



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## **FY2013 Municipal Stormwater Grants of Regional or Statewide Significance**

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*Guidance for the Grant Proposal Submittal Process*

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## Publication and Contact Information

This report is available on the Department of Ecology's website at <https://fortress.wa.gov/ecy/publications/SummaryPages/1310035.html>

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# **FY 2013 Municipal Stormwater Grants of Regional or Statewide Significance**

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## **Guidance for the Grant Proposal Submittal Process**

Water Quality Program  
Washington State Department of Ecology  
Olympia, Washington

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## Introduction

The Washington Department of Ecology (Ecology) is soliciting grant proposals for projects of regional or statewide significance to support implementation of the Municipal Stormwater General Permits effective in August 2013:

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

The \$2.2 million dollars available for this purpose is carry-forward funding provided by the Washington State Legislature to local governments to support stormwater permit implementation.

This competitive grant program is available only to cities, towns, 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 apply for 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 funding for Phase I and Phase II local governments for projects that benefit stormwater management programs across a region or statewide, and support implementation of NPDES municipal stormwater permit programs. Project benefits may include, but are not limited to:

- Assistance for a number of permittees in a region or statewide to implement permit requirements.
- Development of a product that is transferrable regionally or statewide.
- Equipment purchases and/or personal services contracts that support activities for multiple permittees.
- Regional or statewide access to advances in stormwater management technology or resources.

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

## Eligibility

This is a competitive grant program open to all cities, towns, 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 for this funding program.



**Proposals received postmarked after 4:30 p.m. October 1, 2013, will be considered late. Late proposals will not be accepted.**

Submit the original signed paper copy, one additional photo copy, and an electronic copy on CD-ROM to:

***U.S. Postal Mailing Address:***

Department of Ecology  
Water Quality Program  
Municipal Stormwater Permit Program (Attn: Tammie Wilson)  
P.O. Box 47600  
Olympia, WA 98504-7600

***Overnight Mail or Hand Delivery Address:***

Department of Ecology  
Water Quality Program  
Municipal Stormwater Permit Program (Attn: Tammie Wilson)  
300 Desmond Drive S.E.  
Lacey, WA 98503

## **Eligible projects**

All projects must support implementation of Phase I and/or Phase II municipal stormwater programs. All projects must demonstrate benefits to multiple permittees across a region or statewide.

Ecology will distribute the available funds to the highest ranked proposals for projects of regional or statewide significance that address the activities listed below. In addition, Ecology welcomes and will rank any proposals consistent with the criteria listed in *Funding Program Purposes*. Ecology expects the lead local government for the project to include costs for administering the contract and managing the project, including coordinating with other partners and participants in the region.

- **Public Education and Outreach-** proposals in this category may include but are not limited to the following project ideas:
  - Implement an Eastern Washington training program on social marketing techniques for stormwater public education and outreach programs that illustrate how to measure or quantify behavior change.
  - Develop and implement a regional educational outreach programs that connect individual behaviors to stormwater and surface water quality using stewardship activities, outdoor education, or hands-on practices to an identified target audience(s).
  - Develop a web based or mobile device application (App) to accompany the Western Washington Rain Garden Handbook (i.e., the University of Connecticut Rain Garden App) and/or regional LID tours.

- **Technical Tools-** proposals in this category may include but are not limited to the following project ideas:
  - Create a Low Impact Development (LID) retrofit planning tool box. Provide background information, planning and design techniques, community outreach and engagement strategies, prioritization tools, and pre-design requirements for bid and construction.
  - Research and analyze the performance of specific LID techniques (i.e., monitor and compare pollutant removal based on plant material choices, changes in soil amendment and other design elements) in Washington State and provide recommendations for updating design criteria.
  - Develop a stormwater inspection and maintenance checklist/standards/protocols for stormwater treatment and flow control Best Management Practices (BMPs)/facilities that are defined in the Eastern Washington LID Manual.
  - Develop and implement a training program or webinar presenting success stories, approaches and lessons learned for applying the minimum permit requirements on linear projects (i.e., roadways, trails, sidewalks, utility upgrades).
  - Produce geographically comprehensive, integrated maps of regional Municipal Separate Storm Sewer Systems. Build upon previous mapping efforts, providing for standardized data dictionaries and jurisdiction-specific Geographical Information System (GIS) data, to develop watershed-based or regionally significant MS4 maps
  - Develop and analyze alternative strategies to promote and improve permit compliance (peer-to-peer audits/program reviews).
  
- **Monitoring-** proposals in this category may include but are not limited to the following project ideas:
  - Create a standardized illicit discharge/incident tracking information system in coordination with the Stormwater Work Group.
  - Develop, facilitate and provide support for regional monitoring programs in the lower southwest and/or eastern regions (s) of Washington State to refine monitoring design recommendations as well as design and implement specific pilot projects related to this effort.
  
- **Other** activities that support stormwater management program implementation and align with the purposes of this funding program.

**NOTE:** Ecology’s Water Quality Program Manager will have discretion to allocate funds for other needed projects. Local governments receiving funding under other Ecology stormwater grant programs are not precluded from applying for these grants of regional and statewide significance.

# Proposal requirements

Proposals are limited to six two-sided pages and must include the following:

## A. Cover Sheet

1. Project title
2. Local government
3. Tax ID number
4. Staff contact and contact information
5. Certification and signature (see Exhibit A - attached)

## B. Abstract

One paragraph (no more than half page) description of the project and how it supports stormwater management programs regionally or statewide.

## C. Work plan

Ecology will evaluate the work plan for the project based on how clearly the project approach and organization of tasks is laid out, how clearly it demonstrates the benefits of the project, readiness to proceed, likelihood of project completion, and the effectiveness and skill of the project team.

Proposals must follow the outline below:

1. Purpose of the project and how it supports municipal stormwater permit program implementation. Include the regional or statewide benefits of the project.
2. Project description
  - 2.1 Project objectives.
  - 2.2 Project activities and tasks.
  - 2.3 Project outcomes – Describe the project accomplishments, including short-term and long-term outcomes. Accomplishments and outcomes should be measurable where possible.
  - 2.4 Project schedule- Include 7 working days for an Ecology review period for final draft deliverables prior to final submission.
  - 2.5 Deliverables.
3. Partnerships - List partners and partner roles and responsibilities. Include staff contact information for partners.
4. Project management
  - 4.1 Project team structure and internal controls - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.
  - 4.2 Staff qualifications and experience – Identify staff who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project.

## D. Budget

Ecology will evaluate the project budget based on whether the costs are reasonable and likely to support the work plan and how completely and clearly the proposal explains the costs. The budget section of the proposal must include the following two items:

1. **Budget table** that itemizes the following in detail:
  - Salaries (list each position separately.)
  - Contractual (list each anticipated contract separately.)
  - Supplies (list in general categories.)
  - Equipment (itemize in general categories.)
  - Travel.
  - Other.
  - Indirect (Ecology grants limit indirect costs to a maximum of 25 percent of Salaries and Benefits.)
2. **Budget narrative** to explain each budget item and to demonstrate how it is necessary to accomplish the project. The budget does not need to show matching funds.

## Funding agreements and special terms and conditions

### Ecology's project management team

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement, at a minimum will include: an approved scope of work, total project costs, a budget, and performance schedule. Ecology assigns a project management team to each funded project. The team consists of:

- A **project manager**, generally from the regional office nearest the recipient (primary contact for technical assistance and day-to-day questions).
- A **financial manager** from the Lacey headquarters office.
- A **project engineer** from either Lacey headquarters or the regional office.

The **financial manager** reviews and approves payment requests and helps the project manager negotiate agreements and track performance. The **project manager** is the point of contact for all project related question and works with the financial manager to resolve payment or eligibility issues if they arise.

Ecology will assign a **project engineer** to provide engineering technical assistance, conduct engineering review and approvals, and determine eligibility of project components. The engineer may also serve as the project manager.

### Agreement development

The Ecology project management team will use information contained in the funding proposal as the basis for developing the funding agreement. It will take less time to develop a funding agreement with a clearly defined project proposal that includes measurable objectives and an accurate budget.

To speed development and processing, Ecology standardizes much of the funding agreement content with boilerplate language that includes general and special terms and conditions and other requirements that are necessary because of state and federal law. These requirements are incorporated as attachments and will include the following Special Terms and Conditions:

- A. Commencement of work. In the event that the RECIPIENT fails to commence work on the funded project within four months after the effective date of the agreement, or by any date mutually agreed upon in writing for commencement of work, the DEPARTMENT reserves the right to terminate the agreement.
- B. DEPARTMENT Funding Recognition. The RECIPIENT shall acknowledge and inform the public about DEPARTMENT funding participation in the project as appropriate. Examples include project signs and/or acknowledgement in published materials and reports, the news media, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs.
- C. *Equipment Purchase*. The purchase of equipment may be eligible under the program. If the RECIPIENT determines that equipment is needed to achieve the project outcomes, a request must be made to the DEPARTMENT. All equipment purchases must have prior approval by the DEPARTMENT.
- D. *Indirect Rate*. To acknowledge overhead costs, the RECIPIENT may charge an indirect rate up to 25 percent based on RECIPIENT employee's direct salary and benefit costs incurred while conducting project related work, provided that prior to signature of the agreement, the DEPARTMENT's Project/Financial Manager may require a list of items included in the indirect rate during negotiations or thereafter. Items that are generally included in an indirect rate are identified in *Administrative Requirements for Recipients of Ecology Grants and Loans* (found online at <https://fortress.wa.gov/ecy/publications/SummaryPages/9118.html>).
- E. *Meetings/Light Refreshments*. The RECIPIENT may spend up to \$50 per meeting for light refreshments associated with this project. The total amount spent for light refreshments may not exceed \$300.
- F. *Minority and Women's Business Participation*. The RECIPIENT agrees to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this agreement.

Contract awards or rejections cannot be made based on MBE or WBE participation. M/WBE participation is encouraged, however, and the RECIPIENT and all prospective bidders or persons submitting qualifications should take the following steps, when possible, in any procurement initiated after the effective date of this agreement:

1. Include qualified minority and women's businesses on solicitation lists.
2. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.

3. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
4. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
5. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. Please include the following information:

1. Name and state OMWBE certification number (if available) of any qualified firm receiving funds under the invoice, including any sub-and/or sub-subcontractors.
2. The total dollar amount paid to qualified firms under this invoice.

G. *Progress Reports.* The RECIPIENT shall submit quarterly Progress Reports to the DEPARTMENT's Project/Financial Manager. Payment requests will not be processed without a Progress Report.

*Reporting Periods:*

- January 1 through March 31
- April 1 through June 30
- July 1 through September 30
- October 1 through December 31

*Reporting Due Date:* Quarterly Progress Reports are due 15 days following the end of the quarter.

*Report Content:* At a minimum, all Progress Reports must contain a comparison of actual accomplishments to the objectives established for the period, the reasons for delay if established objectives were not met, analysis and explanation of any cost overruns, and any additional pertinent information specified in this agreement.

H. *Water Quality Monitoring.* Prior to initiating water quality monitoring activities, the RECIPIENT must prepare a Quality Assurance Project Plan (QAPP) that follows Ecology's *Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies*, February 2001 (Ecology Publication No. 01-03-003).

The RECIPIENT must submit the QAPP to the DEPARTMENT for review, comment, and must be approved before starting the environmental monitoring activities.

The RECIPIENT must use an environmental laboratory accredited by Ecology to analyze water samples for all parameters to be analyzed that require bench testing.

The RECIPIENT should manage all monitoring data collected or acquired under this agreement in order to be available to secondary users and meet the “ten-year rule.”

*Monitoring Data Submittal / Environmental Information Management System.* Funding recipients that collect water quality monitoring data must submit all *appropriate* data to Ecology through the Environmental Information Management System (EIM).

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# Appendix

## Certifications and Assurances Form

### SIGNATURE AND CERTIFICATION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM **THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE** FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE