plans and specifications for the project. |
| | Ecology's letter approving the site specific planning for the project. |

Upload Documents



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 #: 2

* Task Title:

* Task Cost:

* Expected Start Date:

* Expected Finish Date:

* Describe the work that will be billed to this task. (char 3,500)

0 of 3500

Deliverables

To Add a Row
 Enter a deliverable
 When done, click the **SAVE** button
 After SAVE a new row will appear
 Repeat these steps for each deliverable

To Delete a Row
 In the row you want to delete, remove the information in all of the textboxes
 When done, click the **SAVE** button
 After SAVE the row will be deleted

Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

| Deliverables Description* | Deliverable Date* | Deliverable Budget* |
|---------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Deliverable Budget: \$0



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.



Task Cost and Budget

***Describe the process used to estimate the cost of the project. If your process included reviewing similar projects, describe how this review affected your estimate.**

0 of 3000

***Has the proposed project been demonstrated to be 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.

0 of 3000

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

Upload Documents

Click the Browse button

Select your file

Click Save, your file will appear in the List of uploaded documents

Repeat for each file

To Delete a file, select the Delete checkbox next to the file and click SAVE



Task Cost and Budget (135 points)

Scoring

- **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 Team

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

| Team Member Name/and or Title | Agency/Company Name | 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"/> | <input type="text"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 100</div> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 100</div> | <input type="text"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 50</div> |

*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.

0 of 2500



Project Team

(65 total points)

Scoring

- **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 Schedule 1

Project Start Date

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

*List and describe the criteria you used to determine the value and feasibility of the project.

Examples: useful life, installation cost, site suitability, and environmental justice.

0 of 7500

*Briefly describe all project alternatives (including the preferred alternative) considered, and explain how each alternative met or failed to meet the criteria listed above.

Use one line for each alternative and click "save" to enter additional alternatives.

| Description of Alternative | Criteria |
|----------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

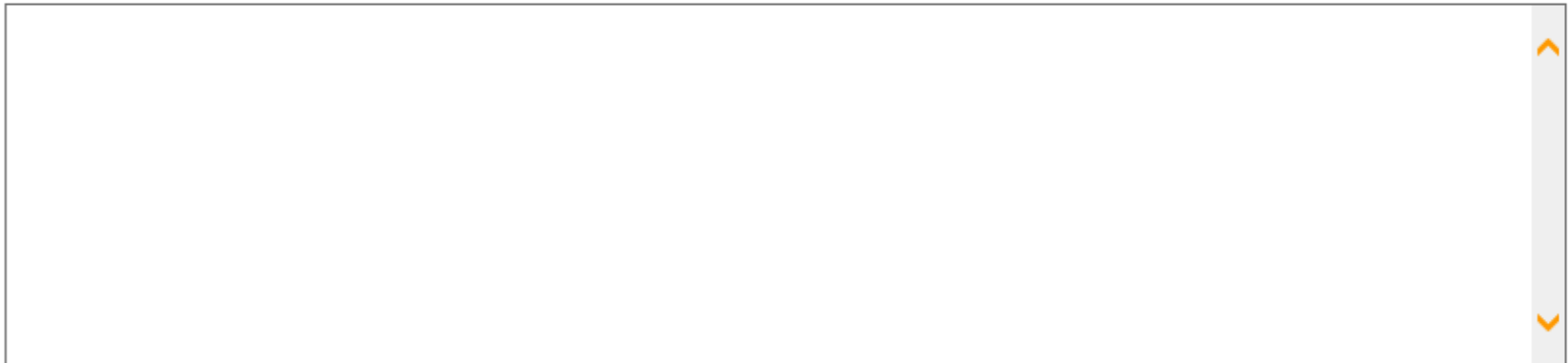
*List project stakeholders and provide documentation showing key stakeholders have been identified and how they will support the project.

0 of 5000



Project Planning and Schedule 2

***Describe the steps you have taken to be ready to start the project by May 1, 2021. 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.**



0 of 5000

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

Upload any other supporting documentation.

Upload Documents

Click the Browse button

Select your file

Click Save, your file will appear in the List of uploaded documents

Repeat for each file

To Delete a file, select the Delete checkbox next to the file and click SAVE



Project Planning (60 total points)

Scoring

- **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.
- Documentation showing stakeholder support may include minutes from public or city council meetings, or letters of support from tribes, other local governments, non-governmental organization, homeowners associations, landowners, etc. Larger communities must include other relevant departments such as maintenance, parks and recreation, health, permitting, etc. in the stakeholder process to receive full points.



Project Schedule (100 total points)

Scoring

- **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 applicant should upload a schedule that has enough detail to show the reviewer that all tasks and deliverables 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 and budget.
- The applicant should upload planning supporting documentation.
- 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., a design of a road repair project that will be simultaneous with a road stormwater project) must be completed.
- The applicant must be ready to start on the proposed scope of work within 10 months of the publication of the Final Offer List.



Water Quality and Public Health 1

* Name the specific water body(ies) this project will improve or protect.

0 of 5000

* Is the project planning, implementation, or a combination?

- Planning
- Implementation
- Planning/Implementation

If implementation or planning/implementation, complete the Action Table.

* What type of plan or regulatory requirement does this project address?

- TMDL/TMDL Alternative (approved or in development)/Straight to Implementation
- Wastewater Engineering Report/Sewer Plan
- Permit
- Salmon Recovery Plan
- Watershed Plan
- Shoreline Master Plan
- Administrative Order or Other Legal Action
- Capital Improvement Plan
- Puget Sound Action Plan
- Mitigation
- Other

To add multiple implementation actions:
 Enter the implementation action and plan reference.
 When done, click the **SAVE** button.
 After SAVE a new row will appear.
 Repeat these steps for each implementation action.

| Action | Reference the document that describe the action, including page numbers and where a copy can be obtained |
|--|--|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| 0 of 300 | |



Water Quality and Public Health 2

* Did you discuss this project with Ecology staff? If yes, provide the name of the staff and the last date of contact.

0 of 1000

* Describe how the project drainage area connects to the water body.

Examples: surface flow, ditch, pipe, groundwater, infiltration, and path/distance to outfall/discharge.

0 of 5000

The next three questions will assist Ecology Evaluators in assessing the project value.

* Describe the measure and method that will be used to determine the water quality benefit and overall success of the project.

If you need help determining a water quality metric, please refer to the Funding Guidelines for suggested metrics by project type.

0 of 5000

* Using the method described above, estimate the water quality and public health benefits that will be achieved by the project.

0 of 5000

Water Quality and Public Health 3

- * **How long will the project provide benefits after the funding assistance ends? Who will be responsible for maintaining the benefits during its useful life?**

0 of 5000

- * **How will greenhouse gas emissions be reduced or mitigated under this project? And what policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project?**

0 of 5000

- * **Upload a map that shows 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.**

The map does not need to be precise, but it should help reviewers with a general understanding of the area. If access to GIS software is not available, screen shots or snips from Google Maps with arrows and text added using a paint program may be used.

Upload Documents

Click the Browse button

Select your file

Click Save, your file will appear in the List of uploaded documents

Repeat for each file

To Delete a file, select the Delete checkbox next to the file and click SAVE



Water Quality and Public Health (500 points)

Scoring

- **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.
- **0-50 points:** Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
- **0-100 points:** The project will achieve substantial water quality and public health benefits.
- **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 (500 points)

Guidance 1/2

- 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.
- Responses to the questions must be supported by the tasks 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.



Water Quality and Public Health (500 points)

Guidance 2/2

- 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.
- Consideration of a project's "value" includes both qualitative and quantitative improvements over time relative to the overall costs of the project.
- 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.
- Projects in the Puget Sound watershed must be consistent with the Puget Sound Action Agenda, and applicants for stormwater projects in the watershed must have considered project connection to Governor's Executive Order on Southern Resident Killer Whale recovery; see https://www.governor.wa.gov/sites/default/files/exe_order/eo_18-02_1.pdf.
- 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 the issue. No points will be awarded if neither the applicant nor the project addresses the issue.



Remember Required Uploads

- Detailed budget(s) and supporting documentation
- Project Schedule
- Documentation of planning
- Map(s) of the project area
- 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>

