



DEPARTMENT OF
ECOLOGY
State of Washington

FY2019-21 Municipal Stormwater Capacity-Building Grants

Funding Guidelines

July 2019

Publication and Contact Information

This report is available on the Department of Ecology's website at:
www.ecology.wa.gov

For more information contact:

Water Quality Program
P.O. Box 47600
Olympia, WA 98504-7600

Phone: 360-407-6600

Washington State Department of Ecology - www.ecy.wa.gov

- Headquarters, Olympia 360-407-6000
- Northwest Regional Office, Bellevue 425-649-7000
- Southwest Regional Office, Olympia 360-407-6300
- Central Regional Office, Yakima 509-575-2490
- Eastern Regional Office, Spokane 509-329-3400

If you need this document in a format for the visually impaired, call the Water Quality Program at 360-407-6600. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

FY2019-20Municipal Stormwater Capacity-Building Grants

Funding Guidelines

Water Quality Program
Washington State Department of Ecology
Olympia, Washington 98504-7710

This page is purposely left blank

Table of Contents

Introduction	1
Funding program purpose.....	1
Applicant eligibility	1
Grant ceiling and match	2
Program schedule.....	2
Eligible project expenses.....	3
Ineligible project expenses.....	5
How to apply	5
Grant Management.....	5
Administration.....	5
Payment requests and project reporting.....	6

This page is purposely left blank

Introduction

The Washington Department of Ecology (Ecology) is soliciting requests for funding assistance for the implementation of the National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater General Permits in Washington state including:

- Phase I Municipal Stormwater General Permit
- Western Washington Phase II Municipal Stormwater General Permit
- Eastern Washington Phase II Municipal Stormwater General Permit

Funding for this program is provided to Ecology by the 2019 Washington State Legislature. This non-competitive grant program is available only to cities and counties covered or proposed for coverage under a municipal stormwater permit. Ports, universities, school or drainage districts, state agencies covered by municipal stormwater permits, or other secondary permittees are not eligible to directly receive this funding. For information on local governments covered by the permits and permit requirements, see Ecology's webpage at:

<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/index.html>

For additional information including staff contact information, please visit the [Stormwater Capacity Grants webpage at: https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Stormwater-capacity-grants](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Stormwater-capacity-grants)

Funding program purpose

This grant program will provide financial assistance to Phase I and Phase II local governments for projects that benefit stormwater management programs and implementation of NPDES municipal stormwater permit programs

NOTE: Capital construction projects are not eligible for funding through this grant program.

Applicant eligibility

This is a non-competitive grant program open to cities or counties in Washington State covered by a Phase I or Phase II Municipal Stormwater General Permit. Ports, universities, school districts, drainage districts, state agencies, or other secondary permittees are not eligible to apply directly for this funding program but may partner with a permitted city or county.

In order to ensure that 1) Ecology has sufficient funding available to reimburse grant expenses, and 2) Ecology water quality dollars are maximized over the biennia and do not remain obligated

to projects that will not be requesting reimbursements for the full value of the grant award, eligibility may be suspended for communities that have not spent capacity funding awarded in prior biennia.

Local governments receiving funding under other Ecology stormwater grant programs are not precluded from receiving these capacity-building funds. Applicants who have not successfully closed out FY17-19 Capacity Grants may apply for funding. However, Ecology may elect to withhold final funding authorization until applicants have provided all deliverables, including close-out reports, for the FY17-19 Capacity Grants.

Grant award and match

Grant funding ceilings have been set by Ecology at \$50,000 per eligible recipient plus an additional award for hardship eligible communities. There are **no match requirements**, and grant awards will cover 100 percent of eligible costs up to the grant offer amount.

For the purposes of this program, Ecology defined hardship as communities with a median household income that is less than 80% of the Washington State mean household income. The communities have been identified as eligible to receive the additional hardship award of \$45,000 are listed in Appendix A of this document.

Program schedule

Important Information

All applications for funding must be submitted electronically via the EAGL system.

New users must register for a Secure Access Washington (SAW) account prior to beginning the application process. New user account approval may take up to two weeks.

EAGL will not accept applications after 4:59 on August 2, 2019.

If you have questions please contact Ecology.

Key Project Dates

July 2, 2019	Funding Request Applications open in EAGL
5:00 pm, August 2, 2019	Funding Request Application Due
August 30, 2019	Funding agreement available in EAGL for recipient signature
<u>Prior</u> to November 4, 2019	Funding Recipients must sign and return funding agreement to Ecology
January 30, 2020	First Progress report due (covers June-December 2019)
March 31, 2021	Last day to incur eligible expenses. Closeout Reports Due
Prior to April 31, 2021	Final payment request must be submitted in EAGL.

Eligible project expenses

Conduct work related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. If the RECIPIENT is out of compliance with the municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT will ensure funds are used to attain compliance where applicable. The following is a list of elements RECIPIENT's project may include.

- 1) Public education and outreach activities, including stewardship activities.
- 2) Public involvement and participation activities.
- 3) Illicit discharge detection and elimination (IDDE) program activities, including:
 - a) Mapping of municipal separate storm sewer systems (MS4s).
 - b) Staff training.
 - c) Activities to identify and remove illicit stormwater discharges.
 - d) Field screening procedures.
 - e) Complaint hotline database or tracking system improvements.
- 4) Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
 - a) Development of an ordinance and associated technical manual or update of applicable codes.
 - b) Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
 - c) Training for plan review or inspection staff.
 - d) Participation in applicable watershed planning effort.

- 5) Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
 - a) Inspecting or maintaining the MS4 infrastructure.
 - b) Developing or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.
- 6) Annual reporting activities.
- 7) Establishing and refining stormwater utilities, including stable rate structures.
- 8) Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Monitoring, including:
 - a) Development of applicable QAPPs.
 - b) Monitoring activities, in accordance with a DEPARTMENT- approved QAPP, to meet Phase I/II permit requirements.
- 9) Structural stormwater controls program activities (Phase I permit requirement)
- 10) Source control for existing development (Phase I permit requirement), including:
 - a) Inventory and inspection program.
 - b) Technical assistance and enforcement.
 - c) Staff training.
- 11) Equipment purchases that result directly in improved permit compliance. Equipment purchases must be specific to implementing a permit requirement (such as a vector truck) rather than general use (such as a pick-up truck). Equipment purchases over \$5,000 must be pre-approved by Ecology.

Documentation of all tasks completed is required. Documentation may include: field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, summaries of how equipment purchases have increased or improved permit compliance. Capital construction projects, incentives or give-a-ways, grant application preparation, TAPE review for proprietary treatment systems, or tasks that do not support Municipal Stormwater Permit implementation are not eligible expenses.

NOTE: All monitoring projects will require an Ecology-approved Quality Assurance Project Plan (QAPP) and all data must be submitted to Ecology. All receiving water data must be submitted via Ecology's Environmental Information Management System (EIM).

Ineligible project expenses

Ineligible projects or project components include, but are not be limited to:

- Capital construction projects.
- Projects that do not support Municipal NPDES permit implementation.
- Give-a-ways or incentives.
- Grant application preparation.
- TAPE review process for proprietary treatment systems.

How to apply

Applicants submit requests for funding through the Ecology Administration of Grants and Loans (EAGL) system. The funding application is available by going to <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans> and logging into or creating a Secure Access Washington (SAW) account. Once in the SAW system, applicants can access EAGL and complete the funding application. Applicants can submit applications beginning July 2, 2019. **All applications must be submitted before 5:00 pm on August 2, 2019. Applications and materials sent as hard copies or by email will not be considered.**

Grant Management

The following are important terms and conditions that play a role in the day-to-day decisions made on grant projects. A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in the *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*; see: <https://fortress.wa.gov/ecy/publications/publications/1401002.pdf>.

Administration

Applicants may request up to \$5000 of the total grant award for Task 1 Project Administration and Management in the project application. This task will include the cost of preparing quarterly and final reports and payment requests, and maintaining project documentation. Applicants may include an overhead charge of up to 30 percent of salaries and benefits for employees for time spent specifically on the project. Overhead is only available for permittee staff time and may not be charged for purchases or contracts.

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement, will include: an approved scope of work, total project costs, a budget, performance schedule and Ecology General Terms and Conditions. Ecology assigns a staff member to provide project and financial management to each funded project.

Payment requests and project reporting

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

If the grant recipient fails to submit two or more consecutive quarterly reports via the EAGL grant management system, ECOLOGY may consider this failure to provide progress reports as non-performance and initiate actions to amend or terminate the agreement. Progress reports must be submitted each quarter (regardless of requests for reimbursement) until the recipient completes the final project report.

Grant recipients may elect to complete projects prior to March 31, 2021 and will not be required to submit quarterly reports once Ecology accepts the final project report (including a 2 page project summary) and closeout report and the recipient submits a final payment request.

Equipment purchase eligibility

Equipment purchased must be of a specialized nature specific to stormwater program implementation to be eligible for reimbursement. Tools, vehicles, and other equipment for general use or vehicle maintenance are not eligible. Recipients are encouraged to contact the Ecology Project manager for written pre-approval prior to purchasing equipment. Ecology may require additional documentation to determine for equipment purchased.

Project completion dates and extensions

Applicants may incur project costs on and after the effective date published in the Final Offer list, but Ecology cannot reimburse expenditures until the agreement has been signed by Ecology's Water Quality Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Projects must be completed no later than March 31, 2021. Ecology may approve extensions for extenuating circumstances by formal amendment. Ecology will not authorize extensions for projects that have not diligently pursued project completion or have not provided adequate and timely progress reports. In no case will extensions be approved beyond June 30, 2021.

Appendix A

The U.S. Census Bureau provides population median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census designated places (CDP) are included in the five-year data series produced by ACS. Searches of the ACS database can be conducted at

<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#>.

The MHI data in Table A-1 are from the ACS five-year estimates available in December 2018. The population data in Table K-1 are from the U.S. Census Bureau estimates available in December 2018. Ecology uses the data in Table A-1 when making hardship determinations.

Table A-1: MHI data for Municipal Stormwater Permittees.

Permittee/Proposed Permittee	MHI (\$)	Capacity Grant Hardship Eligible
Washington State	\$62,848	
Aberdeen city, Washington	\$40,702	YES
Algona city, Washington	\$62,120	NO
Anacortes city, Washington	\$63,950	NO
Arlington city, Washington	\$70,790	NO
Asotin city, Washington	\$55,987	NO
Asotin County, Washington	\$47,483	YES
Auburn city, Washington	\$64,400	NO
Bainbridge Island city, Washington	\$109,341	NO
Battle Ground city, Washington	\$64,888	NO
Bellevue city, Washington	\$105,402	NO
Bellingham city, Washington	\$47,886	YES
Black Diamond city, Washington	\$75,880	NO
Bonney Lake city, Washington	\$90,580	NO
Bothell city, Washington	\$89,477	NO
Bremerton city, Washington	\$48,757	YES
Brier city, Washington	\$111,346	NO
Buckley city, Washington	\$59,355	NO
Burien city, Washington	\$60,732	NO
Burlington city, Washington	\$50,150	YES
Camas city, Washington	\$101,167	NO
Centralia city, Washington	\$39,324	YES
Chelan County, Washington	\$54,975	NO
Clallam County, Washington	\$48,002	YES

Clark County, Washington	\$67,832	NO
Clarkston city, Washington	\$35,000	YES
Clyde Hill city, Washington	\$205,500	NO
College Place city, Washington	\$40,236	YES
Covington city, Washington	\$93,980	NO
Cowlitz County, Washington	\$49,804	YES
Des Moines city, Washington	\$60,814	NO
Douglas County, Washington	\$55,805	NO
DuPont city, Washington	\$77,712	NO
Duvall city, Washington	\$151,612	NO
East Wenatchee city, Washington	\$51,938	YES
Edgewood city, Washington	\$90,544	NO
Edmonds city, Washington	\$82,697	NO
Ellensburg city, Washington	\$36,016	YES
Enumclaw city, Washington	\$55,082	NO
Everett city, Washington	\$54,562	NO
Federal Way city, Washington	\$62,086	NO
Ferndale city, Washington	\$61,125	NO
Fife city, Washington	\$58,649	NO
Fircrest city, Washington	\$63,534	NO
Gig Harbor city, Washington	\$74,159	NO
Granite Falls city, Washington	\$50,000	YES
Issaquah city, Washington	\$100,844	NO
Kelso city, Washington	\$35,680	YES
Kenmore city, Washington	\$96,277	NO
Kennewick city, Washington	\$54,420	NO
Kent city, Washington	\$64,573	NO
King County, Washington	\$83,571	NO
Kirkland city, Washington	\$104,319	NO
Kitsap County, Washington	\$68,336	NO
Lacey city, Washington	\$64,631	NO
Lake Forest Park city, Washington	\$101,429	NO
Lake Stevens city, Washington	\$82,500	NO
Lakewood city, Washington	\$47,636	YES
Longview city, Washington	\$38,689	YES
Lynden city, Washington	\$62,478	NO
Lynnwood city, Washington	\$58,852	NO

Maple Valley city, Washington	\$102,130	NO
Marysville city, Washington	\$72,734	NO
Medina city, Washington	\$186,484	NO
Mercer Island city, Washington	\$136,644	NO
Mill Creek city, Washington	\$93,063	NO
Milton city, Washington	\$71,441	NO
Monroe city, Washington	\$74,093	NO
Moses Lake city, Washington	\$49,851	YES
Mount Vernon city, Washington	\$52,267	YES
Mountlake Terrace city, Washington	\$69,727	NO
Mukilteo city, Washington	\$100,650	NO
Newcastle city, Washington	\$118,333	NO
Normandy Park city, Washington	\$95,313	NO
Oak Harbor city, Washington	\$48,857	YES
Olympia city, Washington	\$55,539	NO
Orting city, Washington	\$74,938	NO
Pacific city, Washington	\$55,799	NO
Pasco city, Washington	\$59,969	NO
Pierce County, Washington	\$63,881	NO
Port Angeles city, Washington	\$41,297	YES
Port Orchard city, Washington	\$67,750	NO
Poulsbo city, Washington	\$61,455	NO
Pullman city, Washington	\$30,548	YES
Puyallup city, Washington	\$65,719	NO
Redmond city, Washington	\$115,300	NO
Renton city, Washington	\$70,661	NO
Richland city, Washington	\$71,025	NO
Sammamish city, Washington	\$157,271	NO
SeaTac city, Washington	\$51,025	YES
Seattle city, Washington	\$79,565	NO
Sedro-Woolley city, Washington	\$47,602	YES
Selah city, Washington	\$51,930	YES
Shelton city, Washington	\$39,072	YES
Shoreline city, Washington	\$76,271	NO
Skagit County, Washington	\$59,263	NO
Snohomish city, Washington	\$59,310	NO
Snohomish County, Washington	\$78,020	NO

Snoqualmie city, Washington	\$136,508	NO
Spokane city, Washington	\$44,768	YES
Spokane County, Washington	\$52,159	YES
Spokane Valley city, Washington	\$48,015	YES
Steilacoom town, Washington	\$70,523	NO
Sumner city, Washington	\$56,991	NO
Sunnyside city, Washington	\$40,058	YES
Tacoma city, Washington	\$55,506	NO
Thurston County, Washington	\$66,113	NO
Tukwila city, Washington	\$51,318	YES
Tumwater city, Washington	\$64,786	NO
Union Gap city, Washington	\$38,667	YES
University Place city, Washington	\$64,883	NO
Vancouver city, Washington	\$55,593	NO
Walla Walla city, Washington	\$46,650	YES
Walla Walla County, Washington	\$52,630	YES
Washougal city, Washington	\$76,998	NO
Wenatchee city, Washington	\$48,565	YES
West Richland city, Washington	\$86,686	NO
Whatcom County, Washington	\$56,419	NO
Woodinville city, Washington	\$102,006	NO
Yakima city, Washington	\$42,092	YES
Yakima County, Washington	\$47,470	YES