

# FY 2018 Water Quality Program Grants and Loans Application Workshop

Session for Nonpoint Activities Projects

August 2016



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# Agenda

- Funding Information
- Review of Eligible Projects
- Funding Guidelines
- EAGL Application Forms
- EAGL Tips
- Application Submission



# Funding Information

FY 2018 Funding Guidelines:

<https://fortress.wa.gov/ecy/publications/SummaryPages/1610024.html>

# Projected Funding Information

## Centennial Grants (state funds):

- Nonpoint Activities = \$10 M (Current request from OFM & Governor)

## Revolving Fund (federal funds):

- 20% to Nonpoint Activity Loans = \$20 M

## Section 319 (federal funds):

- 100% to Nonpoint Activity Grants = \$ 1.6 M



# Match Requirement and Funding Level Ceilings

- All nonpoint grant projects have a 25% match requirement.
- Any combination match:
  - Up to \$250,000 grant award.
  - Total Eligible Project Cost up to \$333,333.
- Cash only match:
  - Grants over \$250,000 and up to \$500,000.
  - Total Eligible Project cost over \$333,333 and up to \$666,666.



# Eligible Grant Projects

All projects must implement an element of a state or local plan to address water quality issues.

- Stream restoration projects (minimum buffer required):
  - Native plantings
  - Grading and bank stabilization
  - Installation of large woody debris
  - Channel re-establishment
- Lake restoration projects (Step process required)
- Wetland restoration



# Eligible Grant Projects

- Groundwater protection
- Agricultural BMP Implementation
  - Direct seed implementation
  - Livestock exclusion
  - Livestock feeding BMPs
- Water Quality Monitoring
- Watershed Planning
- On-Site Septic Outreach and Education
- Public Outreach and Education

More information in the funding guidelines (pages 25-34).



# Eligible Nonpoint Loan Projects

- All projects listed as eligible for grants.
- Irrigation efficiency implementation projects.
- No-till equipment purchasing program.
- On-site septic repair and replacement.
- Wetland creation projects.



# Funding Guidelines

## Riparian Buffer Guidance (Appendix G.)

- Federal condition of 319 funds passed onto Centennial & SRF.
- Based on National Marine Fisheries Service guidance
- Width measured from ordinary high water mark (OHWM).
- Applies to exclusion fencing setbacks.
- Mapping tool available:

<http://www.arcgis.com/home/webmap/viewer.html?webmap=p=d5478a4aaf704d81bac63ffc934e1549&extent=-123.0388,47.109,-122.5317,47.2963>



# Funding Guidelines

**Table G-1: Minimum Buffer Requirements for Surface Waters**

Category	Functions	Minimum Buffer Width West of Cascades	Minimum Buffer Width East of Cascades
A. Constructed Ditches, Intermittent Streams and Ephemeral Streams that are not identified as being accessed and were historically not accessed by anadromous or Endangered Species Act (ESA) listed fish species	Water quality, shade, source control and delivery reduction.	35' minimum	35' minimum
B. Perennial waters that are not identified as being accessed and were historically not accessed by anadromous or ESA listed fish species	Water quality, shade, source control and delivery reduction.	50' minimum	50' minimum
C. Perennial, intermittent and ephemeral waters that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, large wood debris (LWD) for cover, complexity and shade and microclimate cooling, source control and delivery reduction.	100' minimum	75' minimum
D. Intertidal and estuarine streams and channels that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, habitat complexity	35'-75' minimum, or more as necessary to meet water quality standards	N/A



# FY 2018 Buffer Incentive

Top rated projects can receive 100% reimbursement for buffer implementation.

- Covers
  - Site-specific planning and design.
  - Implementation costs.
  - Livestock exclusion fencing (off-stream watering excluded).
  - Initial plant maintenance and establishment (during project timeframe)
- Separate task funded out of 319 as funds are available.
- All other BMPs and task activity will be 75% state share.
- Complete your application budgets based on the total eligible cost (75% state share+25% match) as normal.



# Funding Guidelines

- Planting required within fencing setbacks.
  - Native trees and shrubs. Grass filter strips not sufficient.
- BMP implementation requires Ecology Project Manager written approval.
- Landowner agreement requirements (pg. 55)
  - 10 year minimum maintenance.
  - No termination clause.
  - Allow for recipient and Ecology access to project site.
  - Land use change during agreement requires repayment of grant/loan funds spent.



# Funding Guidelines

- Caps on livestock feeding BMPs:
  - Heavy Use Area Protection: 75% TEC and \$10,000 max.
  - Waste Storage Facilities 75% TEC and \$30,000 max.
    - Permanent roof, curbed concrete floors, designed and stamped by an engineer. Metal framed, tension fabric designs may be conditionally approved.
- Caps on off-stream watering:
  - 75% TEC and \$7,500 up to \$37,500 based on length of fence.
  - Mechanical or electrical forms of power eligible when hook-up available.
- Farm planning:
  - only eligible when results in water quality BMP recommendations that are consistent with funding guidance.



# Funding Guidelines

- Caps on direct seed:
  - Equipment rental or custom application fee reimbursement
    - \$28/acre up to 250 acres per producer or landowner, \$7,000 per year for up to three years.
  - Equipment purchase (one time grant for public entity)
    - \$175,000
- All Conservation Commission grants can be used for match (eligible activity only).



Retroactive for current grants as of 8/3/2016.



# Project Administration

- Reminders
  - Project length: 36 months
  - Funding priority for projects with implementation ready to proceed.
  - Cultural resources review required before ground disturbing activity can occur.
  - Submittal of standardized progress reports, final closeout reports, payment requests, etc. through EAGL



# Applying for Funding

## Rating and Raking Criteria:

- Found at top of EAGL screen. Describes how the reviewer determines the score for questions.
- Start with 0 points and then earn up to the maximum for that question.
- One reviewer from the Ecology region and one outside the region.

Note: Paint a good picture for someone unfamiliar with the issues.



# Point Breakdown

Funding Request Form	Up to 15 points
Scope of Work –Additional Tasks Form	Up to 75 points
Task Costs/Budget Form	Up to 135 points
Water Quality and Public Health Improvements Form	Up to 500 points
Project Team Form	Up to 65 points
Project Planning and Development Form	Up to 60 points
Project Schedule Form	Up to 100 points
Financial Hardship Form	Up to 50 points
<b>Total</b>	<b>Up to 1,000</b>



**Nonpoint grant projects rated on a 950 point scale**

# **Ecology Administration of Grants and Loans (EAGL) System**

# EAGL

- Questions are compiled into a series of forms.
- Red asterisks \* denote required fields.
- Scoring criteria and points are same as last year.
- New fund request forms based on the project category type.
- Evaluation processes are the same.



# FY 2018 EAGL Application Forms

- General Information
- Funding Request (specific to project category)
- Recipient Contacts
- Location Information
- Scope of Work-Task 1 Project Admin
- Scope of Work- Additional Tasks
- Scope of Work Summary
- Subcategory
- Task Costs and Budget
- Project Information



# FY 2017 EAGL Application Forms

- Water Body and Water Quality Needs Addressed
- Nonpoint Source Activity Project Information
- Water Quality and Public Health Improvements
- Project Team
- Project Planning and Development
- Project Schedule
- Uploads



# General Information

- Short description should be concise and in third person (\* published in offer lists)
- Project Long Description- Include:
  - The water body addressed.
  - Water quality problem addressed by the project.
  - Planned actions for water quality improvements.
  - Water quality outcomes as a result of the project.



# General Information

- Total Cost = Cost of the entire project, include funds outside of Ecology request.
- Total Eligible Cost = Ecology share (grant and/or loan) + any match required  
(i.e., 100% TEC = 75% grant + 25% match)
- Effective date = project start date
  - Defaults to 7/1/17
- Expiration date = project end date
  - 3 years for nonpoint; 5 years for OSS



# General Information

- Project Category

- Nonpoint Source Activity
- Onsite Sewage System
- Stormwater Activity
- Stormwater Facility
- Wastewater Facility

Note: Each category has a separate fund request and project information form that appears if selected.

- Overall Goal - State the water quality and environmental improvements to be made by the project as a whole.



# Funding Request

Up to 15 points

- Applicant has identified adequate matching funds. (Full points if no match is required.)
- Loan Request (Y/N)
  - Enter amount and term.
- Grant Request
  - Auto-calculated at 75% of TEC from General Information Form.
  - Answer Loan Request and hit save for amounts to appear in grey boxes.
  - Amount of match required calculated also.
- Other Funds (Y/N)
  - Asks for source, type, and amount.
  - Only enter what you have committed.
  - More points awarded if you have enough to cover 25% match requirement.



# Funding Request-Nonpoint Project

## FUNDING REQUEST- NONPOINT PROJECT

### Instructions:

Please complete the required fields.  
 Required fields are marked with an \*.  
 When done, click the **SAVE** button.

**Total Eligible Cost:**

\$333,000.00 

### Grant Request

\*Will your match be cash-only?

Yes  No

Grant Request:

\$249,750.00 

Match Required:

\$83,250.00 

**IMPORTANT NOTICE.** Grants for nonpoint projects require a 25% match. Projects with cash-only match are eligible for up to \$500,000 in grant. Projects with a mix of funds for match are eligible for up to \$250,000 in grant. Cash match includes any eligible project costs paid for directly by the recipient that are not reimbursed by the Ecology grant or another third party. Donations that become the long-term property of the recipient are considered cash match. Loan money provided through the CWSRF is also considered cash match. In-kind contributions are considered non-cash match. More information on match requirements can be found in the Water Quality Combined Financial Assistance Guidelines which are available for download on the Application Menu.

### Loan Request

\*Are you requesting or will you accept loan funds for part or all of the eligible project costs or to meet your match requirement?  Yes  No

### Other Funds

\*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.

### Secured Funds Table

Source*	Type*	Amount Committed*
State/Federal agency: SRFB	Grants 	\$25,000.00
State/Federal agency:		
State/Federal agency:		
Interlocal contributions:		
Interlocal contributions:		
Local agency: County	In-kind 	\$50,000.00
In-kind contributions: volunteer planting	In-kind 	\$8,250.00
Other:		

# Funding Request-Onsite Sewage System Project

## FUNDING REQUEST- ONSITE SEWAGE SYSTEM PROJECT

### Instructions:

Please complete the required fields.  
Required fields are marked with an \*.  
When done, click the **SAVE** button.

**Total Eligible Cost:**

\$1,500,000.00 

### Grant Request

\*Will your match be cash-only?

Yes  No

Grant Request:

\$500,000.00 

Match Required:

\$500,000.00 

**IMPORTANT NOTICE.** Grants for onsite projects require a 50% match. Projects with cash-only match are eligible for up to \$500,000 in grant. Projects with a mix of funds for match are eligible for up to \$250,000 in grant. Cash match includes any eligible project costs paid for directly by the recipient that are not reimbursed by the Ecology grant or another third party. Donations that become the long-term property of the recipient are considered cash match. Loan money provided through the CWSRF is also considered cash match. In-kind contributions are considered non-cash match. More information on match requirements can be found in the Water Quality Combined Financial Assistance Guidelines which are available for download on the Application Menu.

### Loan Request

\*Are you requesting or will you accept loan funds for part or all of the eligible project costs or to meet your match requirement?  Yes  No

What is the loan amount you are requesting or willing to accept?

\$1,000,000.00

What loan term do you prefer?

5 years  20 years

**IMPORTANT NOTICE.** Ecology may provide special loan funding for onsite sewage system projects in the following case: (1) projects that meet the criteria for "green project reserve" may receive up to 25% forgivable loan. Ecology will determine eligibility for special funding when developing funding packages.

### Other Funds

\*Do you have any secured funds committed to this project?  Yes  No

# Recipient Contacts

- Project Manager, Authorized Signatory, and Billing Contact
- Must have a SAW account and be approved in EAGL system to appear in dropdown list
- Not associated with system roles/permissions
- Add additional signatories as necessary- Click SAVE to get more fields



# Scope of Work

## Scope of Work- Task 1 Project Admin

- Standard language for all projects and will be in the agreement, if funded.
- Only step is to include the total eligible cost associated with this task even if \$0.
- Recipient Task Coordinator Field is optional.



# Scope of Work Additional Tasks

## Total of 75 points

Up to 75pts.

- The Scope of Work represents a complete and concise description of the project tasks and outcomes, including deliverables and timelines.



# Scope of Work Additional Tasks

- **Task Description**-The specific work that will be done to complete the task. (Can be laid out by activity A., B., C., etc.)
- **Task Goal**-Purpose of the task. Describe the parameter that will be addressed, or other over-arching effect of the task activities.
- **Task Expected Outcome**-The expected improvements or results achieved by completing the task.
- **Task Deliverable**-Tangible or measurable products that will be completed. Should provide evidence of successful completion.



# Scope of Work Additional Tasks

- Deliverables
  - Deliverable # is automatically generated
  - Description is a required field
  - Hit SAVE to add more deliverables.
  - Required to have at least one per task.

NOTE: Date, Received, EIM Study ID, Latitude, etc. are optional fields.

- Scope of Work Summary
  - Shows all of your tasks and total eligible costs
  - Hit SAVE to “refresh” the system and incorporate any changes you made in the SOW



# Scope of Work - Tips

- Use active language -“...will conduct temperature sampling at four sites”.
- Demonstrate that minimum eligibility requirements will be achieved.
- Deliverables should include clear numeric commitments.
  - Install 2,100 feet of fence
  - Restore 5 acres of stream
  - Water Quality monitoring report
- For BMP implementation, include details and metrics (buffer widths).



# Scope of Work - Tips

- Monitoring should support the project activities and document project success.
  - Purpose and use of data
  - Parameters: relate to the water quality problem(s).
  - Must include Quality Assurance Project Plan (QAPP) and data submittal activity.
- Include any equipment purchases or trainings that are necessary.
- Work makes sense for the water quality problem being addressed.



# Subcategory Form

Project questions that pertain to:

- GPR
- Loan Refinance
- Hardship
- Prompts special forms to appear if applies to your application.
- Created so you don't have to answer unnecessary questions.
- Opens up additional scored forms in the application.



# Task Costs and Budget Form

## **Total of 135 points**

Up to 50 pts.

- 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.

Up to 85 pts.

- The cost to complete the scope of work is reasonable when compared to similar projects in the region.



# Task Costs and Budget – Tips

- Budget should be complete, reasonable, and match the scope of work.
- Demonstrate that the estimates for costs are accurate and cost effective.
- Describe general method used for cost estimation.
- Include a list and cost of all equipment that will be needed to execute the project.
- Consider cultural resources when doing cost estimates.



# Task Costs and Budget - Tips

- Task 1 Administration  $\leq 15\%$  of the total eligible cost.
- Demonstrate understanding of work and costs to accomplish project goals.
- BMP implementation projects must include detailed cost estimates for each proposed installation.
- Explain how costs were estimated.
  - Example (300 feet of fence @ \$X a foot = \$Y, 5000 plants = \$X)



**Required to upload a detailed budget as supporting documentation!**

# Project Information

- Project Length auto-populates based on dates in General Information form.
- Enter the actual Project Start Date (when work will begin).
- Enter all 12-digit HUC codes. Hit Save to add a new row.

<http://viewer.nationalmap.gov/viewer/nhd.html?p=nhd>



# Water Body and Water Quality Needs Addressed

- Identify water bodies, pollutant addressed, and impairment listings
  - Only include impairments that will be directly addressed by the project.
- Identify the TMDL(s)-Hold down Ctrl to select multiple entries.
  - Selections will be highlighted once saved.



# Nonpoint Source Activity Project Information

- Agricultural best management practices (BMP)
- Other BMPs (specify)
- Site specific planning for BMP implementation
- Groundwater/aquifer/wellhead protection and/or planning
- Lake restoration planning and/or implementation
- Public outreach and education
- Riparian/wetland restoration
- TMDL support
- Water Quality monitoring
- Other (specify)

\*Is the project planning, implementation or a combination of both?

## Implementation Action

- List the recommendation and plan(s) that describe this action, including page numbers and where a copy can be obtained.



# On-Site Sewage System (OSS) Project Information

- On-site sewage system surveys and GIS mapping
- Repair/replacement OSS local loan programs
- Education and Outreach
- Other (specify)

Do you have a current Ecology funded OSS local loan program? Yes No

NOTE: Repair/replacement loan projects can apply for subsidy under GPR's Environmentally Innovative category (Subcategory form)



# Water Quality and Public Health Improvements

## Total of 500 points

Up to 135 pts.

- Project proposes to reduce or prevent pollution in a water body that has been identified as a priority by a local, state or federal agency.

Up to 150 pts.

- 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.

Up to 50 pts.

- 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.



# Water Quality and Public Health Improvements

Up to 100 pts.

- The project will achieve substantial water quality and public health benefits.

Up to 50 pts.

- The applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.

Up to 15 pts.

- How well does the applicant and the project address greenhouse emission reductions in accordance with RCW 70.235.070?



# Water Quality and Public Health Improvements - Tips

- Name the water body(ies) that project will improve or protect.
- Describe method to determine water quality benefit
  - How will you measure and document success?
  - Estimate the water quality and public benefits achieved from the project.
- Describe how improvements will be sustained in the long-term.



# Water Quality and Public Health Improvements

- Describe how the project:
  - Fulfills a local, state or federal water quality planning effort.
    - TMDL, salmon recovery plan, watershed plan, Puget Sound Action Agenda, etc.
  - Meets the goals, objectives, or requirements in the planning document(s) you've identified.
  - Will help reduce or prevent pollutants from water body identified.



# Water Quality and Public Health Improvements- Tips

- Include how project aligns with TMDL, and that the project has been discussed with the Ecology TMDL Lead.
- Include goals with clear numeric commitments (e.g. feet restored, people contacted, quantity installed).
- Make a strong link between the problem, scope of work to be accomplished, and benefits to be achieved.



# Water Quality and Public Health Improvements- Tips

- Explain how the project or your organization addresses greenhouse emission reductions to comply with RCW 70.235.070?

**Required to upload an aerial view map of project area with estimated direction of flow, and location of activity.**

**Minimum score of 250 out of 500 required to receive funding.**



# Project Team

## Total of 65 points

Up to 50 pts.

- Team members' roles & 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.

Up to 15 pts.

- 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.



# Project Team - Tips

- For each established or potential role explain:
  - Key responsibilities
  - Estimated total hours needed
  - Qualifications and experience
  - Who will take over, if necessary
- Include contractors or partner agencies.
- Do not include a resumes!



# Project Team - Tips

- Describe similar past projects, especially water quality. Include:
  - Successes and challenges.
  - Outcomes achieved.
  - Performance on deliverables
  - Lessons learned.
  - Ecology grant or loan number, if applicable.
- Evaluators will review files if previously funded.



# Project Planning and Development

## Total of 60 points

Up to 40 pts.

- Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.

Up to 20 pts.

- Applicant has provided documentation showing that key stakeholders have been identified and will support the project.



# Project Planning and Development

- Describe process to select the project. Include:
  - Criteria used to evaluate the value, feasibility and site suitability of proposed project and alternatives.
  - Explain why its a priority and how it ties into your goals?
  - List of stakeholders, their involvement, and level of support.



# Project Planning and Development

- If applying for multiple projects in the same area, describe how the projects or phases are different and explain the priorities for the area.
- Upload documentation to support answers (letters of support).



# Project Schedule

## Total of 100 points

- Up to 25 pts.
  - 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.
- Up to 75 pts.
  - The applicant is ready to start on the proposed scope of work and can begin drawing down funds.

**Required to upload a project schedule and any supporting documentation.**



# Project Schedule- Tips

- Describe steps taken to be ready to proceed as soon as money is awarded.
- Provide detailed information and documentation on project elements. Include status of:
  - Designs, Permits
  - Seasonal weather windows
  - Interlocal agreements, MOUs
  - Landowner agreements or easements
  - Other secured funding
  - Staff or agency approvals
  - Prior cultural resource assessment - surveys or research (DAHP's WISAARD database)



# Project Schedule- Tips

- Have landowner agreements and project partners ready to support the project.
  - **Describe secured landowner commitments and upload agreements.**
  - Describe the BMPs ready for implementation.
- Work must commence within ten months of offer list.
- Is there anything that could cause delay?  
Should have contingency plan.



# Project Schedule- Tips

- Ensure schedule matches scope of work tasks, fits in grant timeframe (actual start date on Project Information Form).
- Must upload a schedule (Gantt chart, etc.)



# General Tips for Success

- Relate the work directly to the water quality problem discussed and addressed by the project.
- Get help with the scope of work if you are struggling.
- Implementation ready to proceed scores higher than solely planning or monitoring.
- Make sure project is consistent with TMDL recommendations, if applies.



# General Tips for Success

- Have landowners or partners lined up and ready to go, and provide written documentation.
- Demonstrate how project meets minimum BMP requirements.
- Show clear quantitative deliverables.
- Conduct a cost estimate process and explain it in detail.
- Be aware of timelines.



# General Tips for Success

- **Give yourself enough time to complete the application.**
- Proofread the application. Have a second reviewer.
- Make sure all of the questions have been answered.

**If you have questions, ask! We are here to help.**



# EAGL Tips

- SAVE often!!
- No formatting.
- No spell check. Review your answers carefully.
  - Recommend use of Notepad or other unformatted text software to copy/paste into the system.

EAGL Application Prep Tool available:

<http://www.ecy.wa.gov/programs/wq/funding/Opp/WQC/CyclePages/WQC2018.html>



# EAGL Tips

- Remember your application number!
- To add more data fields for multiple entries (i.e. HUC codes) click SAVE and a new line will appear.
- To add more tasks to the Scope of Work, click on the ADD button at the top of the screen.
- Ranking criteria and FY18 Funding Guidance are available at the top of the Forms Menu in EAGL.



# Application Submission

- Be sure to correct any errors and go to “Change Status” on the Application menu to submit.
- Submission due before 5:00 pm on October 21, 2016.

Sign up for our WQ Financial Assistance Listserv

<http://listserv.wa.gov/cgi-bin/wa?A0=ECY-WQ-GRANTS-LOANS>



# Questions?

- Please take a moment to fill out our evaluation form.

Thank you.

Alissa Ferrell

[alissa.ferrell@ecy.wa.gov](mailto:alissa.ferrell@ecy.wa.gov)

(360) 407-6509

Sarah Zehner

[sarah.zehner@ecy.wa.gov](mailto:sarah.zehner@ecy.wa.gov)

360-407-7196

