

**INTERAGENCY AGREEMENT, No. C1200130  
BETWEEN THE STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY  
AND THE STATE OF WASHINGTON  
DEPARTMENT OF HEALTH**

**Project: On-Site Sewage Denitrification Verification Project**

**THIS AGREEMENT** is made and entered into by and between the DEPARTMENT OF ECOLOGY hereinafter referred to as "Ecology" and the DEPARTMENT OF HEALTH, hereinafter referred to as "DOH" pursuant to the authority granted by Chapter 43.70 RCW.

**IT IS THE PURPOSE OF THIS AGREEMENT** to provide federal pass through funds to DOH as part of the Puget Sound Action Agenda: Ecosystem Restoration and Protection project.

The effective date of this agreement is September 15, 2011, through December 31, 2013, according to a prior authorization letter issued by Ecology for this agreement and which is incorporated by reference. Any work performed prior to the effective date of this agreement will be at the sole expense and risk of the RECIPIENT. Eligible costs incurred during the prior authorization period cannot exceed a total of \$ 5,000. Costs exceeding this amount will also be at the sole expense and risk of the RECIPIENT.

**Contractor Name:** Department of Health  
111 Israel Road SE  
Tumwater, WA 98501

The Contract Manager for each of the parties below shall be the contact person for all communications and billings regarding the performance of this Contract.

**Project Manager for DOH:** John Eliasson  
Phone: 360-236-3041  
e-mail address: [john.eliasson@doh.wa.gov](mailto:john.eliasson@doh.wa.gov)

**Contract/Fiscal Manager for DOH:** Blake Nelson  
Phone: 360-236-3307  
e-mail address: [blake.nelson@doh.wa.gov](mailto:blake.nelson@doh.wa.gov)

**Project Officer for the Department:** Andrew Kolosseus  
Water Quality Program  
WA State Department of Ecology  
P.O. Box 47600  
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**BACKGROUND:** The U.S. Environmental Protection Agency (EPA) Region 10 issued a Request for Proposals (RFP) to implement priority work consistent with the 2020 Action Agenda for the protection and restoration of Puget Sound. Three state agencies received awards – Ecology, DOH, and Washington State Department of Fish & Wildlife. These three agencies, in coordination with the Puget Sound Partnership, EPA, and other relevant parties, are the lead

organizations for one or more of the following four areas of emphasis relating to ecosystem restoration and protection:

- Marine and Nearshore Protection and Restoration.
- Watershed Protection and Restoration.
- Toxics and Nutrients Prevention, Reduction, and Control.
- Pathogens Prevention, Reduction, and Control.

This grant will be paid out with pass-thru EPA funds from the Toxic and Nutrients Prevention, Reduction, and Control grant in the amount of \$297,863.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK:** DOH shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachment A attached and incorporated into this Agreement.

**PERIOD OF PERFORMANCE:** Subject to its other provisions, the period of performance of this Agreement shall commence on October 1, 2011, and be completed on December 31, 2013, unless terminated sooner or extended, as provided herein.

**PAYMENT:** This is a performance-based contract, in which payment to the Contractor is based on the successful delivery of expected deliverables. Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed **\$297,863** (federal pass-thru funds). Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services shall be based on the following rates or in accordance with the following terms, or as set forth in accordance with the budget in Attachment "A", which is attached hereto and incorporated herein. Ecology will not make payment until it has reviewed and accepted the completed work.

**BILLING PROCEDURE:** DOH shall submit invoices not more often than quarterly to Ecology's Project Officer. Payment to DOH for approved and completed work will be made by warrant or account transfer by Ecology within 30-days of receipt a properly completed invoice and after Ecology accepts the work as satisfactory. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30-days after the expiration date or the end of the fiscal year, whichever is earlier.

**FEDERAL FUNDING:** This agreement is funded by an EPA grant, Catalog of Federal Domestic Assistance Number 66.123, Puget Sound Ecosystem Restoration and Protection Cooperative Agreement grant PC-00J20101.

**FEDERAL TERMS AND CONDITIONS:** The full list of federal administrative and programmatic conditions for this funding is attached to this agreement as Attachment B, and is incorporated into this agreement.

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

**REPORTING REQUIREMENTS:** In order to comply with the FFATA, the recipient must complete the FFATA Data Collection Form (provided at the time of signature) and return it to Ecology. Ecology will report basic agreement information, including the required DUNS number, for all federally-funded agreements at [www.fsr.gov](http://www.fsr.gov). This information will be made available to the public at [www.usaspending.gov](http://www.usaspending.gov). Recipients who do not have a DUNS number can find guidance at [www.grants.gov](http://www.grants.gov). **Please note that Ecology will not pay any invoices**

until it has received the completed FFATA Data Collection Form. Any recipient that meets each of the criteria below must also report compensation for its five top executives, using Ecology's Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

See [www.fsrs.gov](http://www.fsrs.gov) for details of this requirement. If your organization falls into this category, you must report the required information to Ecology.

#### **CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION**

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to Ecology if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact Ecology for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to Ecology upon request. RECIPIENT/CONTRACTOR must run a search in [www.epls.gov](http://www.epls.gov) and print a copy of completed searches to document proof of compliance.

**REPORTING REQUIREMENTS:** Reporting Sub-award recipients will be required to complete the semiannual EPA FEATS Report and send it to their respective Ecology Lead. Ecology Leads will populate the white spaces and provide the format to recipients to complete the yellow spaces. Reports are due to the respective Ecology Lead as of the end of March and September to be received no later than the 15<sup>th</sup> of April and the 15<sup>th</sup> of October each year this agreement is in effect. Ecology will assist with understanding the EPA FEATS report format. The due dates allow Ecology enough time to prepare the overall report due to EPA. If

RECIPIENT/CONTRACTOR fails to submit the reports by the required dates, Ecology will withhold all future payments until the reports are up to date.

**AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS:** This Agreement may be changed, modified or amended by written agreement executed by both parties.

**ASSIGNMENT:** The work to be provided under this Agreement, and any claim arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**DISALLOWED COSTS:** The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

**DISPUTES:** In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**GOVERNANCE:** This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules.
- b. Statement of work.
- c. Any other provisions of the agreement, including materials incorporated by reference.

**INDEPENDENT CAPACITY:** The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**RECORDS MAINTENANCE:** The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**RIGHTS IN DATA:** Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DOH and Ecology. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

**SEVERABILITY:** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement, which can be given effect without the invalid provision if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**TERMINATION:** Either party may terminate this Agreement upon 30-days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**TERMINATION FOR CAUSE:** If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15-working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

**WAIVER:** A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**ALL WRITINGS CONTAINED HEREIN:** This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have signed this Agreement.

STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

Signature

Signature

Polly Zehm  
Deputy Director, Ecology

Contracting Officer, DOH

2/10/12  
Date

1/26/12  
Date

APPROVED AS TO FORM:  
ATTORNEY GENERAL'S OFFICE

**ATTACHMENT A: STATEMENT OF WORK/BUDGET**

### **Statement of Work**

The majority of on-site sewage treatment technologies in operation are aerobic processes providing a high degree of nitrification, and little or no denitrification. This can result in the transportation of high nitrate concentrations in groundwater and surface water. Nitrogen loading is a major environmental problem in areas of Puget Sound, such as Hood Canal and the South Puget Sound. Excess nitrogen fuels the growth of algae. When algae die they decay and consume oxygen. This process contributes to depleted dissolved oxygen conditions in Puget Sound marine waters, and can eventually cause fish kills.

Unfortunately existing treatment technologies that reduce total nitrogen to or below ten mg/L (maximum level for nitrates in drinking water) are often unreliable, unstable, and very expensive for system owners. Therefore, it is necessary to evaluate cost effective, reliable, and low maintenance public domain treatment technologies that have high nitrogen removal efficiencies, and are capable of providing sufficient bacteriological reductions.

Ecology will contract with DOH to provide project management and technical expertise to field test three innovative public domain technologies. These technologies have reliably been able to remove greater than 80 percent of total nitrogen from various wastewater sources in other areas of the country. The goal of the study is to evaluate and verify nitrogen reduction associated with public domain technologies capable of treating domestic wastewater prior to subsurface dispersal in the environment. If the field testing under controlled conditions in the Puget Sound basin shows the technologies are effective and reliable, DOH shall begin to take the appropriate steps to develop standards for these nitrogen-removal technologies for use in Washington.

The three on-site sewage treatment technologies are as follows:

- A specific vegetated recirculating gravel filter system.
- An enhanced recirculating gravel filter system.
- A denitrification bed that follows existing aerobic technologies, with the addition of woodchips as a carbon source in the denitrification stage.

This agreement will support collaboration between Ecology and DOH to:

1. Determine if three innovative public domain, on-site sewage treatment technologies will successfully remove nitrogen from wastewater in the Puget Sound basin.
2. Oversee the work of the University of Washington in conducting verification testing of the technologies.
3. Work under this agreement will be completed by December 31, 2013.

This complies with Component #4 of the Work plan: Strategic Investments.

**Work Plan:** DOH, through planning, coordination, communication, technical oversight, and project management will work with the University of Washington (UW), a wastewater treatment facility, and any necessary contractors to complete the following tasks:

#### **Task 1**

Coordinate with UW to identify and secure the test site at a wastewater treatment facility in the Puget Sound basin for the technology verification. As necessary, DOH will rent equipment and space from the site owner for the duration of the project.

#### **Subtasks:**

1. Coordinate with UW faculty to review potential test sites influent characteristics, available area for test systems, and level of project support.
2. Coordinate with UW facility to meet with WWTP manager of selected test site to develop statement of working agreements.

**Deliverable**

The testing site is identified and secured by October 31, 2011.

**Cost:** \$25,000.

**Task 2**

Establish and maintain a stakeholder advisory committee. The stakeholder advisory committee will review the quality assurance project plan (QAPP) and draft and final project report. The committee will be comprised of DOH, Ecology, Puget Sound Partnership (PSP), EPA, at least one expert from a local jurisdiction, and any other appropriate experts.

**Subtasks:**

1. Establish and charter a stakeholder advisory committee of qualified professionals.
2. Coordinate the stakeholder advisory committee to review the draft QAPP.
3. Coordinate the stakeholder advisory committee to review the draft project report.

**Deliverable**

The stakeholder advisory committee is formed and chartered by November 15, 2011. The list of members and charter will be submitted to Ecology.

**Cost:** \$2,000

**Task 3**

Customize generic design plans and specifications for the installation of the nitrogen reducing technologies at the test site.

**Subtasks:**

1. Coordinate with UW faculty to prepare customized design plans and specifications of the installation of the nitrogen reducing technologies at their selected capacity for verification.
2. Coordinate with UW faculty to prepare design plans and specifications for the dosing system to the test technologies at the headwork's of the test site.

**Deliverable**

Technology design plans and specifications completed by December 15, 2011.

**Cost:** \$ 5,000

**Task 4**

Coordinate with UW to complete an approved QAPP for the project. The QAPP will meet or surpass EPA's minimum requirements for QAPPs. The QAPP will include the plan for all of the work to be done in tasks 6 and 8. The literature review for the QAPP will consist of two previous literature reviews: One conducted by DOH in 2005 (<http://www.doh.wa.gov/ehp/ts/WW/n-red-tech.pdf>) and one conducted by the Florida Department of Health in 2009 ([http://www.doh.state.fl.us/environment/ostds/research/Nitrogen/Task\\_A-Lit\\_Review.pdf](http://www.doh.state.fl.us/environment/ostds/research/Nitrogen/Task_A-Lit_Review.pdf)). The QAPP will also include (1) a summary of nitrogen-reducing on-site sewage technologies currently used in Puget Sound, if any, and (2) a summary of costs of the three technologies

being investigated compared to currently-approved nitrogen-reducing on-site sewage technologies.

**Subtasks:**

1. Develop a draft QAPP.
2. Send the draft QAPP to the stakeholder advisory committee for comments.
3. Revise the draft QAPP as appropriate to finalize.

**Deliverable**

Final approved QAPP posted on an agency website by December 15, 2011.

**Cost:** \$2,000

**Task 5**

Select and manage a subawardee to complete the installation of systems to be evaluated. Subawardee will work with DOH and UW faculty to install the systems at the test site. The contractor will follow the approved design plans and specifications, have the approved design in possession during installation, and make no changes to the approved design without authorization of DOH and UW faculty.

**Subtasks:**

1. Complete a RFP for the installation of the on-site sewage treatment technologies.
2. Select a contractor in compliance with EPA and state requirements.
3. Contractor starts construction at the test site.
4. Conduct construction inspections at the test site to ensure the subawardee properly installs the systems according to systems design plans and specifications.
5. Conduct a final inspection of the systems to authorize start-up.

**Deliverable**

Field-ready versions of the technologies at the selected capacity for verification are correctly installed and operating by March 1, 2012.

**Cost:** \$50,000

**Task 6**

Implement field testing of systems, operation monitoring, and manage data collection. Raw data will be generated, managed, evaluated, interpreted and reported by UW with oversight by DOH.

**Subtasks:**

1. Coordinate with selected wastewater facility and UW to run wastewater through the systems for the amount of time specified in the QAPP.
2. Coordinate with UW in overseeing the evaluation and laboratory analysis associated with each verification technology according to the QAPP.
3. Conduct routine in situ effluent quality measurements during the operation and monitoring of the technology undergoing verification testing.
4. Technical support to the UW during operation and monitoring of the technology undergoing verification testing.
5. Review data generated during testing using approved QAPP.

**Deliverable**



Data verification as specified in the QAPP and documented in a report. The data will be summarized in bimonthly updates on conference calls with Ecology and EPA.

**Cost:** \$10,000

#### **Task 7**

Remove systems from test site after completion of the twelve month testing period.

#### **Subtasks:**

1. Complete a RFP for the removal of the on-site sewage treatment technologies and dosing system.
2. Select a contractor in compliance with EPA and state requirements.
3. Contractor removes systems at the test site.
4. Conduct a final inspection of the site to ensure proper removal.

#### **Deliverable**

Systems at test site are properly removed by June 1, 2013.

**Costs:** \$10,000

#### **Task 8**

Coordinate with UW to complete approved Environmental Technology Verification (ETV) reports for each verification technology. ETV reports will meet or surpass EPA's ETV Protocol for the Verification of Residential Wastewater treatment Technologies for Nutrient Reduction, November, 2000. The final reports will be posted to an agency (DOH, Ecology, or both) website. The final report will be sufficient to develop standards and guidance for the use of verified nitrogen reducing technologies.

#### **Subtasks:**

1. UW with oversight by DOH, will write draft project ETV reports on the effectiveness of the evaluated on-site sewage treatment technologies.
2. Provide technical assistance to review and approve the draft ETV reports.
3. Coordinate the stakeholder advisory committee to review the draft project ETV reports.
4. Coordinate the stakeholder advisory committee to review the final ETV reports.
5. DOH, partnering with the UW if necessary, will revise the draft report based on comments and finalize the report.

#### **Deliverable**

Final ETV Reports posted on an agency website by August 1, 2013.

**Costs:** \$10,000

#### **Task 9**

DOH will provide project management and technical oversight.

#### **Subtasks:**

1. DOH will provide project management for all tasks in this agreement.
2. Project management will include tracking tasks so they are completed on time and on budget.
3. DOH will work with UW to provide technical oversight on all tasks of the agreement.

**Deliverable**

DOH will provide bimonthly updates during conference calls with Ecology and EPA. DOH will provide written status reports as required by EPA.

**Costs:** \$181,711

**Task 10**

If appropriate, DOH will develop standards and guidance for use on the verified nitrogen reducing technologies.

**Subtasks:**

1. Develop recommended standards and guidance for the performance, application, design and operation & maintenance of the technology.

**Deliverable**

Completed recommended standards and guidance for the use of the verified nitrogen reducing technologies by December 31, 2013. If not applicable, the final report will state the reasons approval was not appropriate.

**Costs:** \$2,152

**Schedule:** This project will be completed by December 31, 2013.

**Final Deliverables:** DOH will provide Ecology final reports that summarize the performance of each on-site sewage treatment technology. If appropriate, DOH will approve the denitrification-capable system in order to increase use of nitrogen-removing systems in areas suffering from low dissolved oxygen levels in Washington State.

**Task Timeline & Cost:**

Project Task	Costs	Completion Date
Identify and secure test site at a Wastewater Treatment Facility.	\$25,000.00	10/31/2011
Establish and maintain a stakeholder advisory committee.	\$2,000.00	11/15/2011
Finalize & approve design plans and specs for nitrogen technologies	\$5,000.00	12/15/2011
Post final approved QAPP on Agency website	\$2,000.00	12/15/2011
Install and operate field-ready versions of technologies at the selected capacity for verification	\$50,000.00	03/01/2012
Implement field testing of systems, operation monitoring, and manage data collection.	\$10,000.00	
Remove systems from test site after completion of the twelve month testing period.	\$10,000.00	06/01/2013
Post final ETV reports on Ecology & DOH website	\$10,000.00	08/01/2013

DOH will provide bimonthly updates during conference calls with Ecology and EPA. DOH will provide written status reports as required by EPA.	\$181,711.00	12/31/2013
DOH will provide a final guidance document for the use of verified nitrogen technologies	\$2,152.00	12/31/2013
<b>Total</b>	<b>\$183,863.00</b>	

**Budget Summary Table:**

September 15, 2011 to December 31, 2013	
-Personnel	\$ 110,631
-Fringe Benefits	\$ 34,296
-Travel	\$ 5,000
-Equipment	\$ 10,000
-Supplies	\$ 16,092
-Contracts	\$ 85,000
-Other	\$ 0
<b>Total Direct Charges</b>	<b>\$ 261,019</b>
<b>-Indirect Charges</b>	<b>\$ 36,844</b>
<b>Total</b>	<b>\$ 297,863</b>

**Budget Summary by Object:**

**DOH / Ecology On-Site Sewage Denitrification Verification Project – September 15, 2011 – December 31, 2013**

<b>Personnel</b>				
Health Service Consultant 4	.25 FTE	27.5 months		\$38,973
Health Service Consultant 3	.25 FTE	27.5 months		\$35,315
Environmental Engineer 2	.25 FTE	24 months		\$36,343
		<b>Total</b>		<b>\$110,631</b>
<b>Fringe Benefits</b>				
Agency Rate	31 percent of salaries			\$34,296
<b>Travel</b>				
DOH (Tumwater) to project site	Estimate 2,550 miles at \$0.51/mile.			\$5,000
<b>Equipment</b>				
Multi-Parameter equipment	Cost estimate			\$10,000
<b>Supplies</b>				
Office Supplies, software, printing, postage, training (agency rate)	Agency formula			\$16,092
<b>Contracts</b>				
Installation of system	Competitive Bid			\$50,000
Removal of system	Informal Competition			\$10,000
Rental space at Wastewater Treatment Facility	Interagency Agreement			\$25,000
<b>Total Direct Charges</b>	All charges above			<b>\$261,019</b>
<b>Total Indirect Charges</b>				
	Agency Rate			\$36,844
<b>Project Total</b>				<b>\$797,863</b>

Assumptions for costs (Federal GSA per diem rates were used): Mileage: \$0.51/mil

## ATTACHMENT B: FEDERAL ADMINISTRATIVE AND PROGRAMMATIC CONDITIONS

*(Note: For purposes of full disclosure, these conditions are the exact conditions contained in Ecology's federal grant award from the Environmental Protection Agency (EPA). The RECIPIENT/CONTRACTOR must read and comply with all the federal conditions if applicable, but any reports or other required deliverables must be sent to Ecology).*

### **Administrative Conditions**

**1. Payment Information:** All recipients must be enrolled to receive funds electronically via the EPA-EFT Payment Process. This electronic funds transfer process was initiated by EPA in response to the Debt Collection Improvement Act of 1996, P.L. 104-134 that requires all federal payments be made via Direct Deposit/Electronic Funds Transfer DD/EFT). By signing the assistance agreement you are agreeing to receive payment electronically. In order to receive payments electronically, the ACH Vendor/ Miscellaneous Payment Enrollment Form (SF3881) must be completed and faxed to Marge Pumphrey at (702) 798-2423. After reviewing and processing the SF3881, the Las Vegas Finance Center (LVFC) will send you a letter assigning you an EFT Control Number, an EPA-EFT Recipient's Manual, and the necessary forms for requesting funds and reporting purposes. If you need further assistance regarding enrollment, please contact Marge Pumphrey at (702) 798-2492 or by e-mail to: [pumphrey.margaret@epa.gov](mailto:pumphrey.margaret@epa.gov). The forms and instructions can also be found at LVFC Website: <http://www.epa.gov/ocfo/finservices/payinfo.htm>. Any recipient currently using the Automated Standard Application for Payments (ASAP) system with another government agency should contact Marge Pumphrey at (702) 798-2492 or e-mail to: [pumphrey.margaret@epa.gov](mailto:pumphrey.margaret@epa.gov).

Under any of the above payment mechanisms, recipients may request/draw down advances for their immediate cash needs, provided the recipient meets the requirements of 40 CFR 30.22(b) or 40 CFR 31.21(c), as applicable. Additionally, recipients must liquidate all obligations incurred within 90 calendar days of the project period end date. Therefore, recipients must submit the final request for payment, and refund to EPA any balance of unobligated cash advanced within 90 calendar days after the end of the project period.

### **2. Cost Principles/Indirect Costs for State Agencies**

The cost principles of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," relocated to 2 CFR Part 225, is applicable, as appropriate, to this award. If the recipient does not have a previously established indirect cost rate, it agrees that it will prepare its indirect cost rate proposal and/or cost allocation plan and in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." For proposal preparation, the recipient may use the appropriate completeness checklist located at: <http://www.aqd.nbc.gov/indirect/indirect.asp>. The recipient must send its proposal to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If EPA is the cognizant federal agency, the state recipient must send its indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

#### **Regular Mail**

Financial Analysis and Rate Negotiation Service Center  
Office of Acquisition Management  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW, MC 3802R  
Washington, DC 20460

#### **Mail Courier (e.g. FedEx, UPS, etc.)**

Financial Analysis and Rate Negotiation Service Center  
Office of Acquisition Management  
U.S. Environmental Protection Agency  
1300 Pennsylvania Avenue, NW, 6th floor  
Bid and Proposal Room Number 61107  
Washington, DC 20004

Recipients are entitled to reimbursement of indirect costs, subject to any statutory or regulatory administrative cost limitations, if they have a current rate agreement or have submitted an indirect cost rate proposal to their cognizant federal agency for review and approval. Recipients are responsible for maintaining an approved indirect cost rate throughout the life of the award. Recipients are responsible for submitting any subsequent rate proposals to the appropriate cognizant agency no later than 180 days after the end of the recipient's fiscal year. Recipients may draw down grant funds once a provisional or final rate has been approved, and only for indirect costs incurred during the period specified in the rate agreement. Recipients are not entitled to indirect costs for any period in which the rate has expired.

Recipients may not draw down grant funds for any indirect costs which were not incurred during the period of the approved rate agreement. Recipients with differences between their provisional rates and final rates are not entitled to more than the award amount, without EPA approval. Recipients may request supplemental amendments (to grants which have not expired or been closed out) for additional funding to cover increased indirect costs. EPA approval of a supplemental amendment is subject to the availability of funds. Pursuant to 40 CFR 31.26, a recipient agrees to comply with the audit requirements prescribed in the Single Audit Act Amendments, and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," including Subpart C Section 305(b) which addresses the restriction on auditors preparing indirect cost proposals.

**3. Federal Financial Report (FFR):** Recipients shall submit final Federal Financial Reports (FFR), Standard Form 425 (SF-425), to EPA no later than 90 calendar days after the end of the project period. The form is available on the internet at <http://www.epa.gov/ocfo/finservices/forms.htm>. All FFRs must be submitted to the Las Vegas Finance Center: US EPA, LVFC, PO Box 98515, Las Vegas, NV 89193, or by FAX to: 702-798-2423. The LVFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Federal Financial Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement. EPA may take enforcement actions in accordance with 40 CFR 30.62 and 40 CFR 31.43 if the recipient does not comply with this term and condition.

**4. Audit Requirements:** In accordance with OMB Circular A-133, which implements the Single Audit Act, the recipient hereby agrees to obtain a single audit from an independent auditor, if it expends \$500,000 or more in total Federal funds in any fiscal year. Within nine months after the end of a recipient's fiscal year or 30 days after receiving the report from the auditor, the recipient shall submit the SF-SAC and a Single Audit Report Package. The recipient MUST submit the SF-SAC and a Single Audit Report Package, using the Federal Audit Clearinghouse's Internet Data Entry System. Complete information on how to accomplish the single audit submissions, you will need to visit the Federal Audit Clearinghouse Website: <http://harvester.census.gov/fac>.

**5. Hotel-Motel Fire Safety Act:** Pursuant to 40 CFR 30.18, if applicable, and 15 USC 2225a; the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel> to see if a property is in compliance (FEMA ID is currently not required), or to find other information about the Act.

#### **6. Recycled Paper**

**INSTITUTIONS OF HIGHER EDUCATION HOSPITALS AND NON-PROFIT ORGANIZATIONS:** In accordance with 40 CFR 30.16, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

**STATE AGENCIES AND POLITICAL SUBDIVISIONS:** In accordance with Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962) any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth. Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.

#### **STATE AND LOCAL INSTITUTIONS OF HIGHER EDUCATION AND NON-PROFIT ORGANIZATIONS:**

In accordance with 40 CFR 30.16, State and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to EPA's guidelines.

**STATE TRIBAL AND LOCAL GOVERNMENT RECIPIENTS:** In accordance with the policies set forth in EPA Order 1000.25 and Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management (January 24, 2007), the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

## 7. Lobbying

**ALL RECIPIENTS:** The recipient agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly. In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

**PART 30 RECIPIENTS:** All contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix at Title 40 CFR Part 30. Pursuant to Section 18 of the Lobbying Disclosure Act, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act.

## 8. Lobbying and Litigation

**ALL RECIPIENTS:** The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The recipient shall abide by its respective OMB Circular (A-21, A-87, or A-122), which prohibits the use of Federal grant funds for litigation against the United States or for lobbying or other political activities.

**9. Suspension and Debarment:** Recipient shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Recipient is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment. Recipient may access the Excluded Parties List System at [www.epls.gov](http://www.epls.gov). This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

**10. Drug-Free Workplace Certification for all EPA Recipients:** The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 40 CFR 36.200 - 36.230. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award. Those recipients who are individuals must comply with the drug-free provisions set forth in Title 40 CFR 36.300. The consequences for violating this condition are detailed under Title 40 CFR 36.510. Recipients can access the Code of Federal Regulations (CFR) Title 40 Part 36 at [http://www.access.gpo.gov/nara/cfr/waisidx\\_06/40cfr36\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/40cfr36_06.html)

**11. Management Fees:** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

**12. Reimbursement Limitation:** If the recipient expends more than the amount of federal funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

## 13. Trafficking in Persons

a. *Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
  - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - ii. Procure a commercial sex act during the period of time that the award is in effect; or

- iii. Use forced labor in the performance of the award or subawards under the award.
- 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
  - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
  - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
    - A. Associated with performance under this award; or
    - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our Agency at 2 CFR 1532.
- b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
  - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
  - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
    - i. Associated with performance under this award; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR 1532.
- c. *Provisions applicable to any recipient.*
  - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
  - 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. *Definitions.* For purposes of this award term:
  - 1. "Employee" means either:
    - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

**14. Trafficking Victim Protection Act of 2000 (TVPA) as Amended:** To implement requirements of Section 106 of the Trafficking Victims Protection Act of 2000, as amended, the following provisions apply to this award:

- a. We, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: (1) is determined to have violated an applicable prohibition in the Prohibition Statement below; or (2) has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in the Prohibition Statement below through conduct that is either: (a) associated with performance under this award; or (b) imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1532. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the Prohibition Statement below.
- b. Our right to terminate unilaterally that is described in paragraph a of this award term: (1) implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and (2) is in addition to all other remedies for noncompliance that are available to us under this award.
- c. You must include the requirements of the Prohibition Statement below in any subaward you make to a private entity.



**Prohibition Statement** - You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

## **15. DUNS and CCR Requirements (Effective 10/01/2010)**

### **Central Contractor Registration and Universal Identifier Requirements.**

**A. Requirement for Central Contractor Registration (CCR).** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

**B. Requirement for Data Universal Numbering System (DUNS) numbers.** If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

**C. Definitions. For purposes of this award term:**

**1. Central Contractor Registration (CCR)** means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

**2. Data Universal Numbering System (DUNS) number** means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

**3. Entity**, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

**4. Subaward:**

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. —.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

**5. Subrecipient means an entity that:**

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

## **16. Subaward Reporting and Executive Compensation**

### **A. Reporting of first-tier subawards.**

**1. Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e of this award term).

**2. Where and when to report.**

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsr.gov](http://www.fsr.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

**3. What to report.** You must report the information about each obligating action that the submission instructions posted at [www.fsr.gov](http://www.fsr.gov) specify.

#### **B. Reporting Total Compensation of Recipient Executives.**

**1. Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

i. The total Federal funding authorized to date under this award is \$25,000 or more;

ii. In the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

**2. Where and when to report.** You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at [www.ccr.gov](http://www.ccr.gov).

ii. By the end of the month following the month in which this award is made, and annually thereafter.

#### **C. Reporting of Total Compensation of Subrecipient Executives.**

**1. Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

**2. Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

#### **D. Exemptions**

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. subawards, and

ii. the total compensation of the five most highly compensated executives of any subrecipient.

#### **E. Definitions. For purposes of this award term:**

**1. Entity means all of the following, as defined in 2 CFR part 25:**

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

**2. Executive means officers, managing partners, or any other employees in management positions.**

**3. Subaward:**

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

**4. Subrecipient means an entity that:**

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

**5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):**

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**17. Disadvantaged Business Enterprise Requirements (Effective May 27, 2008)**

**GENERAL COMPLIANCE, 40 CFR, Part 33** The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33. **FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D:** A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE (MBE/WBE) participation in procurement under the financial assistance agreements. **Accepting the Fair Share Objectives/Goals of Another Recipient:** The dollar amount of this assistance agreement is over \$250,000; or the total dollar amount of all of the recipient's non-TAG assistance agreements from EPA in the current fiscal year is over \$250,000. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the Washington Office of Minority and Women's Business Enterprises as follows:

**MBE: PURCHASED GOODS 8%; PURCHASED SERVICES 10%; PROFESSIONAL SERVICES 10%**

**WBE: PURCHASED GOODS 4%; PURCHASED SERVICES 4%; PROFESSIONAL SERVICES 4%**

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as Washington Office of Minority and Women's Business Enterprises.

**Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404:** The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is not accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

**SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C:** Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

**MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503:** The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. Only procurements with certified MBE/WBEs are counted toward a recipient's MBE/WBE accomplishments. The reports must be submitted semiannually for the periods ending March 31<sup>st</sup> and September 30<sup>th</sup> for: Recipients of financial assistance agreements that capitalize revolving loan programs (CWSRF, DWSRF, Brownfield's); and All other recipients not identified as annual reporters (40 CFR Part 30 and 40 CFR Part 35, Subpart A and Subpart B recipients are annual reporters). The reports are due within 30 days of the end of the semiannual reporting periods (April 30<sup>th</sup> and October 30<sup>th</sup>). Reports should be sent to the EPA Region 10, Grants Administration Unit, 1200 Sixth Avenue, Suite 900, Mailcode: OMP-145, Seattle, WA 98101. For further information, please contact Greg Luchey at (206) 553-2967, email: Luchey.Greg@epa.gov. Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. Your grant cannot be officially closed without all MBE/WBE reports. EPA Form 5700-52A may be obtained from the EPA Office of Small Business Program's Home Page on the Internet at [www.epa.gov/osbp](http://www.epa.gov/osbp).

**CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302:** The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

**BIDDERS LIST, 40 CFR, Section 33.501(b) and (c):** Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

**18. Partial Funding:** This agreement is being partially funded by EPA in the amount shown on page 2 under "EPA Funding Information." The recipient understands that additional EPA funds may be awarded on this assistance agreement, subject to availability of additional appropriated funds. EPA's approval of the work plan, budget, and project/budget periods does not constitute an EPA commitment to provide funds in excess of the amount currently funded in this agreement. *If this agreement includes cost share/match* based on obtaining full EPA funding, and EPA is not able to fully fund its portion of the total project costs, the recipient has the option of reducing its cost share/match, as long as the reduction is not below the minimum statutory or programmatic required cost share/match. The recipient must submit its request for reduction to the EPA Project Officer, since work plan and budget revisions may be necessary. *Note: The share percentages currently shown in the Table A budgets and page one of this agreement are electronically calculated based on the current EPA funding amount and total project cost. The percentage will change if and when additional EPA funding is provided by assistance amendment.*

### **19. Subawards**

a. The recipient agrees to:

- (1) Establish all subaward agreements in writing;
- (2) Maintain primary responsibility for ensuring successful completion of the EPA-approved project (this responsibility cannot be delegated or transferred to a subrecipient);
- (3) Ensure that any subawards comply with the standards in Section 210(a)-(d) of OMB Circular A-133 and are not used to acquire commercial goods or services for the recipient;
- (4) Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
- (5) Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
- (6) Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
- (7) Obtain EPA's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
- (8) Obtain approval from EPA for any new subaward work that is not outlined in the approved work plan in accordance with 40 CFR Parts 30.25 and 31.30, as applicable.

b. Any questions about subrecipient eligibility or other issues pertaining to subawards should be addressed to the recipient's EPA Project Officer. Additional information regarding subawards may be found at <http://www.epa.gov/ogd/guide/subaward-policy-part-2.pdf>. Guidance for distinguishing between vendor and subrecipient relationships and ensuring compliance with Section 210(a)-(d) of OMB Circular A-133 can be found at <http://www.epa.gov/ogd/guide/subawards-appendix-b.pdf> and <http://www.whitehouse.gov/omb/circulars/a133/a133.html>.

c. The recipient is responsible for selecting its subrecipients and, if applicable, for conducting subaward competitions.

## **Programmatic Conditions**

**1. Semi-Annual Performance Reports:** Consistent with 40 CFR §35.115 and EPA Order 5700.7 the Lead Organization will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS) every six (6) months during the life of the project. Subawardees will also use the FEATS reporting system. Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the EPA Project Officer on the FEATS form provided by the Project Officer (until web-based entry is made available) and shall be submitted by electronic mail. In accordance with 40 CFR Part 30.51(d) and 40 CFR Part 31.40, as appropriate, the recipient agrees to submit performance reports that include brief information on each of the following areas:

- (a) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan and subawards for the period.
- (b) The reasons for slippages if established outputs/outcomes were not met.
- (c) Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

In addition to the semi-annual performance reports, the recipient shall immediately notify the EPA Project Officer of developments that have a significant impact on the award-supported activities. In accordance with 40 CFR Part 30.51(f) and 40 CFR Part 31.40(d), as appropriate, the recipient agrees to inform the EPA Project Officer as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the

assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

**2. Sufficient Progress:** EPA may terminate the assistance agreement for failure of the recipient to make sufficient progress so as to reasonably ensure completion of the project within the project period, including any extensions. EPA will measure sufficient progress by examining the performance required under the work plan in conjunction with the milestone schedule, the time remaining for performance within the project period, and/or the availability of funds necessary to complete the project.

**3. Final Performance Report:** In addition to the periodic performance reports, the recipient shall submit a final performance report through FEATS, which is due 90 calendar days after the expiration or termination of the award. The report shall be submitted to the EPA Project Officer and must be provided electronically. The report shall generally contain the same information as in the periodic reports, but should cover the entire project period. After completion of the project, the EPA Project Officer may waive the requirement for a final performance report if the EPA Project Officer deems such a report is inappropriate or unnecessary.

**4. Information Collection Requirements:** EPA and the recipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. If the scope of work includes a survey, a questionnaire, polls, or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.* ), requires EPA to obtain Office of Management and Budget (OMB) clearance prior to the recipient's collection of information by means of identical questions posed to 10 or more persons. The recipient will provide to the EPA Project Officer the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

**5. Recognition of EPA Funding:** Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-00J27601 to Washington Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

**6. Copyrighted Material:** In accordance with 40 CFR 31.34 for State, local and Indian Tribal governments or 40 CFR 30.36 for other recipients, EPA has the right to reproduce, publish, use, and authorize others to use copyrighted works or other data developed under this assistance agreement for Federal purposes. Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data. Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- a. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- b. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

**7. EPA's Substantial Involvement:** EPA will be substantially involved in this project by participating in the following activities: (1) EPA reserves the right to negotiate work plan tasks and budgets; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination and attend meetings as requested or needed by the recipient; and (4) review and approve technical deliverables.

**8. Logic Model Revisions:** The grantee will submit more detailed logic models as strategic investments are refined under Component 2.1 and 2.3 as described in the Work Plan Summary Chart. The logic models should make clear the expected connection between actions, outputs, outcomes, and targets (identified under Component 3.1 and 3.3) and are required to be more obvious and measurable.

**9. Conditions on Expenditures:** The grantee has provided sufficient detail and justification to begin work immediately upon award for the following Components: 1.1 - 1.3, 2.1, 2.2.1, 3.1 - 3.3, 4.1 - 4.1.2, 5.1, 6.1 and 9.1-9.2. The grantee must provide and receive EPA Project Officer approval on a more detailed work plan before beginning work on all other Components and sub Components. In addition, the grantee will provide EPA a copy of or describe their subaward policy/procedures including their procedures for managing a competitive grant program. The EPA Project Officer will need to review and approve (1) these procedures and (2) the strategic investment decisions made under Component 2.1 and 2.3 as described in the Work Plan Summary Chart *before* the grantee issues Requests for Proposals or expends funds on subawards under this cooperative agreement.

**10. Environmental Data and Information Technology:** Recipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All environmental data will be required to be entered into the Agency's Storage and Retrieval data system (STORET). STORET is a repository for water quality, biological, and other physical data used by state environmental agencies, EPA and other federal agencies, universities, private citizens, and many other organizations. It is highly recommended that the grant recipient attend EPA sponsored STORET training as soon as practical and as training is available. Information regarding training sessions sponsored by EPA will be provided by the EPA Project Officer. More information about STORET can be found at <http://www.epa.gov/STORET>.

**Region 10 STORET Contact**

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**11. Annual Conferences:** The grantee must attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the EPA Project Officer. The purpose of this requirement is to provide grantees with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with **organizations that may benefit from their** experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Examples of potentially relevant conferences include, but are not limited to, the biennial Puget Sound-Georgia Basin Ecosystem Conference (<http://depts.washington.edu/uwconf/psqb>); and local or regional sections of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Grantees will be allowed to use award funds to pay for travel and lodging.

**12. Peer Review:** The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

**13. Quality Assurance Requirements:** Acceptable Quality Assurance documentation must be submitted to the EPA Project Officer within 30 days of the acceptance of this agreement or another date as negotiated with the EPA Project Officer. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the EPA Project Officer, in concert with the EPA Quality Assurance Manager, has approved the quality assurance document. (See 40 CFR 30.54 or 31.45, as appropriate.) Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: <http://www.epa.gov/oqd/grants/assurance.htm>

**Region 10 Quality Assurance Team Contact**

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