FY2022 Funding Application Workshop

Wastewater Application Training

Specific Information about:

Infrastructure Construction Loan Funding

DEPARTMENT OF
ECOLOGY
State of Washington

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August 2020

1

Welcome!

– Introduce Ecology staff

– General guidance

– Open forum

– Individual project introductions

  • Who you are

  • Who you represent

  • What kind of project(s) you have

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2

Overview / Agenda

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

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3

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

- <u>Cost effective solutions</u>

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4

What does "Cost Effective" mean?

- 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.

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5

What does "Cost Effective" really mean?

- Cost effective projects are developed through a public process.
- Cost effective projects solve a problem.
- Alternatives ways to solve the problem were considered.
- Cost effective projects result from meaningful comparison of alternatives.

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6

What are the requirements for Cost Effectiveness?

- Prepare a cost effectiveness analysis (CEA)
- Borrower must sign a certification that a CEA was prepared and that the project is cost effective use of public funds
- Provide the CEA upon request.

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7

Application Requirements

Vary based on type of project and project stage

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8

Step 1: Planning

- No prerequisites

Step 2: Design

- Submit planning document by October 13.
- 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

- Submit planning and design documents with by October 13.
- 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.

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11

Step 4: Design & Construct

- Total project cost $7M or less
- Commit to completing design within one year of executing loan.

- Submit planning document by October 13.
- 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.

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12

Important Milestones

- October 13, 2020 - Draft engineering documents must be submitted to Ecology Regional offices.
- October 13, 2020 @ 5:00PM – Applications must be submitted in EAGL.
- December 15, 2020 – Deadline for engineering document approval.
- January 15, 2021 - Proposed funding list available.
- July 1, 2021 – Money available from legislature. Formal offers sent.
- January 31, 2022 – Financial Assistance Agreements must be signed.
- April 30, 2022 – Project work must be underway.
- January 2023 – Step-4 designs must be approved.
- July 1, 2026 – Project work must be completed.

- Ways to expedite your project

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13

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

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14

Application

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15

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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16

Navigation

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	SFY 2022 Water Quality Combined Financial Assistance Guidelines			
	SFY 2022 Applicant Prep Tool			
	SFY 2022 Scoring Guidance			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		David (SAW) Dunn 8/25/2020 12:45:49 AM	
	Recipient Contacts			
	Scope of Work - Task 1 Grant and Loan Administration			
	Scope of Work - FOR APPLICATION			
	Environmental and Cultural Resources Documentation			
	Uploads			

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17

Wastewater Projects

Application Forms		
General Information	David (SAW) Dunn 8/25/2020 12:47:33 AM	
Project Characterization		
Mapping Information	David (SAW) Dunn 8/25/2020 12:45:49 AM	
Recipient Contacts		
Funding Request- Wastewater Project		
Scope of Work - Task 1 Grant and Loan Administration		
Scope of Work - FOR APPLICATION		
Task Costs and Budget		
Project Team		
Project Planning and Schedule		
Water Quality and Public Health Improvements		
Environmental and Cultural Resources Documentation		
Uploads		

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18

General Information Form

*Project Title   Get the poo out of my water

*Project Short Description   There is poo in the water

25 of 500

*Project Long Description   Stop putting poo in the water

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.

29 of 4000

*Total Cost $5,000,000.00   *Total Eligible Cost $4,000,000.00

*Effective Date   07/01/2020   *Expiration Date

*Project Category
- ○ Nonpoint Source Pollution
- ○ Onsite Sewage Systems
- ○ Stormwater Activity
- ○ Stormwater Facility
- ● Wastewater

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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

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10

Funding Request – Wastewater Project

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

*Name the fund you will use to repay the CWSRF loan and operate/maintain/repair the project. If you do not have a specific fund, describe how you will raise and maintain sufficient funds to repay the loan and operate/maintain/repair the project.

0 of 1000

*What is the total number of equivalent residential units (ERUs) for your facility/system?   ☐ N/A

*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, 2020 - Upload Copies of Ecology's Approval Letters
○ Planning (Step 1)	No Prerequisites
○ Design (Step 2)	Ecology's letter approving the site specific planning for the project.
○ Construction (Step 3)	Ecology's letter approving the site specific planning for the project. Ecology's letter approving the plans and specifications for the project.
● Design and Construction (Step 4)	Ecology's letter approving the site specific planning for the project.

Upload Documents

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21

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.

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22

Scope of Work (up to 8 tasks)

* 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*

Total Deliverable Budget: $0

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23

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.

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24

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
Browse...

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25

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.

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26

Project Team

27

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
0 of 200	0 of 200

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

0 of 5000

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29

Project Planning and Schedule 2

***Describe the steps you have taken to be ready to start the project by May 1, 2022. 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

**(1) For stormwater facility and wastewater facility projects: Do you own or have clear control over the entire project
area?**
○ Yes   ○ No   ○ Not Applicable

**(2) For stormwater facility and wastewater facility projects requiring road cuts: When was the last time the road was
resurfaced or reconstructed? This is for informational purposes; no points are associated with this question.**
Date:

**(3) *Has initial cultural resources review been conducted for the area of potential effect (APE) (for example, review
of the APE in the WISARRD database)? This is for informational purposes; no points are associated with this
question.**
○ Yes   ○ No   ○ Not Applicable

***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.

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30

Project Planning
(60 total points)

Scoring

• **0-40 points**: Applicant used a complete and well-defined set of criteria to determine the value and feasibly 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.

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August 2020

31

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.

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32

Water Quality and Public Health 1

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

0 of 1000

* **Is the project planning, implementation, or a combination?**
  - ○ Planning
  - ● Implementation
  - ○ Planning/Implementation

* **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

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33

Water Quality and Public Health 2

* **Enter the implementation action and plan reference in the Action Table. If this is a planning-only project, you may enter, "Not applicable, planning-only".**

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 Table

Action	Reference the document that describe the action, including page numbers and where a copy can be obtained
	0 of 300

* **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

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34

Water Quality and Public Health 3

* **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

* **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

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35

Water Quality and Public Health 4

* **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

* **Are you aware of any Category I or Category II wetlands on the site or downstream from the site? This is for informational purposes; no points are associated with this question.**
○ Yes   ○ No   ○ Not Applicable

* **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.

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36

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?

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August 2020

37

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.

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38

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.

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August 2020

39

Remember Required Uploads

• Detailed budget(s) and supporting documentation
• Project Schedule
• Documentation of planning
• Upload or link to planning document
• Map(s) of the project area
• Submit Engineering Documents to region.

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40

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

- FY2022 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://listserv.ecology.wa.gov/scripts/wa-ECOLOGY.exe?SUBED1=ECY-WQ-GRANTS-LOANS&A=1

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August 2020

41