



DEPARTMENT OF
ECOLOGY
State of Washington

FY2017-19 Municipal Stormwater Capacity-Building Grants

Funding Guidelines

July 2017

Publication and Contact Information

This report is available on the Department of Ecology's website at

www.ecy.wa.gov/programs/wq/funding/Opp/Stormwater/StWaMain.html

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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.

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Washington State Department of Ecology
Olympia, Washington 98504-7710

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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 2017 Washington State Legislature. Total funding available to each eligible recipient is \$50,000

This non-competitive grant program is available only to cities and counties covered by 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 website at:

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

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.

Grant ceiling and match

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

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 18, 2017.

Key Project Dates

| | |
|---------------------------|--|
| 5:00 pm, August 18, 2017 | Deadline to request funding |
| August 29, 2017 | Funding agreement available in EAGL for recipient signature |
| Prior to October 24, 2017 | Recipients must sign and return funding agreement to Ecology |
| January 30, 2018 | First Progress report due (covers June-December 2017) |
| March 31, 2019 | Last day to incur eligible expenses. |
| Prior to April 31, 2019 | Final payment request must be submitted in EAGL. |

Eligible project expenses

All projects must support compliance with Phase I or Phase II municipal stormwater programs. The following is a list of eligible projects.

- 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 or geographic information systems 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 and/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 and/or maintaining the MS4 infrastructure.
 - b) Developing and/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). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan (QAPP) that the DEPARTMENT approves prior to awarding funding for monitoring.
 - 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 compliance with permit requirements. Allowed costs for equipment purchases must be specific to implementing a permit requirement (such as a vector truck) rather than general use (such as a general use pick-up truck). Qualified equipment purchases include but are not limited to:
 - a) Illicit discharge testing equipment and materials.
 - b) Vector truck or sweeper truck or MS4 maintenance activities.
 - c) Electronic devices dedicated to mapping of MS4 facilities and attributes.

d) Software dedicated to tracking permit implementation activities.

As a deliverable, documentation of all tasks completed is required. Documentation includes but is not limited to: maps, 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.

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).

Other - activities that support stormwater management program implementation and align with the purposes of this funding program.

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 www.ecy.wa.gov/funding/EAGL.html and following the instructions. Once in the EAGL system, applicants can access the funding application and an EAGL User Manual that provides instructions on accessing and using the system.

Applicants can submit applications beginning July 24, 2017. **All applications must be submitted by 5:00 pm on August 18, 2017. 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 25 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 progress reports will result in denied payment requests and may result in project termination or other actions.

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.

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 this agreement.

Grant recipients may elect to complete projects prior to March 31, 2019 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 facility 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, 2019. 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, 2019.