



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY  
*PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000*  
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**FY2010-2011**

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

### **Request for Proposals**

**August 25, 2009**

**Revised September 8, 2009**

#### **Introduction**

The Washington Department of Ecology (Ecology) is soliciting grant proposals for projects of regional or statewide significance to support implementation of Municipal Stormwater General Permits issued in January 2007:

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

The approximately \$3.0 million dollars available for this purpose is carry-forward funding provided by the Washington State Legislature to local governments or ports to support stormwater permit implementation.

This competitive grant program is available only to cities, towns, counties, and ports covered by a municipal stormwater permit. Universities, school or drainage districts, state agencies covered by municipal stormwater permits, or other secondary permittees (other than ports) 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 Purposes**

This grant program will provide funding for Phase I and Phase II local governments or ports 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:

- Assists a number of permittees in a region or statewide to implement permit requirements.

- Develops a product that is transferrable regionally or statewide.
- Purchases equipment and/or personal services contracts that support activities for multiple permittees.
- Advances regional and statewide access to stormwater management technology or resources.

Note: Capital construction projects are not eligible for funding.

**Total Funds Available**

Approximately \$3.0 million is proposed for distribution to cities, towns, counties, and ports covered under the Phase I or Phase II municipal stormwater permits.

**Grant Ceiling and Match:**

Requests for grant funding must **not exceed \$500,000**. There is no lower limit for proposals. There are **no match requirements**.

**Eligibility**

This is a competitive grant program open to all cities, towns, counties, or ports in Washington State covered by a Phase I or Phase II Municipal Stormwater General Permit. Universities, school districts, drainage districts, state agencies, or other secondary permittees other than ports will not qualify.

**Partnerships**

Project proponents are encouraged to form partnerships to address issues of common concern and economies of scale. Eligible partners include but are not limited to other permittees, including secondary permittees such as universities, school districts, and drainage districts, as well as associations, non-profit organizations, and non-permittee local governments.

**Project duration**

Grant funds must be fully expended and deliverables met by **June 30, 2011**.

**Program Schedule**

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| August 25 – October 14, 2009         | Submit grant proposals to Ecology     |
| October 15 – November 2, 2009        | Ecology rates and ranks proposals     |
| November 4, 2009                     | Ecology issues a funding offer list   |
| November 5, 2009 to January 31, 2010 | Negotiate and sign funding agreements |
| May 4, 2010                          | Funding agreements must be signed     |

**Proposal submittal process**

Proposals must be submitted both in hard copy and electronically and received at Ecology’s Lacey office **no later than 4:30 p.m. on October 14, 2009.**

Two Hard-Copy Submittals. Proposals must be submitted on eight and one-half by eleven inch (8 ½” x 11”) paper. The four major sections of the proposal are to be submitted in the order noted below in *Proposal Requirements*.

Electronic Submittal. Proposals must be submitted electronically in the order noted below in *Proposal Requirements*. A pdf of the signed Certifications and Assurances form (Exhibit A to this solicitation) will suffice.

Late proposals will not be accepted. Submit the electronic version as an attachment in an email to Harriet Beale at [hbea461@ecy.wa.gov](mailto:hbea461@ecy.wa.gov)

Submit original signed paper version to:

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

Department of Ecology  
Water Quality Program  
Municipal Stormwater Permit Program (Attn: Harriet Beale)  
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: Harriet Beale)  
300 Desmond Drive  
Lacey, WA 98503

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

**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 expects the lead proponent for the project to include costs for administering the contract and managing the project, including coordinating with other partners and participants in the region.

Ecology will distribute the available funds to the highest ranked proposals for projects of regional or statewide significance that address the activities listed below. However, Ecology welcomes and will rank any proposals consistent with the *Funding Program Purposes*.

- **Stormwater Technical Center** – A local government or port and possible partner(s) scope the development of a stormwater technical center. The project proponent, in consultation with Ecology and an advisory committee, evaluates models from other areas, scopes the organizational structure, potential partners, governing framework, finance strategy, location, and priority tasks for the center. As described in the 2009 authorizing legislation (ESHB 2222), the center would conduct research, development, technology demonstration, technology transfer, education, outreach, recognition, and training programs. It is also authorized to review and evaluate emerging stormwater technologies.
- **Coordinate Evaluation of Emerging Technologies** – A local government or port coordinates a technical review process for emerging technologies. The process will fulfill the role of the TAPE process, which Ecology eliminated during budget reductions. The grant funding is used to establish a technical review committee and procedures, coordinate the committee’s activities, and work with Ecology to finalize approval of emerging stormwater technologies. The process may be designed to be folded into the Stormwater Technical Center, either now or in the future.
- **Permittee Training** – A local government or port conducts training on required permit elements such as illicit discharge detection and elimination, operation and maintenance, post-construction inspections, or other training topics called for in the permit. The training program may include but is not limited to classroom training, field training, and developing training resources such as videos. The program serves staff in a region of the state such as Puget Sound, southwest Washington, all of western Washington, or part or all of eastern Washington.
- **Cooperative Equipment Purchase** – A local government or port takes the lead for several permittees in purchasing one or more large piece(s) of equipment to use in its stormwater management program, such as a vactor truck, or a sweeper, or equipment for detecting illicit discharges. The partnering permittees share the equipment cooperatively and establish an agreement to cover equipment maintenance. Allowable costs include purchases of equipment needed to implement permit requirements (such as a vactor truck) rather than for general use (such as general use pick-up truck).
- **Regional Stormwater Public Education and Outreach** – A permittee leads a project on behalf of a number of permittees to develop stormwater education materials targeting one or more target audiences and/or topics called for in the permit. The lead permittee hires a consultant to apply social marketing techniques to developing and testing stormwater

- **Stormwater Program Templates, Models, and Products** – A local government or port develops a set of templates or models to assist permittees in implementing permit requirements. Examples include preparing tables/models for BMP sizing for small projects, a list of regionally supported BMPs for certain land uses/operations, or a model Stormwater Pollution Prevention Plan for municipal maintenance or storage facilities required in the permit.
- **Cooperative Mapping or Recordkeeping System** – A local government or port develops and provides other permittees with a model, such as for mapping standards specific to stormwater infrastructure or recordkeeping and tracking of stormwater management program activities. The local government provides a training module and software for the system it develops to permittees in a region of western or eastern Washington, or statewide.
- **NPDES Collaboration and Cooperative Efforts** - Ecology funds a local government or port to implement a regional approach to NPDES permit implementation. The Lead Local Government would provide oversight and/or implementation of program elements where those elements are benefited from economies of scale and are feasible to implement in a broad-based manner. One example is a database/information system for mapping data that links up several jurisdictions.
- **Other** activities that support stormwater management program implementation and align with the purposes of this funding program.

## **Proposal Requirements**

Proposals are limited in length to 10 two-sided pages.

### A. Cover Sheet

1. Project Title
2. Local Government or Port
3. Tax ID number
4. Staff contact and contact information
5. Project partners
6. Attach Signature and Certification (see Exhibit A attached)

### B. Abstract

One paragraph (no more than ½ 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, the readiness to proceed, the likelihood of project completion, and the effectiveness and skill of the project team. Projects that directly benefit multiple permittees are highly desirable.

Proposals must follow the outline below:

1. Purpose of the project
  - 1.1 Describe how the project supports municipal stormwater permit programs.
  - 1.2 Describe the regional or statewide benefits of the project, and link to the eligible projects listed above or provide a rationale for another project that meets the criteria of the *Funding Program Purposes*.
2. Project description
  - 2.1 Project objectives
  - 2.2 Project activities/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
  - 2.5 Readiness to proceed
  - 2.6 Deliverables
3. Partnerships - List partners and partner roles and responsibilities. Include staff contact information for partners.
4. Project Management
  - 4.1 Project Team Structure/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/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 on how completely and clearly the proposal explains the costs. Projects that demonstrate an efficient use of resources will receive the highest rating. The budget must include:

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

NOTE: Ecology grants limit indirect costs to a maximum of 25% of salaries and benefits.

2. Budget narrative: Explain each budget item to demonstrate how it is necessary to accomplish the project. The budget does not need to show matching funds.

## Special Terms and Conditions

In addition to the Scope of Work, recipients will be expected to meet the following special conditions:

- A. Commencement of Work. In the event that the RECIPIENT fails to commence work on the project funded herein within four months after the effective date of this agreement, or by any date mutually agreed upon in writing for commencement of work, the DEPARTMENT reserves the right to terminate this agreement.
- B. DEPARTMENT Funding Recognition. The RECIPIENT shall acknowledge and inform the public about DEPARTMENT funding participation in this 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 this project. 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 this 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 <http://www.ecy.wa.gov/biblio/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 under this agreement cannot 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-contractors.
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).

### Criteria and Scoring

| <b>Application Component</b> |   | <b>Max Points</b> |
|------------------------------|---|-------------------|
| A.                           | Cover Sheet   | 0                 |
| B.                           | Project Abstract  | 0                 |
| C.                           | Work Plan   |                   |
| 1.                           | Project purpose, including: <ul style="list-style-type: none"> <li>- Directly benefits multiple stormwater management programs</li> <li>- Supports implementation of NPDES municipal stormwater permit programs</li> <li>- Demonstrates regional or statewide significance or value (e.g., is transferable, involves large number of permittees)</li> </ul>           | 300               |
| 2.                           | Clear and concise Project Description <ul style="list-style-type: none"> <li>- Clear project objectives</li> <li>- Detailed description of project tasks, outcomes, schedule</li> <li>- Demonstrates readiness to proceed (e.g., project elements in place)</li> <li>- Includes specific deliverables linked to project purpose, tasks, project objectives</li> </ul> | 350               |
| 3.                           | Strong partnerships <ul style="list-style-type: none"> <li>- Demonstrates strong regional or statewide component/collaboration</li> <li>- Identifies clear, appropriate roles and responsibilities for various partners</li> </ul>  | 100               |
| 4.                           | Project management <ul style="list-style-type: none"> <li>- Clear team structure and project management</li> <li>- Highly qualified staff, appropriate levels-of-effort and assignments</li> </ul>  | 100               |
| D.                           | Project Budget  | 150               |
| 1.                           | Complete, understandable project budget, consistent with project work plan.   |                   |
| 2.                           | Budget is reasonable.   |                   |
| 3.                           | Budget represents a good value for the work product(s).   |                   |
| <b>TOTAL POINTS POSSIBLE</b> |   | <b>1000</b>       |

EXHIBIT A

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