# SFY24 Applicant Prep Tool and Scoring Criteria/Guidance

## Applicant Prep Tool

The purpose of this document is to help applicants organize their answers to the questions for the SFY23 application. This is not an application. It may be used in preparation of on-line submittal through Ecology’s Administration of Grants and Loans ([EAGL](https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans#Apply)[[1]](#footnote-1)). Items marked with an \* are required.

To assist you, the Scoring Criteria/Guidance table is available at the bottom of this document.

This document is also available in all funding applications and on the [Water Quality Grants and Loans General Resources](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources)[[2]](#footnote-2) webpage.

### General Tips

1. When pasting text into EAGL, it will strip any formatting. It’s best to prepare plain text without bullets.
2. Once you have completed your text, save as “Plain Text” and review before cutting and pasting into EAGL.
3. Character limits are indicated below. You can highlight your draft text, select “Review” and “Word Count” to see the number of characters with spaces to ensure you are meeting EAGL size restrictions.
4. You should thoroughly review your application well before you plan to submit it to Ecology for review. EAGL’s global error check can help with this process. To re-check your entire document for errors, click the CHECK FOR ERRORS link. This will start a global error check. If any errors are found on your forms, the form name and error message will display on the page. You can click on any of the underlined form names to return to that form. Another option is to check each individual form as you complete it by clicking CHECK GLOBAL ERRORS near the top right of the screen.

### General Information Form

\*Project Title: (char 75)

\*Project Short Description: (char 500)

\*Project Long Description: (char 4,000)

\*Total Cost: (full cost of the project, including ineligible portions and portions paid with other funds)

\*Total Eligible Cost: (cost of the work that will be supported by Ecology funding, including any required match)

\*Effective Date: (earliest date on which eligible costs can be incurred; autoloaded with July 1, but can be modified during agreement negotiation)

\*Expiration Date: (last date on which eligible costs can be incurred)

\*Project Category: (select only one; if more than one, pick the predominant category; may be changed by Ecology)

* Nonpoint Source Activity
* On-site Sewage System
* Stormwater Activity
* Stormwater Facility
* Wastewater Facility

Will Environmental Monitoring Data be collected?

\*Overall Goal: (char 1,000)

### Project Characterization Form

\*Primary Theme: (dropdown list; select one)

\*Secondary Theme(s): (dropdown list; select all that apply)

Project Website Address:

### Recipient Contacts Form

\*Project Manager: (dropdown list)

\*Authorized Signatory: (dropdown list)

\*Billing Contact: (dropdown list)

Other recipient signatures required on printed agreement:

### Mapping Information Form

\*Follow instructions on form. [Detailed instructions](https://ecyeagl/IntelliGrants_BASE/Documentation/WAECOL/Map_Instructions_Recipient.pdf)[[3]](#footnote-3) are available in EAGL. Applicants are required to provide a location for the project, draw a boundary, or upload a Shapefile. **Important note**: After you have defined the project area or edited it the map, select **Save** to be returned to the Mapping Information form, then be sure to check in the map by selecting **Save** at the top of the form; this will make it available to Ecology and your team.

### Funding Request Forms

(Separate forms for Nonpoint, Onsite, Stormwater, and Wastewater projects.)

Total Eligible Cost: (auto filled)

### Grant Request

Grant Request: (auto filled; Stormwater, Nonpoint, Onsite Sewage System only)

Match Request: (auto filled; Stormwater, Nonpoint, Onsite Sewage System only)

\*Do you have any secured funds committed to this project? (if yes, must complete table)

| **\*Source** | **\*Type** | **\*Amount Committed**  |
| --- | --- | --- |
| State/Federal agency: txtbox char 75 | dropdown list | txtbox money |
| Interlocal contributions: txtbox char 75 | dropdown list | txtbox money |
| Local agency: txtbox char 75 | dropdown list | txtbox money |
| In-kind contributions: txtbox char 75 | dropdown list | txtbox money |
| Other txtbox char 75 | dropdown list | txtbox money |

### Loan Request

Requested Loan: (auto filled; Wastewater only)

\*Are you requesting or will you accept loan funds for part or all of the eligible project cost or to meet your match requirement? (Stormwater, Onsite Sewage System only)

What is the loan amount you are requesting or willing to accept? (required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

\*What loan term do you prefer? (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

\*Do you want your project to be considered for GPR subsidy under the CWSRF program? Note: Projects are only eligible if they meet EPA’s GPR criteria, and applicants accept a CWSRF Loan.

\*Are you applying to refinance debt for a project that has been completed (i.e., standard refinance)? (Wastewater only)

\*Is this a Step 3 or Step 4 project, and is the population of the community that will pay for the project less than 25,000, and do you want to be considered for Financial Hardship subsidy? (Wastewater only)

\*Name the fund you will use to repay the CWSRF loan and operate/maintain/repair the project. If you do not have a specific fund, describe how you will raise and maintain sufficient funds to repay the loan and operate/maintain/repair the project. (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan) (char 1,000)

\*What is the total number of equivalent residential units (ERUs) for your facility/system? (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

\*Do you have any secured funds committed to this project? (if yes, must complete table)

| **\*Source** | **\*Type** | **\*Amount Committed**  |
| --- | --- | --- |
| State/Federal agency: txtbox char 75 | dropdown list | txtbox money |
| Interlocal contributions: txtbox char 75 | dropdown list | txtbox money |
| Local agency: txtbox char 75 | dropdown list | txtbox money |
| In-kind contributions: txtbox char 75 | dropdown list | txtbox money |
| Other txtbox char 75 | dropdown list | txtbox money |

\*Do you have a discharge permit for this project? If yes, provide the Permit Number. (Wastewater only)

\*Check only one of the four options below that represents the present proposal. Identify all prerequisite planning documents. Include attachments as necessary. Prerequisites are Due December 14, 2022. (**Important note**: Prerequisite approvals are due by December 14, 2022, but applicants must submit approvable documents to Ecology for review by October 12, 2022.) (Wastewater only)

* Planning (Step 1): No Prerequisites.
* Design (Step 2): Ecology’s letter approving the site specific planning for the project. If possible, please also upload a copy of the approved planning document.
* Construction (Step 3): Ecology’s letter approving the site specific planning for the project. If possible, please also upload a copy of the approved planning document. Ecology’s letter approving the plans and specifications for the project.
* Design and construction (Step 4): Ecology’s letter approving the site specific planning for the project. If possible, please also upload a copy of the approved planning document.

Upload Documents (prerequisites listed above). (Wastewater only)

### Scope of Work Form – Task 1 Grant and Loan Administration

Task Title: (auto filled)

\*Task Cost:

Task Description: (auto filled)

Task Goal Statement: (auto filled)

Task Expected Outcomes: (auto filled)

Recipient Task Coordinator: (char 100)

Deliverables:

| **Deliverable # (auto filled)** | **Description (auto filled)** | **Due Date** | **Received?(ECY Use Only)** | **EIM Study ID** | **EIM System Link** | **Latitude(expressed in decimals)** | **Longitude(expressed in decimals)** | **Location Address****(char 200)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

### Scope of Work – For Application

(Include all tasks in sequential order that will be part of the Scope of Work for the project; start at Task 2.)

\*Task #:

\*Task Title: (char 50)

\*Expected Start Date:

\*Expected Finish Date:

\*Describe the work that will be billed to this task. (char 3,500)

**Deliverables Table** *(Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)*

| **\*Deliverables Description** | **\*Deliverables Date** | **\*Deliverables Budget** |
| --- | --- | --- |
| (char 200) | Textbox date |  |

### Task Costs and Budget Form

\*Describe the process used to estimate the cost of the project. If your process included reviewing similar projects, describe how this review affected your estimate. (char 3,000)

\*Describe the process used to determine that this project is the lowest cost solution to the problem. If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process. (char 3,000)

\*Upload a detailed budget for the project and any supporting documentation, including engineers’ estimates, cost analysis, etc. The [Align Grant Coordinator Workgroup](https://salishsearestoration.org/wiki/Align_Grant_Coordination_Workgroup)[[4]](#footnote-4) developed a [Project Budget Template](https://salishsearestoration.org/images/f/f8/Coordinated_conservation_project_budget_template.xlsx)[[5]](#footnote-5) for “conservation projects”. Nonpoint project applicants are encouraged to use the template for budget development; other project categories may want to use the template as an example.

### Project Team Form

\*Fill out the following table to describe your Project Team, including staff, contractors, and partner agencies:

| **Team Member Name and/ or Title** | **Agency/ Company** | **Key Responsibilities** | **Qualifications/ Experience** | **Estimated Total Hours Devoted to the Project** | **Who will take over the person’s responsibilities if they are unable to work on the project?** |
| --- | --- | --- | --- | --- | --- |
| (char 50) | (char 50) | (char 500) | (char 500) |  | (char 100) |

\*Describe similar projects that your project team or organization has completed. Note any deviations from the original proposal in scope, budget, or schedule and briefly describe project success and lessons learned. If the project was funded by Ecology, include the Ecology grant or loan number. (char 2,500)

### Project Planning and Schedule Form

Project Start Date:

\*List and describe the criteria you used to determine the value and feasibility of the project. (Examples: useful life, installation cost, site suitability, and environmental justice.) (char 7,500)

\*Briefly describe all project alternatives (including the preferred alternative) considered, and explain how each alternative met or failed to meet the criteria listed above. (Use one line for each alternative and click “save” to enter additional alternatives.)

| **Description of Alternative** | **Criteria** |
| --- | --- |
| \*Alternative 1: (char 1,000) | \*(char 5,000) |

\*List project stakeholders and provide documentation showing key stakeholders have been identified and how they will support the project. (char 5,000)

\*Describe the steps you have taken to be ready to start the project by May 1, 2024. Provide detailed information and documentation on project elements such as status of designs, permits, interlocal agreements, landowner agreements, easements, other secured funding, staff, or agency approvals. (char 5,000)

\*For stormwater facility and wastewater facility projects: Do you own or have clear control over the entire project area? (required for Stormwater Facility and Wastewater Facility only)

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

\*Have you reviewed the area of potential effect (APE) in the [Washington Information System for Architectural and Archaeological Records Data](https://dahp.wa.gov/project-review/wisaard-system)[[6]](#footnote-6) database (WISAARD)? This is for informational purposes; no points are associated with this question.

\*Upload a project schedule that includes all tasks necessary to complete the project, including tasks that are not part of the funding request.

Upload any other supporting documentation.

### Water Quality and Public Health Improvements Form

\*Name the specific water body(ies) this project will improve or protect and the parameters it will address. (char 1,000)

\*Is the project planning, implementation or a combination of both? (For facility projects: check "Planning" for planning and design projects; check "Implementation" for construction projects; check "Planning/Implementation" for combined design/construction projects.)

* Planning
* Implementation
* Planning/Implementation

\*What type of plan or regulatory requirement does this project address? (Check all that apply. If a TMDL, you must select at least one TMDL from a dropdown list. You must cite at least one Action and a Reference in the Action table.)

* TMDL/TMDL Alternative (approved or in development)/Straight to Implementation
* Wastewater Engineering Report/Sewer Plan
* Permit
* Salmon Recovery Plan
* Watershed Plan
* Shoreline Master Plan
* Administrative Order or Other Legal Action
* Capital Improvement Plan
* Puget Sound Action Plan
* Mitigation
* Other: \_\_\_\_\_

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

**Action Table**

| **\*Action** | **\*Reference the document that describes the action, including page numbers and where a copy can be obtained** |
| --- | --- |
| (char 200) | (char 1,000) |

\*Did you discuss this project with Ecology staff? If yes, provide the name of the staff and the approximate last date of contact. (char 1,000)

\*Describe how the project drainage area connects to the water body. (Examples: surface flow, ditch, pipe, groundwater, infiltration, and path/distance to outfall/discharge.) (char 5,000)

\*Describe the measure and method that will be used to determine the water quality benefit and overall success of the project. (If you need help determining a water quality metric, please refer to the Funding Guidelines for suggested metrics by project type.) (char 5,000)

\*Using the method described above, estimate the water quality and public health benefits that will be achieved by the project. (char 5,000)

\*How long will the project provide benefits after the funding assistance ends? Who will be responsible for maintaining the benefits during its useful life? (char 5,000)

\*How will greenhouse gas emissions be reduced or mitigated under this project? And what policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project? (char 5,000)

\*Are you aware of any Category I or Category II wetlands on the site or downstream from the site? If you checked “Yes”, how do you propose to mitigate any impacts to the wetland? (char 1,000) This is for informational purposes; no points are associated with this question.

\*Upload a map that shows an aerial view of the project area, an estimated direction of flow for the project area, potential locations for the proposed facility or activity, and how the project connects to the water body named above. The map does not need to be precise but it should help reviewers with a general understanding of the area. If access to GIS software is not available, screen shots or snips from Google Maps with arrows and text added using a paint program may be used.

### Environmental and Cultural Resources Documentation Form

The purpose of this form is for you to note which documents you have provided your grant or loan manager and/or environmental/cultural resource reviewer for all Water Quality Combined Funding Program projects, regardless of funding source or project category. It is not a location for sensitive documentation such as cultural resource reports. Those will be removed if you upload them.

Once you have provided the following documents, check them off and upload any non-sensitive documents.

* Cultural Review Final Determination; Date of Final Determination:
* DAHP Letter of Concurrence
* Completed activity/location specific Inadvertent Discovery Plan (IDP). An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance.

If you are applying for or have received a loan from the CWSRF, when applicable upload the following documents provided to support completion of environmental requirements.

* NEPA Environmental Assessment or Impact Statement
* SEPA checklist
* SEPA Threshold Determination
* SEPA Environmental Impact Statement
* Affidavit of Publication of SEPA Threshold Determination
* Public Engagement and Outreach documentation, including Environmental Justice information
* SERP Information Packet Coversheet
* SERP request for NEPA Categorical Exclusion
* SERP SEPA Finding of Categorical Exemption
* SERP Determination
* Other supporting environmental documentation as requested by Ecology

If you have a stormwater facility project, and you are applying for or have received state funding via SFAP and no federal funds under CWSRF, when applicable upload the following documents.

* SEPA checklist
* SEPA Threshold Determination
* Affidavit of Publication of SEPA Threshold Determination

Upload Documents. **Any documents marked sensitive or do not disclose will be removed from EAGL by Technical Reviewers. If you received such a document, such as a cultural resource survey or monitoring report, send it directly to your Project Manager or Cultural Resource Contact.**

### Green Project Reserve (GPR) Form

(Only completed by applicants who answered “yes” to the GPR question on a Funding Request form.)

See the Water Quality Guidelines available for download on the application menu.

\*List the GPR designation (e.g., Section 3.2-1a) and describe how your project meets the designation.

\*Provide the Dollar Amount of the Project Related to GPR Category.

Upload applicable documentation to support your GPR claim.

### Financial Hardship Form

(Only completed by applicants who answered “yes” to the financial hardship question on the Funding Request - Wastewater form.)

\*Are other loan funds committed to this Project? If yes, provide details on the amounts of secured/committed loan funding for your project from the "Cost estimate and project funding table".

|  |
| --- |
|  |
| **Year** | **Source** | **Amount Borrowed** | **Interest Rate** | **Years until Maturity** | **Annual Debt Service** |
|  |  |  |  |  |  |

\*Provide an estimate of the population for the area served by the project at the time of application and the population the project is designed to serve according to the current Facility Plan.

Current population of the area served by the project:

Design population of the area served by the project:

\*Provide information on the number of existing ratepayers responsible for paying for the project.

The information provided in the table is for the ratepayers responsible for paying for the project. Usually this will be the ratepayers of the entire facility. However, some projects are only for a specified area, and only ratepayers in the specified area will be responsible for the paying for the project. An example is a project supported through local improvement districts assessment for similar rate district. For such projects, included only information for the affected ratepayers. Generally, one single family residential sewer account is one equivalent residential unit (ERU). Calculating ERUs for non-single family residences can be done in many ways, including by costs. For example, multi-family residences, local public facilities, commercial customers, and industrial customers may pay more for sewer service than a typical residential ratepayer. In such cases, you can calculate the number of ERUs based on the typical sewer bill. For example, an industrial customer who pays 5 times the sewer bill of a typical residential ratepayer would be reported as 5 ERUs. "Residential" includes: Single Family Residences; Multi-family Residences; Local Public Facilities such as schools, fire stations, community centers, police stations, and city halls; and Small Commercial Customers with a wastewater flow of <3,500 gallons/day.

\*Sewer accounts and ERUs for Residential, Commercial Industrial and Institutional.

Attach additional documentation or explanation as necessary.

Click [here](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources)[[7]](#footnote-7) to access a simple Excel tool to calculate ERUs for the purposes of completing this form.

| **Existing Ratepayers** | **Sewer Accounts** | **ERUs** |
| --- | --- | --- |
| Residential |  |  |
| Commercial, Industrial & Institutional |  |  |
| Total |  |  |

\*What is the current basic monthly sewer fee for a single family household?

\*What is the current estimated MHI for Project Area? See the current Water Quality Financial Assistance Guidelines. Upload income survey if one was used.

Upload documents.

### Refinance Form

(Only completed by applicants who answered “yes” to the refinance question on the Funding Request - Wastewater form.)

\*What was the overall water quality problem, how was the problem solved or addressed by the project, and is the project currently meeting its discharge permit requirements?

\*Were a "Facility Plan" and "Plans and Specifications" approved by Ecology?

If NO, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.

If YES, provide the following dates (Ecology's approval of the Facility Plan, Ecology's approval of Plans and Specifications).

Upload Documents ((1) Ecology's letter of approval of the Facility Plan; (2) Ecology's letter of approval of the Plans and Specifications and (3) the Declaration of Construction of Water Pollutions Control Facilities).

\*Was the project in compliance with the National Environmental Policy Act (NEPA) or the State Environmental Review Process (SERP)?

If NO, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.

If YES, provide the following dates (NEPA approval or SERP approval).

\*Did the project comply with American Iron and Steel requirements for all construction that occurred on or after June 10, 2014? (Check "Yes" if all construction occurred before June 10, 2014.)

If NO, Stop here. Your project is not eligible to complete for funding. Do not submit the application.

\*Did the project comply with the federal Davis-Bacon requirements for all construction that occurred on or after October 30, 2009? (Check "Yes" if all construction occurred before October 30, 2009.)

If NO, Stop here. Your project is not eligible to complete for funding. Do not submit the application.

\*Will the loan funds be invested and the proceeds be used to make payments on the original debt?

If YES, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.

\*How was the project financed (check all that apply):

* General obligation bonds
* Revenue bond
* Bank
* Public Works Assistance Account
* US Department of Agriculture/Rule Development
* Inter-local fund transfer
* Other (specify)

Provide additional information on the existing loan and the project.

### Cost and Effectiveness Analysis Certification

(Only completed by applicants who answered “yes” to willing to accept loan on a Funding Request form.)

Please fill in the appropriate fields.

Required fields are marked with an \*.

When done, click the SAVE button.

All CWSRF loan recipients must complete this certification form.

This form must be complete before Ecology can execute your loan agreement.

 • The Department of Ecology can only provide loan assistance for projects that are a cost effective use of public funds.

• Planning projects undertaken to identify the cost effective alternative are presumed to be a cost effective use of public funds.

• Implementation projects must demonstrate that the project is the cost effective alternative.

The cost-effective alternative is determined through a cost-effectiveness analysis.

A cost-effectiveness analysis must include a comparison of the life cycle costs of alternatives taking into account:

 (a) The cost of constructing the project or activity.

 (b) The cost of operating and maintaining the project or activity over the life of the project or activity.

 (c) The cost of replacing the project or activity.

 (d) The selection, to the maximum extent practicable, of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation.

Loan recipients for planning projects must certify to the following:

* By selecting this option, the RECIPIENT certifies that the funded project will help to identify a project that is a cost effective use of public funds.

Loan recipients for implementation projects must certify to the following:

* By selecting this option, the RECIPIENT certifies that the project is a cost effective use of public funds as demonstrated in a cost effectiveness analysis that contains at least the minimum required elements listed above.
* By selecting this option, the RECIPIENT certifies that to the extent practicable the project maximizes the potential for energy conservation and efficient water use, reuse, recapture, and conservation.

Loan recipients for projects proposing alternative public works contracting projects must certify to the following:

* By selecting this option, the RECIPIENT certifies that the alternative public works contracting procurement method has been identified as the cost effective method of procuring the project.

\* Recipient Name:

\* Project Name:

\* Contact Name and Title:

\* Contact Phone Number and Email Address:

\* Date:

## Scoring Criteria/Guidance

Ecology evaluates project proposals based on responses provided in the application. A total of 1,000 points are available. In order to obtain funding an application must receive a score of at least 600 total points, and it must receive at least 250 of the 500 possible points on Water Quality and Public Health Improvements. This table shows the scoring breakdown along with the rating criteria and guidance.

|  |
| --- |
|  **Funding Request**  |
| **Scoring**Worth up to 15 total points as follows:* 0-15 points: Applicant has identified adequate matching funds. (Full points if no match is required.)

**Guidance*** To receive full points, the match plus funding request must equal the total eligible cost.
* Applicants that will accept loan dollars will receive full points.
* Match may exceed the minimum amount required.
* If project costs exceed the funding requested, identify the other fund sources.
 |
| **Scope of Work – For Application** |
| **Scoring**Worth up to 75 total points as follows:* 0-75 points: The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables. To receive full points, scope of work must align with the schedule and detailed budget.

**Guidance*** Scope must demonstrate an understanding of all elements necessary to implement and complete the project.
* Maps, plans, and detailed drawings of proposed BMPs and their locations, and other documents that show the feasibility of the project should be uploaded on the “Uploads” form.
* Deliverables should provide evidence that the task has been successfully completed. Examples include: reports, maps, pictures, educational materials, meeting agendas and notes, construction documents, copies of agreements, lists and quantities of BMPs, etc.
 |
| **Task Costs and Budget**  |
| **Scoring**Worth up to 135 total points as follows:* 0-50 points: The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.
* 0-85 points: The cost to complete the scope of work is reasonable when compared to similar projects in the region.

**Guidance*** Nonpoint activity projects are **required** to upload a detailed budget.
* The uploaded budget should be organized by task and provide sufficient detail to support the scope of work.
* Applicants should “show their work” and describe the general method used for cost estimation. Supporting documentation may be included as a separate upload.
* Applicants should reference any similar projects that they have completed or have been completed in their region and explain why the cost of the proposed project is greater or less than the referenced project.
* For projects that include design costs, design costs should be based on a detailed breakdown of costs and task-hours rather than simply a percent of estimated construction costs.
 |
| **Project Team** |
| **Scoring**Worth up to 65 total points as follows:* 0-50 points: Team members’ roles and responsibilities are well defined and adequate for the scope of work. Team members’ past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.
* 0-15 points: The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.

**Guidance*** Application should demonstrate the applicant’s understanding of the skill-set required to successfully complete the project and show that the proposed team has successfully demonstrated those skills. Specific information such as “managed construction of 10 stormwater projects in Washington”, will score higher than “10 years’ experience as a P.E.”.
* If the project team includes staff that will be hired to complete the project, the application should list the skill set they will be seeking to hire.
 |
| **Project Planning and Schedule**  |
| **Scoring**Worth up to 160 total points as follows:* 0-40 points: Applicant used a complete and well-defined set of criteria to determine the value and feasibly of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.
* 0-20 points: Applicant has provided documentation showing that key stakeholders have been identified and how they will support the project.
* 0-25 points: The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, landowner agreements, etc., and provides sufficient time to complete all elements.
* 0-75 points: The applicant is ready to start on the proposed scope of work within 10 months of publication of the Final Offer List (a.k.a., readiness to proceed).

**Guidance*** Project criteria should include all factors that were considered by the applicant when determining the value and selecting a project to implement. Criteria should reflect both the feasibility of the project and the benefits. Examples of important criteria include, but are not limited to: useful life, installation cost, site suitability, addresses climate impacts, improves resiliency to climate change, and environmental justice. (**Note**: Some climate tools can be found on the University of Washington’s, Climate impacts Group’s [Analysis Tools](https://cig.uw.edu/resources/analysis-tools/)[[8]](#footnote-8) webpage.)
* Applicant must discuss how the proposed project and the rejected alternatives met or failed to meet these criteria.
* Documentation showing stakeholder support may include minutes from public or city council meetings, or letters of support from tribes, other local governments, non-governmental organization, homeowners’ associations, landowners, etc. Larger communities must include other relevant departments such as maintenance, parks and recreation, health, permitting, etc. in the stakeholder process to receive full points.
* The applicant should upload a schedule that has enough detail to show the reviewer that all tasks and deliverables have been included. Applicants should consider providing a Gantt chart for complex projects with tasks that will run concurrently.
* The schedule should correlate with the scope of work and budget.
* For design/construction and construction projects, the schedule should include the projected bid date.
* The applicant should upload planning supporting documentation.
* To receive full points, tasks that must be completed prior to beginning work on the proposed scope but are not part of scope of work, (e.g., a design of a road repair project that will be simultaneous with a road stormwater project) must be completed.
* The applicant must be ready to start on the proposed scope of work within 10 months of the publication of the Final Offer List.
* Stormwater facility and wastewater facility design and construction projects where the applicant owns or has clear control over the entire project area will score higher on “readiness to proceed” than those where ownership/control is not clear.
 |
| **Water Quality and Public Health Improvements**  |
| **Scoring**Worth up to 500 total points as follows:* 0-135 points: Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency through the development of a federal, state or local water quality plan.
* 0-150 points: The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
* 0-50 points: Applicant has identified how the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
* 0-100 points: The water quality and public health improvements that will be achieved represent a good value.
* 0-50 points: Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
* 0-15 points: How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?

**Guidance*** Responses to the questions must be supported by the tasks delineated in the scope of work.
* If the project is required by the state or a federal agency, applicants should provide references or documentation, including permit conditions, Ecology orders, Court orders, or other correspondence.
* Applicants must reference and describe all local or regional water quality planning or regulatory documents that apply to the water body targeted for improvement including local watershed plans, TMDLS, and permits.
* Applicants should provide maps and aerial photos to illustrate how the project area is connected to the water body. Nonpoint projects should include basic topographic information to show direction of overland flow. Projects primarily designed to protect or recharge groundwater should describe the soils in the project area and any known aquifers, wells, or areas of high groundwater.
* The work proposed must be appropriate to address the pollutants generated in the project area and should support the goals outlined in the water quality planning documents.
* Consideration of a project’s “value” includes both qualitative and quantitative improvements over time relative to the overall costs of the project.
* Goals should have clear numeric commitments (e.g., volumes or area treated, quantity installed, people contacted, feet restored, etc.). Goals that do not have a strong connection to improvement in water quality will not receive full points.
* Plans to sustain water quality benefits must include an estimate of project life cycle maintenance costs and identify how those costs will be met.
* Projects in the Puget Sound watershed must be consistent with the Puget Sound Action Agenda, and applicants for stormwater projects in the watershed must have considered project connection to [Governor’s Executive Order on Southern Resident Killer Whale recovery](https://www.governor.wa.gov/sites/default/files/exe_order/eo_18-02_1.pdf)[[9]](#footnote-9).
* Evaluators award full points for the greenhouse gas emission reductions question if both the applicant and the project address the issue. Partial points will be awarded if either the applicant or the project addresses the issue. No points will be awarded if neither the applicant nor the project addresses the issue.
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| **Financial Hardship**  |
| **Scoring**Worth 0 or 50 points as follows:* 0 points: If the applicant does not meet the criteria for wastewater facility construction hardship.
* 50 points: If the applicant meets the criteria for wastewater facility construction hardship.

**Guidance*** Ecology awards 50 points to wastewater facility construction projects in communities with less than 25,000 residents where the project costs may result in sewer fees greater than 2% of the median household income of the community.
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1. https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans#Apply [↑](#footnote-ref-1)
2. https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources [↑](#footnote-ref-2)
3. https://ecyeagl/IntelliGrants\_BASE/Documentation/WAECOL/Map\_Instructions\_Recipient.pdf [↑](#footnote-ref-3)
4. https://salishsearestoration.org/wiki/Align\_Grant\_Coordination\_Workgroup [↑](#footnote-ref-4)
5. https://salishsearestoration.org/images/f/f8/Coordinated\_conservation\_project\_budget\_template.xlsx [↑](#footnote-ref-5)
6. https://dahp.wa.gov/project-review/wisaard-system [↑](#footnote-ref-6)
7. https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources [↑](#footnote-ref-7)
8. https://cig.uw.edu/resources/analysis-tools/ [↑](#footnote-ref-8)
9. https://www.governor.wa.gov/sites/default/files/exe\_order/eo\_18-02\_1.pdf [↑](#footnote-ref-9)