

# Freshwater Algae Control Program

---

## Grant Guidelines

September 2008

Publication No. 07-10-076



DEPARTMENT OF  
**ECOLOGY**  
State of Washington



# Freshwater Algae Control Program

---

## Grant Guidelines

Prepared by:

Name

Washington State Department of Ecology  
Water Quality Program  
Financial Management Section

September 2008

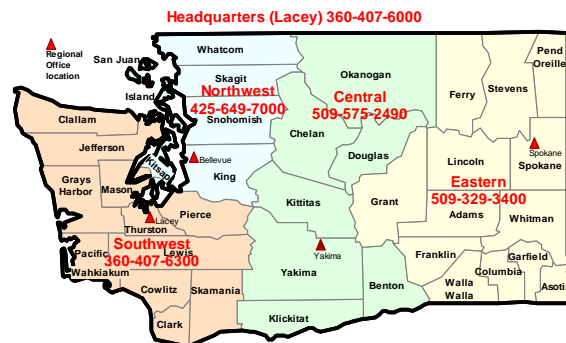
Publication Number 07-10-076

You can print or download this document from our website at:  
<http://www.ecy.wa.gov/biblio/0710076.html>

For more information contact:

Department of Ecology  
Water Quality Program  
Financial Management Section  
P.O. Box  
Olympia, WA 98504-7600

Telephone: 360-407-6502



Persons with a hearing loss can call 711 for Washington Relay Service.  
Persons with a speech disability can call 877-833-6341.

*If you need this publication in an alternate format, please call the Water Quality Program at 360-407-6502. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*

# Table of Contents

---

<b>Chapter 1 The Freshwater Algae Control Program .....</b>	<b>1</b>
What is the Freshwater Algae Control Program? .....	1
What are algae?.....	1
Who can apply?.....	1
How much money is available? .....	1
How are the guidelines organized? .....	2
<b>Chapter 2 How the Freshwater Algae Control Program Works.....</b>	<b>3</b>
The annual funding cycle.....	3
General project requirements.....	3
Maximum grant amounts .....	4
Maximum grant amounts per grant recipient.....	4
Local match requirements.....	4
Eligible activities .....	4
Ineligible projects.....	4
<b>Chapter 3 How to Apply for Freshwater Algae Control Projects.....</b>	<b>5</b>
Application for freshwater algae control projects.....	5
Project proposal .....	6
Project evaluation.....	7
Selection process.....	8
<b>Chapter 4 Developing a Grant Agreement .....</b>	<b>9</b>
Developing and signing agreements .....	9
Prior authorization .....	9
Important dates in agreements .....	9
Amendments to agreements.....	10
<b>Chapter 5 General Guidance .....</b>	<b>11</b>
Local match requirements.....	11
In-kind contributions.....	11
Interlocal agreements .....	11
Procuring goods and services.....	12
Public awareness.....	12
Appeals process .....	12

<b>Chapter 6 – Financial Management and Administration of Grants .....</b>	<b>13</b>
Grant disbursements and payments .....	13
Payment requests and progress reports .....	13
Payment holds or termination .....	14
<b>Freshwater Algae Control Program Glossary.....</b>	<b>15</b>
<b>Appendix A Enabling Statutes .....</b>	<b>17</b>
<b>Appendix B Eligible and Ineligible Project Costs.....</b>	<b>18</b>
<b>Appendix C Driving Directions .....</b>	<b>20</b>

## Chapter 1 The Freshwater Algae Control Program

---

### What is the Freshwater Algae Control Program?

In 2005, the Washington State Legislature established funding for the Freshwater Algae Control Program (FACP) through an annual one-dollar license fee assessed to the owners of boats. This program includes elements for public education, technical assistance, and grants. (See [Appendix A for enabling legislation.](#))

The FACP provides financial and technical assistance to local and state governments, tribes, and special purpose districts to prevent and control excessive freshwater algae growth.

### What are algae?

Algae are primitive, primarily aquatic, one-celled or multicellular plant-like organisms that lack true stems, roots, and leaves but usually contain chlorophyll. Algae can be found in both marine and freshwater, but FACP focuses on freshwater algae. Generally the amount of phosphorus controls the amount of algae found in a freshwater lake or water body. Algae grow rapidly when they have adequate nutrients, sunlight, pH, and temperature. Within only a few days, a clear lake can become cloudy with algae. When an algal species reproduces rapidly and reaches high concentrations, it is called an algae bloom.

Algae are important to the productivity of a lake or water body, but algae blooms can cause economic, environmental, and public health problems. The FACP focuses on blue-green algae (also known as cyanobacteria), because they can produce toxins that pose a threat to humans and animals. For more information about algae, see the Freshwater Algae Control Program website at: <http://www.ecy.wa.gov/programs/wq/plants/algae/index.html>

Ecology's grants under the FACP will target projects involving the treatment of lakes in which harmful algal blooms have occurred within the past three years. Projects dealing with potentially toxic blue-green algal species will generally receive funding priority over projects dealing with other algal species, such as filamentous green algae.

### Who can apply?

Ecology will accept applications for FACP grants from state agencies, cities, counties, tribes, and special purpose districts to fund projects to prevent, remove, reduce, or manage excessive freshwater algae growth. Federal agencies are *not* eligible for funding.

### How much money is available?

Funding amounts depend on the number of boats registered during any given year, but generally \$250,000 per year is collected. Some of the funds are used for technical assistance, public

Freshwater Algae Control Program  
Grant Guidelines

education programs, and an algae identification and toxicity testing program. Approximately \$150,000 is available for grants each year, subject to legislative appropriation.

**How are the guidelines organized?**

The FACP Guidelines describe the funding process in chronological order, starting with general information, then application assistance, and finally guidance for financial management once Ecology awards a grant. Applicants for grants are encouraged to read these guidelines before applying for funds.

Obtain more copies of the guidelines, application forms, and further information about the Freshwater Algae Control Program from:

Melanie Tyler  
Financial Management Section  
Water Quality Program  
Department of Ecology  
P.O. Box 47600  
Olympia, WA 98504-7600  
Telephone: (360) 407-7489; E-mail address: [mety461@ecy.wa.gov](mailto:mety461@ecy.wa.gov)

Or from Ecology's website at <http://www.ecy.wa.gov/programs/wq/plants/algae/index.html>

## **Chapter 2 How the Freshwater Algae Control Program Works**

---

### **The annual funding cycle**

The FACP has a yearly funding cycle for algae management projects. The annual application period begins October 1 and closes on or about November 1 of each year. Ecology issues a public announcement about the funding cycle and the amount of money available about 30 days prior to the start of the application period. Ecology holds workshops (typically in Lacey and Spokane) before or during the application period to explain the application process and general program requirements.

Ecology evaluates grant applications according to criteria established in these guidelines. A list of projects proposed for funding will be made available roughly two months after the application deadline.

Once Ecology makes grant offers, it generally takes three to six months to negotiate a final grant agreement. Applicants have up to one year from the date of the offer letter to negotiate an agreement.

Ecology expects those who receive grants to proceed in a timely manner. Algae projects must be completed within three years from the date of the offer letter. The Ecology project manager may extend a project up to two years (five years total) to complete required tasks.

### **General project requirements**

Applicants must demonstrate that their projects will prevent or control blooms of freshwater algae in lakes, rivers, or streams. Ecology gives funding priority to projects on lakes where harmful algal blooms have occurred within the past three years. Projects with potentially toxic blue-green species like anabaena or microcystis will receive funding priority over projects with other algal species such as filamentous green algae.

Ecology considers FACP grants to be seed money helping to pay for new projects that will be continued with local funds. Ecology strives to make the available funds go as far as possible to meet program goals. So, lower funding priority will be given to projects which have previously received state grants.

### **Maximum grant amounts**

Limits have been set on the amount of grants funds that are available to each project selected for funding.

- The maximum grant amount for freshwater algae control program grants is \$50,000 (\$66,667 total eligible project cost).

### **Maximum grant amounts per grant recipient**

Ecology limits the amount of funds available to grant recipients during each funding cycle. The maximum grant amount per grant recipient per funding cycle is \$50,000.

### **Local match requirements**

Grant recipients are required to provide matching funds for Freshwater Algae Control Program grants. Projects will be funded at 75 percent state share and 25 percent local share.

Match can consist of any combination of cash, interlocal costs, or in-kind contributions.

### **Eligible activities**

Eligible activities include, but are not limited to the following:

- Education and outreach
- Freshwater algae control and management
- Freshwater algae management plans
- Freshwater algae monitoring programs
- Freshwater algae pilot projects
- Freshwater algae research
- Freshwater algae sampling equipment
- Nutrient reduction activities

Projects on any public or private lake, river, or stream are eligible for funding.

### **Ineligible projects**

**Activities *not* eligible for FACP funds include:** The development of Phase I Lake Restoration Plans, dredging projects, and activities or education efforts relating to marine or estuarine algae. These types of projects may be eligible for financial assistance under other state and federal grant and loan programs administered by Ecology. These funding sources include the Centennial Clean Water Fund, the Washington State Water Pollution Control Revolving Fund Program (loans), and the Clean Water Act Section 319 Nonpoint Source Program. Contact Ecology if you are not certain about the eligibility of your proposed project.

## Chapter 3 How to Apply for Freshwater Algae Control Projects

---

### Application for freshwater algae control projects

The Freshwater Algae Control Program has a yearly funding cycle for freshwater algae projects. Ecology accepts applications for these projects only during the annual funding cycle that opens October 1 and closes on November 1.

Eligible applicants should request an application packet from Ecology or download an application at: <http://www.ecy.wa.gov/programs/wq/plants/algae/grants/index.html>.

The grant application consists of two parts. Part one requests the applicant to provide general information including funds requested and the project location. Part two requests the applicant to provide detailed information about the project. Ecology uses part two of the application to evaluate the project.

The applicant should submit eight copies of the application for evaluation purposes. At least one copy of the application must be an original with an original signature of a person authorized to sign on behalf of the applicant. Ecology must receive these applications by the application deadline. The deadline is close of business by the date specified in the application packet (generally November 1). The applicant must deliver the applications (by hand, mail, or package delivery service) to Ecology's headquarters building in Lacey. Ecology cannot accept applications by fax or email. Also, applications must *not* be delivered to the Ecology regional offices.

Our mailing address is:

Melanie Tyler  
Water Quality Program  
Department of Ecology  
P.O. Box 47600  
Olympia, WA 98504-7600

If you plan to hand deliver your application, our location is:

Water Quality Program  
Department of Ecology  
300 Desmond Drive  
Lacey, WA

See Appendix C for driving directions to the Ecology Headquarters Building.

## Project proposal

The project proposal should answer the following questions or include the following elements:

1. Which water body or water bodies are being targeted for action? The applicant must include a map of the targeted water body with the application.
2. What are the algae species (or algae types) targeted for action?

*Ecology gives funding priority to projects targeting potentially toxic blue-green algae (cyanobacteria).*

3. If this is a control project, has the water body experienced a toxic cyanobacterial bloom within the past three years? Provide verification from a local health district.
4. How are the algae impacting the targeted water body or water bodies—or what is the potential of the algae to impact the targeted water body or water bodies; and how will this project benefit the public?

*Impacted uses could include loss of or impacts to: recreation: swimming, boating, fishing, hunting; fisheries, wildlife, and waterfowl uses; commercial uses like drinking water supply; and aesthetics.*

*Ways of describing public benefits may include discussing the numbers of swimmers using the public swimming beaches, the number and types of public boat access points, the number and types of organized activities such as sailing races, water-skiing events, number of fishing days, etc. Public benefits may also include a commitment by the applicant that they will distribute information about the project to others.*

5. What are the project goals? What will you accomplish by undertaking this project?
6. How will you achieve your project goals? Discuss and describe specific methods you will use.
7. Does this project have statewide or regional significance?

*Examples of statewide significant projects include: Public education projects with a regional or statewide target audience; projects that demonstrate new freshwater algae control techniques (pilot projects); projects that commit to disseminating information about the project or project methods to a regional or statewide audience (demonstration projects); and projects conducted in water bodies of statewide significance.*

8. Who are the key people who will make this project a success?

*Key personnel can include experienced staff and key citizen or volunteer personnel who will*

## Freshwater Algae Control Program Grant Guidelines

*assist with and/or provide input to the project. Please list the people who will actually lead or work on the project. Note their commitment to the project and any special skills they bring to the endeavor.*

9. Do you have local citizen support for the project — especially support of citizens who live on, use, or have an interest in controlling algae in the water body?

*Local interest may be shown by the establishment of a continuing funding source such as a lake management district, by publication of newsletters, public meetings, or volunteers willing to devote time to this project..*

10. What is the long-term commitment to this project? Are the applicant and lake or river residents prepared to continue implementation of long-term objectives without grant support?
11. Explain why you think this project will be successful. How will you evaluate success?
12. Provide a detailed project budget and a timeline for project completion.

### **Project evaluation**

As Ecology reviews each project proposal, we look for projects that prevent or control excessive growth of freshwater algae. Funding priorities include:

1. Projects on lakes where harmful algal blooms have occurred within the past three years; these will receive the highest funding priority.
2. Projects dealing with potentially toxic blue-green algae; these projects have higher funding priority than projects involving other freshwater algae, such as filamentous green algae.
3. High quality pilot or education projects.
4. Projects never before funded under FACP funding; they will have priority over projects previously funded though FACP.

In part two of the application, each applicant is asked to provide a project overview and describe the specific results that they will achieve if Ecology funds the project. The applicant must demonstrate this by:

- Showing that they based their proposed methods on a sound understanding of the problem.
- Demonstrating that they have available staff with the skills required to compete the project successfully.
- Assessing whether they can achieve the proposed results.

## **Selection process**

**Eligibility review:** Ecology will *not* accept any additional or revised project information after the application deadline, but may request clarification of budget or eligibility information. After the close of the application period, Ecology staff review the applications to determine if the proposed projects meet general eligibility criteria. They may contact applicants or other state or local agencies to clarify or verify information contained in or referenced in an application. If a proposed project does not appear to meet these criteria, Ecology will notify applicants of their potential disqualification. Applicants will have two weeks from notification to submit a request for reconsideration with an explanation to demonstrate that their project meets eligibility criteria.

**Project proposal evaluation:** Freshwater algae and water quality specialists from Ecology regional and headquarters offices review and evaluate FACP grant applications. The information contained in the grant application is the basis on which the project is reviewed and evaluated. If Ecology funds the project, the scope of work in the grant agreement will be based on information from the application. Ecology may withdraw the funding offer if the applicant proposes major changes to the scope of work during the negotiation process. Ecology will offer funding to applicants for high priority projects based on the availability of funds.

**Funding list:** Ecology will develop a final offer list after staff review and evaluation of all eligible applications. Ecology's Water Quality Program Manager approves and issues the list approximately two months after the application deadline. Ecology will send a grant offer letter to the applicant within 15 days of the date of the funding list. The letter identifies any special grant conditions and the project manager who is responsible for negotiating the grant agreement. Grant offers are effective for one year from the date of the offer letter. Ecology will consider a recipient who is unable to negotiate a signed grant agreement during this time to have declined the grant offer.

## Chapter 4 Developing a Grant Agreement

---

### Developing and signing agreements

Ecology will notify the recipient by telephone and letter when a project is proposed for funding on a final offer list. The Ecology project manager will develop a draft grant agreement based on the scope of work in the grant application. The project manager and the recipient will confer by phone or in a work session to resolve concerns, refine the draft scope of work, and discuss the grant requirements and the budget. Both parties will finalize the grant agreement after they concur on an appropriate scope of work, schedule, eligible costs, and other details. **There is always a requirement for a final project report in FACP grant agreements, and educational activities are encouraged. If the proposed project uses aquatic herbicides, monitoring will be required to comply with the National Pollutant Elimination Discharge System (NPDES) permit.**

### Prior authorization

Ecology recognizes that under certain circumstances, it may be necessary to commence work on a project in advance of a signed and executed grant agreement. In addition, various projects may be required to meet certain environmental conditions or may be bound through permit requirements to proceed by a certain date. Under such circumstances and by written request of the applicant, Ecology may provide the applicant written authority to incur expenses that could be grant eligible.

Ecology will not release funds until a grant agreement is signed. Costs incurred prior to the effective date of the written notification of prior authorization from Ecology (*the prior authorization date*) will be the sole responsibility of the recipient. Until the recipient signs a grant agreement, it must assume responsibility for costs incurred, as there is no guarantee by Ecology that a grant will be awarded. Any work performed by the recipient that is not consistent with the conditions specified in Ecology's prior authorization letter and all other applicable criteria, will not be eligible for grant funds.

### Important dates in agreements

The grant agreement becomes effective on the date that Ecology's Water Quality Program Manager signs the agreement, unless otherwise stated in the agreement. Any costs incurred before this *effective date* are not eligible for reimbursement unless the recipient obtains prior authorization in writing from Ecology. If the recipient does not begin work on the funded project within four months of the effective date (or another mutually acceptable start date), Ecology reserves the right to terminate the agreement.

The *expiration date* is the date the grant is no longer in effect. Both parties negotiate this date as part of the grant agreement. The recipient should complete all required work before this date.

## Freshwater Algae Control Program Grant Guidelines

Costs incurred after the expiration date are not eligible for reimbursement unless Ecology extends this expiration date by an amendment. Recipients must complete algae projects within three years from the date of the offer letter. The Ecology project manager may extend a project up to two years (five years total) to complete required tasks.

### **Amendments to agreements**

All modifications and changes to grant agreements and scopes of work must be established in writing as amendments to the agreement. This can be done only through a formal or letter amendment as described in *Administrative Requirements for Ecology Grants and Loans*, available on the internet at <http://www.ecy.wa.gov/biblio/9118.html>, or from your project manager.

## Chapter 5 General Guidance

---

### Local match requirements

The recipient must match state grant funds with local funds. Local match may be cash, a grant or loan from another source, or in-kind contributions such as local volunteer time or donated materials. The cost of goods and services provided to a recipient by another eligible local government under the terms of an interlocal agreement is also eligible for local match. Please refer to the *Administrative Requirements for Ecology Grants and Loans*.

Algae project matching requirements are 75 percent state share and 25 percent local share. For all projects, the match can be any combination of cash, in-kind contributions, or interlocal costs (considered a form of in-kind).

### In-kind contributions

In-kind contributions must meet the requirements explained in *Administrative Requirements for Ecology Grants and Loans*. In addition, in-kind contributions are subject to the following limits:

- In-kind contributions must relate directly to the funded activity.
- In-kind contributions are limited to time, material, or real or personal property donated to the grant recipient to fulfill project requirements.
- Volunteers may donate time at Ecology's accepted in-kind rate (\$15.00 per hour for adults and minimum wage for volunteers 18 and under).
- Volunteered time from individuals receiving compensation through the grant does not count as an in-kind contribution.
- The recipient must fully document in-kind contributions.
- The recipient must report in-kind contributions on the Contributed Services Report Forms (or equivalent form), available from Ecology.

### Interlocal agreements

Contributions from another public body may be eligible for grant participation if there is a signed interlocal agreement. The recipient may use salaries and benefits paid by the contributing public body as cash match to the grant. All indirect rates associated with the contributed salaries and benefits and other costs are ineligible for grant participation. By signing the grant agreement, the recipient certifies that all negotiated Interlocal Cost Agreements and Interlocal Agreements are consistent with the grant agreement terms and conditions and Chapter 39.34 RCW, Interlocal Cooperation Act. To be eligible, interlocal costs must meet the conditions specified in *Administrative Requirements for Ecology Grants and Loans*.

## **Procuring goods and services**

The grant recipient is responsible for the procurement of goods and services in a manner consistent with all applicable federal, state, and local laws, orders, regulations, and permits including those related to discrimination, labor, job safety, and the state regulation for minority- and women-owned business. Ecology requirements for procurement are contained in *Administrative Requirements for Ecology Grants and Loans*. By signing the grant agreement, the recipient certifies that they procured all consulting and personal services in accordance with Chapter 39.80 RCW, *Contracts for Architectural and Engineering Services*, and other applicable state laws and regulations. Recipients must submit a copy of the final signed consultant/engineering contract to the project manager. The project manager will review the contract for eligibility and consistency with the grant requirements.

## **Public awareness**

Recipients are encouraged to inform the public about the project and the participation of Ecology in the project through project signs, the media, or other public announcements. Announcements usually include the goals of the project, total cost, and the involvement of Ecology.

## **Appeals process**

Once both parties sign the grant agreement and work begins, the recipient may appeal a written decision by an Ecology project manager through a formal appeals process. The recipient must file an appeal in writing with the Ecology Water Quality Program Manager within 30 days from the date of Ecology's final written decision on the issue. The Water Quality Program Manager will appoint an appeals panel and the members of the panel will address the issue. Ecology's appeal determination is final and conclusive. The recipient must file any appeal of Ecology's final determination in the Superior Court of Thurston County.

Following a final decision of a dispute, Ecology and the recipient will proceed with the project in accordance with the decision rendered. Administrative or legal costs and other expenses incurred as part of an appeal will not be eligible for reimbursement under the grant.

The project manager can provide further details of the appeal process.

## Chapter 6 – Financial Management and Administration of Grants

---

Grant recipients must comply with all applicable federal, state, and local statutes, ordinances, orders, regulations, and permits including those related to discrimination, labor, job safety, and applicable provisions of the state or federal regulations for minority- and women-owned businesses. Recipients must also secure any necessary permits required by authorities having jurisdiction over the project and must provide documentation to Ecology upon request.

All grant recipients are required to maintain accounting records in accordance with generally accepted government accounting standards. These standards include those contained in the most recent editions of the United State General Accounting Office publication, *Standards for Audit of Government Organizations, Programs, Activities, and Functions*, and *Administrative Requirements for Ecology Grants and Loans*. In addition, grant recipients are required to maintain an accounting system which can track project expenditures separately from general local government expenses.

Ecology may conduct periodic administrative reviews of funded projects to evaluate a recipient's records and accounting systems. These reviews are intended to verify that eligible and ineligible costs have been documented for audit and that recipients are complying with applicable state statutes, regulations, and requirements (including special grant conditions).

### **Grant disbursements and payments**

Payments are disbursed as costs are incurred. Recipients will submit requests for payment at least annually, but not more than monthly, except in exceptional circumstances.

### **Payment requests and progress reports**

All payment requests must follow the procedures described in *Administrative Requirements for Ecology Grants and Loans*. Payment request forms are available online or from Ecology's project manager.

Recipients are to submit progress reports semi-annually, unless otherwise established in the grant agreement. The progress reports will cover the periods of January to June and July to December. Progress reports are due 15 days after the end of the reporting period (July 15 and January 15).

In addition to a description of the progress made, the progress report should describe any problem, delay, or adverse condition that will affect the objectives, time schedule, or tasks. The recipient should include a statement of the corrective or compensatory actions taken or proposed, and they should identify any Ecology assistance that may be needed.

### **Payment holds or termination**

If a recipient does not satisfy all conditions contained in the agreement, Ecology may withhold payment, decrease the agreement by an amount proportionate to the incomplete work, or terminate the agreement. Following termination, Ecology may require the recipient to repay all or a portion of the funds dispersed.

Termination may also result in a financial settlement, reflected in an amendment to the grant agreement. In such a settlement, the recipient must demonstrate to Ecology's satisfaction that a specific portion of the project's agreed upon scope of work was accomplished. The Water Quality Program Manager must issue a written notice of termination at least five working days prior to the effective date of the termination.

*(Remainder of page intentionally left blank)*

## Freshwater Algae Control Program Glossary

---

<b>Applicant</b>	A project sponsor – must be a city, county, state agency, conservation district, tribe, or special purpose district. Lake management districts are not eligible to receive grant funds directly.
<b>Control</b>	To manage the problems caused by freshwater algae.
<b>Effective date</b>	The grant agreement becomes effective on the date that the Water Quality Program Manager signs the agreement, unless otherwise stated in the agreement.
<b>Eligible cost</b>	The portion of the cost of activities financed under the provisions of these guidelines.
<b>Freshwater</b>	Any non-marine or non-estuarine surface water.
<b>Freshwater algae</b>	Algae are primitive, primarily aquatic, one-celled or multicellular plant-like organisms that lack true stems, roots, and leaves but usually contain chlorophyll. Both marine and freshwater algae exist, but the FACP focuses on freshwater algae.
<b>Grant agreement</b>	A contractual arrangement between a public body and Ecology that includes an approved scope of work, total project cost, set grant percentage, eligible costs, budget, and a schedule for project completion (in addition to other requirements).
<b>Indirect costs</b>	Costs that benefit more than one activity of the recipient and not directly assigned to a particular project objective. For example: insurance, operating supplies, and utility services. Some portion of these costs may be eligible for reimbursement. Please refer to <i>Administrative Requirements for Ecology Grants and Loans</i> .
<b>In-kind contributions</b>	Property or services that benefit a project and are contributed to the recipient without direct monetary compensation. For example: volunteer hours or equipment donated for a project.
<b>Lake restoration</b>	Any action taken to prevent lake deterioration or return a lake system to an unimpaired state or condition.
<b>Local share or match</b>	Local match is the percentage of costs that the recipient contributes to the project, including actual cash, interlocal, and in-kind contributions. For FACP projects, recipients must contribute 25 percent of the total project cost. The state contributes 75 percent.

Freshwater Algae Control Program  
Grant Guidelines

<b>Offer list</b>	List of projects prioritized for receiving financial assistance from the FACP.
<b>Pilot project</b>	Pilot projects involve innovative algae or nutrient control technologies that have statewide or regional significance. Pilot projects may also consist of a trial of several conventional control techniques or combinations to see what works best for a particular algal species or has the least environmental impact.
<b>Prevent</b>	To deter the excessive growth of freshwater algae.
<b>Prior authorization to incur costs</b>	A written agreement between Ecology and the grant recipient authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.
<b>Prior authorization date</b>	The date specified in a letter from Ecology authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.
<b>Project</b>	A freshwater algae management activity for which a grant is awarded by Ecology.
<b>Project expiration date</b>	The last date that the recipient can incur grant-eligible costs. The recipient must complete all items identified in the scope of work by this date. Ecology will not consider costs incurred after the expiration date as being eligible.
<b>Project manager</b>	Ecology assigns a project manager to oversee each grant project. The project manager provides technical assistance, helps negotiate the grant agreement with the recipient, and manages the communications and administration of the grant agreement.
<b>Public body</b>	The state of Washington or any state agency, county, city or town, conservation district, special purpose district, or tribe.
<b>Scope of work</b>	A detailed description of the project, including measurable objectives useful for determining successful completion. Both Ecology and the recipient negotiate the scope of work.
<b>Total project cost</b>	The sum of all costs associated with a freshwater algae management project including costs that are not eligible for grant funding.
<b>Total eligible project cost</b>	The sum of all costs associated with a freshwater algae management project that has been determined to be eligible for grant funding.

## Appendix A Enabling Statutes

---

### RCW 43.21A.667

## Freshwater aquatic algae control account — Freshwater aquatic algae control program — Reports to the legislature.

(1) The freshwater aquatic algae control account is created in the state treasury. Moneys directed to the account from RCW 88.02.050 must be deposited in the account. Expenditures from the account may only be used as provided in this section. Moneys in the account may be spent only after appropriation.

(2) Funds in the freshwater aquatic algae control account may be appropriated to the department to develop a freshwater aquatic algae control program. Funds must be expended as follows:

(a) As grants to cities, counties, tribes, special purpose districts, and state agencies to manage excessive freshwater algae, with priority for the treatment of lakes in which harmful algal blooms have occurred within the past three years; and

(b) To provide technical assistance to applicants and the public about aquatic algae control.

(3) The department shall submit a biennial report to the appropriate legislative committees describing the actions taken to implement this section along with suggestions on how to better fulfill the intent of chapter 464, Laws of 2005. The first report is due December 1, 2007.

[2005 c 464 § 4.]

### Notes:

**Findings -- Intent -- 2005 c 464:** See note following RCW 88.02.050.

## Appendix B Eligible and Ineligible Project Costs

---

### Eligible costs

- Annual meeting or conference registration fees where the attendee is making a formal presentation about the grant project or where the Ecology project manager has given approval.
- Environmental checklists, assessments, and impact statements necessary to satisfy project requirements for the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA).
- Equipment and tools. The recipient should identify equipment in the grant agreement.
- Implementation of freshwater algae management activities.
- Indirect costs – eligible at a rate of up to 25 percent, or as defined in the most recent edition of *Administrative Requirements for Ecology Grants and Loans*.
- Light refreshments for advisory group meetings when specified in the grant agreement.
- Monitoring/sampling equipment when specified in the grant agreement.
- Planning.
- Project management and administration.
- Public participation and public awareness directly related to the project.
- Sales tax.
- Time of steering committee members at steering committee meetings. Other interested public attending the meeting can *not* be counted for in-kind contributions.
- Training recipient staff to develop skills specific and necessary to the funded project and where the training is identified in the grant agreement.

### **Ineligible costs**

- Activities that other state and federal agencies are required to perform.
- Activities other than those identified in the grant agreement.
- Fees for permits
- Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
- Lobbying or expenses associated with lobbying.
- Office furnishings or equipment.
- Ordinary operating expenses of state or local government, such as salaries and expenses of a mayor, city council member, or city attorney.
- Personal injury compensation or damages rising out of the project whether determined by adjudication, arbitration, negotiation, or other means.
- Time of volunteers attending public meetings about the project.
- Training unrelated to the project.
- Scientific research unrelated to a specific activity.
- Other items as determined by Ecology.

## **Appendix C Driving Directions**

---

The Ecology building includes offices of the Department of Ecology Headquarters (including the Water Quality Program), Ecology's Southwest Regional Office (including the regional Water Quality Section), the State Conservation Commission, and the U.S. Environmental Protection Agency's Washington Operations Office. The U.S. Fish and Wildlife Service is located in a nearby building.

### **From the South:**

1. Take I-5 North
2. Take exit 109 Martin Way
3. Turn right onto Martin Way
4. Proceed on Martin Way, turn right on Desmond Drive
5. Turn left to the Ecology Building

### **From the North:**

1. Take I-5 South
2. Take exit 109 Martin Way
3. Turn left onto Martin Way
4. Proceed on Martin Way, turn right on Desmond Drive
5. Turn left to the Ecology Building