



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Guidelines

Floodplains by Design

2019- 2021 Biennium

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Chapter 1: Program Overview

Floodplains by Design (FbD) is a partnership of local, state, federal and private organizations focused on coordinating investment in and strengthening the integrated management of floodplain areas throughout Washington State. Floodplains are vital to the ecological health of the state. They are critical to the economic vitality, cultural heritage and quality of life provided by our region—from salmon to farmland and commercial development, and recreational opportunities.

The Washington State Department of Ecology’s (Ecology) Floods and Floodplain Management Division administers the Floodplains by Design grant program under a biennial funding cycle. Ecology awards grants on a competitive basis to eligible entities for collaborative and innovative projects throughout Washington State that support the integration of flood hazard reduction with ecological preservation and restoration. Proposed projects may also address other community needs, such as preservation of agriculture, improvements in water quality, or increased recreational opportunities provided they are part of a larger strategy to restore ecological functions and reduce flood hazards. This document describes the intent of the program, and how to apply for funding, meet program requirements, and manage funded projects.

Grant Program Intent

Washington Rivers and their **floodplains and estuaries** deliver a wealth of economic, natural and cultural benefits to our communities. Yet floodplain management has not kept pace with our growing communities. People are living in the path of flood waters; our water quality is on the decline; and habitat critical to restoring salmon populations is disappearing.

In the past, floodplain management was often provided by numerous entities, each with a narrow focus and sometime at odds with the focus of others. Rather than maximizing the goods and services derived from floodplains, this “silo” approach to floodplain management led to unintended consequences, inefficiency and conflict.

The FbD grant program seeks to advance integrated floodplain management strategies and projects that consider a broader variety of ecological functions, values, and benefits to the affected human communities. Projects can have a higher likelihood of success when they improve ecological function, reduce flood risk and meet other community needs because they are more likely to garner the necessary community support and public funding.

Characteristics of FbD Projects

Ideal projects are part of a strategy designed to holistically manage the floodplain within a watershed or specific reach of a river. The strategy must identify means to reduce flood risk to affected communities, restore ecological function, support community and environmental resiliency to future climate impacts, and provide additional community benefits. In areas where agriculture is a dominant land use, projects must minimize negative impacts to agriculture and identify strategies to support local agricultural interests. Projects should be part of **a watershed or a reach-strategy** that connect rivers with their floodplains, giving floodwater room to spread out and allowing room for the dynamic processes that form critical habitats to be restored. A river reach is a user-defined section of river that contains a unifying geomorphic, land-use, infrastructure or other characteristics. A watershed or reach strategy is generally based on a technical assessment of the river or reach, and a robust stakeholder process that results in agreement on objectives and a set of integrated actions. A project on an individual site can in itself contain all the required benefits for flood risk reduction, ecological function and community interests, or it can be one or more component(s) of a coherent larger strategy that collectively achieve all the benefits. If it is the latter, the project proponent must demonstrate how the project fits into a larger strategy that has broad support of the affected communities. Proposals that advance projects that are part of a watershed-scale strategy will be ranked higher than reach-scale or site-scale work, respectively. A new, scored element that considers the scale of effort being proposed has been added to the scoring section. It is important for project sponsors to explain in the long description and other relevant sections how their project considers either a watershed scale, reach scale, or site scale approach. Watershed scale projects are not simply a collection of individual projects, but an integrated combination of projects that work together to achieve the project objectives. It is important to explain how integration and relations of project components. Additionally, any Floodplains by Design projects, regardless of scale, are expected to adhere to a 2 to 3 year timeline.

The focus of the Floodplains by Design program are the major rivers and their estuaries in your watershed. **Major rivers and estuaries** are where the most extensive flood risks exist, where the greatest ecological restoration opportunities reside, and where much of our best agricultural soils are located. Projects on large river systems are more likely to receive funding than projects on small river systems or creeks. The following table outlines measures for key outcomes of FbD projects. Grant proposals should explain project outcomes in these terms, or, if a grant proposal is for feasibility or early design work, project proponents should include analyses in their application that will provide this information:

Table 1. FbD Project Outcomes Measures

Project Outcome Measure	How to Measure Outcome	Unit of Measure	GIS Polygon Required.	Amount example	Methodology
Floodplain or estuary area restored	Calculate the project footprint of enlarged available floodplain area that is restored and/or reconnected. *Please provide a GIS polygon showing this area.	Acres	Yes	<i>14 acres</i>	<i>Area of land acquired between original levee and setback levee</i>
Overall river ecosystem functions improved	The total river length where floodplain area and/or river complexity improvements are being made. *Please provide a GIS polygon showing this area.	Miles	Yes	<i>.8 miles</i>	<i>Length of river with expanded riparian buffer</i>
Area of connected floodplain protected from development (that could cause further degradation)	Calculate the project footprint of the protected floodplain area that is protected, through transfer of development rights, easements or acquisition. * Please provide a GIS polygon showing this area.	Acres	Yes	<i>14 acres</i>	<i>Area of farmland conservation easement within original mapped floodplain.</i>
Length of improved levee	Calculate the length of improved levee, to the nearest one-tenth mile (500 feet). For levee setback projects, this is the length of the new levee.	Linear Feet	No	<i>3500 feet</i>	<i>Surveyed measurement</i>
Homes or business removed from the floodplain	Count the number of homes/residences and businesses or calculate the length of infrastructure (roads, dikes, etc.) removed from the floodplain.	Count number or linear feet, as appropriate	Yes	<i>1</i>	<i>Count</i>

Area with improved flood safety	Provide acreage of area with reduced flood risk. Use the most accurate source of information available, preferably an updated flood model run or in the case of property buyouts, specific parcel data. This metric includes areas where acquisition or easements preclude development.	Acres	Yes	49 acres	<i>Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.</i>
Number of people with reduced flood risk	Provide an estimate of the population of the area with reduced flood risk. Provide a description of the method of calculating.	Number	No	18	<i>Estimated population based on 2.5 people per residence</i>
Value of property with reduced flood risk	Provide an estimate of the assessed value of the property with reduced flood risk based upon assessor's data or census block information. Provide a description of the method of calculating.	Dollar amount	No	\$2.9 million	<i>Aggregated Assessor's roll building value data for building protected by new levee, building removed, and value of open space.</i>
Area of farmland protected (directly or by easement) and preserved for agricultural use	Calculate the acreage of farmland protected from development. *Please provide a GIS polygon showing this area.	Acres	Yes	15 acres	<i>Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.</i>

Reduce Flood Risk and Damage

Floodplains by Design projects must reduce flood risk to communities or be part of a strategy that reduces flood risk. A Floodplains by Design project must reduce flood risk on both a short-term and long-term basis. Many existing flooding problems are anticipated to increase in the near future due to climate change and development pressures from a growing population. FbD projects must develop solutions that address existing flood risk and consider the effects of projected changes to river flows, sea level rise, sediment delivery and other factors that could increase flood risk in the future.

One approach to lasting solutions is to move people and infrastructure away from the river, remove impediments to flow, and provide more floodplain area for floodwater conveyance and storage. Flood risk reduction measures should not encourage new land development that increases potential future flood risk. It is important to note that projects that address flooding due solely to drainage problems do not meet the flood risk reduction intent of FbD. Drainage is discussed further in the agriculture section below.

Floodplains by Design can support redevelopment and improved flood resiliency in historically established and substantially built-out urban areas. However, all projects should consider whether moving people and infrastructure away from the river is feasible. Except in situations where a community has no other options for meeting appropriate growth targets, projects that induce additional urban development and impervious surface within floodplains will not score well.

The flood risk reduction component of the FbD project should include a quantified demonstration of improved flood safety for an area and a demonstration of no adverse impact (that the project will not worsen flood damage anywhere else). Additionally, flood risk reduction measures should not create adverse ecological impacts. Feasibility and design projects should include appropriate analysis of anticipated changes to flood risk in the scope of work so that these outcomes are understood prior to advancing to the next project phase. Construction project proposals should be able to quantify flood risk reduction resulting from the proposed actions.

Ecological Restoration and/or Preservation

Floodplains by Design projects must have a significant ecological restoration component, be part of a watershed, or reach strategy that will significantly restore ecological function. The ecosystem restoration or preservation component of the FbD project should include a quantified description of restored ecosystem processes and functions, including benefits to salmon. A higher probability of long-term ecological benefits will be provided by projects that maintain or

re-establish natural processes and functions. Where it is not feasible to have the restoration in the same location of a flood risk reduction action, the restoration can occur in the same reach provided there is direct relationship. Ecological restoration measures should not increase the risk of flood damage to existing uses in the floodplain. A higher probability of long-term ecological benefits will be provided by projects that maintain or re-establish natural processes and functions. Projects should also consider the effects of climate change and accommodate future anticipated changes to river flows, sea level rise, sediment delivery and other factors that affect ecosystem function and habitat formation (see Climate Change section, below).

Tribal Support and Engagement

Where Floodplains by Design projects are proposed in areas that will affect Tribal lands, Tribal interests and any potential impacts to *treaty rights and treaty secured resources* (treaty rights FAQ: <http://nwifc.org/about-us/shellfish/treaty-rights-faq/>) must be considered. Applicants must work to coordinate and seek the support of local Tribal interests in their region and any actions proposed should not be in conflict with the local Tribe's resource (salmon/shellfish) recovery plans or cultural resource concerns. Additionally, project proponents must consider whether their proposed actions could limit future floodplain restoration actions or prevent access to Tribal resources necessary to fulfill treaty rights.

Enhance Agriculture

Where Floodplains by Design projects are proposed in agricultural areas, local agricultural interests must be engaged in project development as part of the project partnership so that their needs and concerns are addressed. The needs and concerns of a particular place and community, and means to address them, will vary by location, but might include improvements to drainage or irrigation infrastructure, or protection of farmland with easements.

Drainage is an important issue in maintaining agriculture in many floodplains. As described in the flood risk reduction section above, projects that address flooding caused solely by poor drainage are not considered flood risk reduction projects in the context of FbD. However, projects that include a drainage improvement element to benefit agriculture, in addition to a flood risk reduction component consistent with the FbD intent, can gain points in the agriculture category.

Cost Effective

Strong FbD projects will also be cost effective. Cost effectiveness is demonstrated in project applications by having a clear and appropriate scope of work and budget, and by describing

anticipated reductions in infrastructure maintenance and flood damage costs, the proportion of match that is being provided and the other fund sources leveraged by the project. The methods and personnel involved in developing the scope of work and budget should be described.

Other Community Needs

Floodplains by Design projects may also include actions to address other community needs that are compatible with flood risk reduction and ecological restoration, including improved water quality, increased recreational opportunities, or other needs specific to a particular community. What these other benefits look like will depend on the needs of a particular community and actions the community determines are most appropriate to address their needs. Water quality improvements might include riparian planting, removing impervious surfaces, or reducing non-point pollution from homes or farms. Increased recreational access might include increased miles of trail, or additional boat ramps or fishing access points.

Partnerships

Integrated floodplain projects, by their nature, require that a variety of interests and organizations coordinate and collaborate to develop projects. Depending on the location, scope and affected interests of a particular project, proponents will develop partnerships with some or all of the following groups:

- Flood/Floodplain management entities
- Ecosystem restoration and salmon recovery organizations and interests
(e.g., Lead Entities, Local Integrating Organizations, etc.)
- Tribes
- Agricultural interests and organizations
- Community recreation departments and organizations
- Local governments such as cities, towns and counties
- Economic development organizations
- Federal and state natural resources agencies

Financial partners – because there is a match requirement (see Match section in Chapter 2); all Floodplains by Design projects are financial partnerships. Past projects have included funding from federal or state grants such as the Salmon Recovery Funding Board and National Oceanic and Atmospheric Administration, local flood control districts, counties or cities, and/or United States Army Corps of Engineers, among other sources.

It is critical that partnerships form early in the project development process. Proponents should identify the organizations and parties that may have an interest in the project and reach out to them early and often so that all interests are represented, needs and concerns are heard and addressed, and the resulting project is supported by all affected parties. There is no boilerplate list of groups for any project or even particular organizations for a given interest group. It is up to the local project sponsor to determine the organizations and interests that are relevant to a particular river reach or project. The application should include a narrative that describes the outreach that was done and specific involvement of interests related to the project. Ideally, project applicants will receive the written support of interested organizations and individuals.

Climate Change

Floodplains by Design encourages integrated approaches that consider climate impacts on floodplain systems. Climate change is projected to alter floodplain hydrology, sedimentation and sea levels throughout Washington State and as such is a significant concern for all aspects of floodplain management. The extent and frequency of flooding is projected to increase in the future, resulting in higher flood risks to human communities and further impacts to Salmon populations. Projected low summer flows may cause warmer water temperatures that exceed the thermal threshold for salmon, and is an important concern for potentially limiting water availability for farms. Increases in sea levels will increase the risk to coastal areas from storm surges and inundation, and could impact drainage of coastal agricultural lands. . Projected shifts in temperature and precipitation regimes are likely to compound existing stressors on floodplain habitats and salmon populations. Strong FbD proposals and project designs should consider the effects of climate change and address future changes to hydrology, sediment delivery, sea level rise, and other factors that affect floodplain systems. Strong FbD proposals will:

1. Identify critical impacts of climate change specific to the project area or stakeholder interests. Many regions have completed vulnerability assessments or climate action plans that identify these key risks. In regions where these plans have not been completed, projects proponents can use the available regional data to make their best assessment of key impacts in their watershed.
2. Incorporate projections into project modeling and design plans so that there is confidence that projects will continue to meet flood and ecosystem goals into the future.

To improve consideration of climate impacts in FbD proposals, an unscored climate change section is included in the grant application. This information will be used to determine the robustness and durability of proposed actions as related to flood, ecosystem and agriculture outcomes, so will be considered as part of the flood and ecosystem scoring. Proposals that discuss the specific effects of climate change in the project or planning area, and describe how

this information was used in project selection and design will result in more points than general regional concepts of climate change. Answers may be brief but should include:

- Citations of existing research / reports that are relevant to the project area.
- Consideration of impacts observed during historical events that can serve as an analog for future conditions (e.g., recent large flooding events, warming events/trends, etc.)
- Description of how climate change predictions were incorporated into or used during project site selection or design.
- Where possible, models/projections of future floodplain or nearshore inundation/risk.
- Description of confidence in flood, ecosystem and farm outcomes and for how long into the future.

Grant Program Details

Entities eligible to apply include:

- Counties, cities, and towns
- Special purpose districts, such as flood control districts
- Federally recognized tribes
- Conservation districts
- Municipal or quasi-municipal corporations
- Not-for-profit organizations that are recognized as tax exempt by the Internal Revenue Service

Note: Ecology will issue a grant to a single eligible lead entity that will be responsible for all Ecology-grant-required actions and will manage all sub-agreements. FbD grant recipients may provide sub-agreements to other organizations and partners in a watershed where a large body of work will occur.

Eligible project activities include:

- Pre-construction planning
- Feasibility
- Design projects
- Permitting
- Construction
- Land Acquisition/Land Conservation/Easement Purchase
- Project-specific outreach and education components
- Riparian/wetland restoration
- Pre- and post-construction assessment elements

Statutory and administrative requirements

Statutory requirements, administrative rule uses and limitations, and program and agency policy provide the framework for the Funding Guidelines. Key statutes, rules, and policies include:

- *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*; see: <https://fortress.wa.gov/ecy/publications/publications/1401002.pdf>.
- *Environmental justice policy*; See <http://teams/sites/EXEC/policies/PolicyDocuments/POL01-12.pdf>
- *Washington State Department of Archaeology and Historic Preservation*; see: <https://www.dahp.wa.gov>
- *Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies*; see: <https://fortress.wa.gov/ecy/publications/publications/0403030.pdf>. A QAPP template is available at www.ecy.wa.gov/programs/eap/qa/docs/QAPPtool/index.html.

Ecology's General Terms and Conditions **are nonnegotiable** and failure to accept these conditions, or any attempt to alter these conditions can result in revocation of grant awards

Applicability of the Floodplain by Design Funding Guidelines

The Floodplains by Design program is still evolving on several policy fronts. These funding guidelines apply to all Floodplain by Design grants awarded after the date of publication, and supersede any previous publications of the guidelines. They will be applied to all grant agreements completed and signed after publication, until superseded by a new publication of the guidelines. Certain elements of the guidelines may need to be incorporated into the Special Terms and Conditions of the grant agreements, as determined by the Floodplains by Design Grant program.

Chapter 2: Funding Program Details

This chapter provides a basic overview of the funding program, including applicant and project eligibility and funding provisions. More specific information about project eligibility may be found in Chapters 3 and 4.

Ecology manages the Floodplains by Design program funding under a biennial funding cycle. Proposals are due in even-numbered years. Funds, if appropriated by the state legislature, are available starting in the odd-numbered year. Ecology reviews, rates, and ranks applications and then distributes funds to the highest priority grant projects.

Funding levels

Total funds available for Floodplains by Design have varied. The amount of funding available on a competitive basis for each State biennium is based on legislative directives. Ecology does not know the exact amount of funding available at the time a particular funding cycle begins. The amount of funding will not be known until state appropriations are made. Table 1 shows past funding availability.

Table 2: Funding Appropriated by Washington State Legislature

Fiscal Year	Funding Appropriated
FY 2013 Competitive Grants	\$11,000,000
FY 2013 Proviso Grants	\$33,000,000
2015-2017 Competitive Grants	\$35,560,000
2017-2019 Competitive Grants	\$35,388,073

Project Types

For the 2019-21 State Fiscal Biennium the FbD grant program will be using two different categories of project types, with an eye towards funding some projects of each type. The first type is the original multi-benefit projects, which advance a large, integrated body of work at a watershed, reach, or site scale to advance local floodplain management priorities. It also includes pre-construction and planning activities. The second type is for smaller projects, which may be significant to a community but may not compete well with larger projects. It is intended to fund less costly smaller scale projects that address floodplain management priorities for a community, or act as pilot projects that catalyze broader, multi-benefit floodplain management.

An award limit for “small projects” is limited to \$500,000. Small projects may contain some or all of the elements listed in Chapter 3. Project sponsors will be asked to identify which category they are applying for during the final application submittal process. The small project category is intended for pilot projects that help a community move towards a multi-benefit approach to floodplain management. For the 2019-21 funding round, Ecology and our partners intend to mix small projects into the final ranked listings. Although small projects will be compared to one another for ranking purposes, there is no separate source of funding from the larger projects. Project sponsors of large projects should not submit small projects as well, but should include the smaller project in the larger project proposal and discuss how it relates and achieves a multi-benefit approach. The small project category is not intended to address storm water management issues, minor urban flooding, very small drainages, or areas with little or no ecosystem restoration value. More information on small projects is included in Chapter 3.

Grant Match Requirements

Projects must demonstrate a 20% match (i.e., Flood Control Zone District, city, county, or federal funds). The program offers extensive flexibility in terms of what constitutes match. Match can be shown in the form of other grant funds, value of land previously acquired as long as the land is used for implementation of the project, time spent working on a project, and in-kind materials. Communities that meet the definition of Economically Distressed Communities as defined in Appendix F of the Funding Guidelines will have their match requirement waived. Please contact Ecology staff if you believe your community would qualify for this waiver.

Land Purchase as Match

Land acquisition is commonly a necessary step in completing an overall project. This process is inherently opportunity based – it must have both an interested seller and funds available. Land acquisition over a period of time is an integral part of many FbD projects. The grant program recognizes the need for flexibility related to the timing of land acquisition that is use as match.

In select cases, the Floodplains by Design Grant Program can assist a local jurisdiction in meeting its match requirements by offering the following exception to the standard match approach:

1. “Historical Acquisition” may be used as match as long as acquisition has been within the last ten years; has a direct relation to the current project; is able to provide a completed “Acquisition Report” to determine appraised value; and funded by a source other than Ecology; and
2. Valuation will be based on the original purchase value, or the current value, as supported by a recent appraisal, at the project sponsors discretion. The land must

have been purchased within the last 10 years for the purpose of future flood risk reduction, habitat improvement, public open space, or other use consistent with the proposed project. If the property was purchased in the last 10 years and the purchase was supported by an appraisal, the purchase price of land that is necessary and reasonable to complete the project may be used as match.

Note: The land value used as match cannot have been previously used as match for another grant.

Cash match

Cash match includes any eligible project costs paid for directly by the recipient that are not reimbursed by the Ecology grant or another third party. Donations that become the long-term property of the recipient will be considered for cash match purposes. (See Administration Requirements for Recipients of Ecology Grants and Loans (Yellow Book), page 40:

<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>.

Grants used to match other grants

If a recipient wants to use a grant from another funding agency as match, the recipient should check with the funding agency issuing the grant to ensure that it can be used as match for an Ecology grant. The following applies when using other grants to match an Ecology grant.

- The scope of work on the matching grant must directly satisfy the portion of the scope of work on the Ecology grant where the work is contributed.
- The date that the costs for the matching grant are incurred must fall before the expiration dates of the Ecology grant.
- The costs incurred under the matching grant must be eligible according to all criteria for the Ecology grant.
- The matching grant cannot originate from the same funding source as the Ecology grant.
- Funds, goods, or services cannot be used as match more than once.

In-kind match

In-Kind match is a donated or volunteer service, goods, or property contributed by a third party without direct monetary compensation. Other in-kind match includes donated or loaned real or personal property, volunteer services, and employee services donated to a project. In-kind match does not include eligible project costs paid directly by the recipient such as paid staff services, considered a cash expenditure by Ecology (see Cash Match above). In-kind contributions must be fully documented and reported separately when requesting reimbursement.

For adults, the in-kind rate is \$15.00 per hour. For persons under the age of 18, the rate is the Washington State minimum wage at the time the service is provided. The current in-kind rate for volunteer services includes the value of travel expenses contributed by volunteers.

Third-party in-kind contribution

When a third-party employer (not the recipient, state agency, or a contractor under the agreement) contributes the services of an employee, in the employee's normal line of work, to the project at no charge to the recipient, the services may be valued at the employee's regular rate of pay.

Ineligible Contributions

The following are examples of **ineligible** in-kind contributions:

- Contributions of overhead costs, per-diem, travel, and subsistence expenses.
- Contributed time from individuals receiving compensation through the grant, except when those individuals are off duty and contributing on their own time.
- Time spent at advisory groups or meetings that do not directly relate to the project
- Studies conducted by other state or federal agencies.

Chapter 3: Eligible Project Types and Activities

Pre-Construction

Costs of preparing pre-construction documents, including reach studies and other area-specific assessments of floodplain conditions and needs; engineering reports; environmental review; and related work *that lead to the identification of capital projects* may be eligible for Floodplains by Design Program funding. Potential applicants are encouraged to check with your Regional FbD contact to ensure that your pre-construction project scope will be eligible.

Feasibility and Design Projects

Floodplains by Design funds are allowable for both feasibility studies and design projects. Design project deliverables must be completed by an engineer licensed in the State of Washington. As a minimum deliverable preliminary designs of at least a 30% stage must be submitted by the completion of the grant agreement.

The recipient of a *planning* project must submit preliminary designs / design report to Ecology's project manager prior to the final designs to ensure there are no adverse impacts to future restoration in priority habitats.

Construction

The recipient of a construction grant must ensure that the project complies with the approved (signed and sealed) plans and specifications prepared by an engineer licensed in the State of Washington. Competent and adequate construction management and inspections are required.

Projects that contain construction-only elements must be ready to start construction upon receipt of funding by FbD. That means acquisitions, design, permitting, etc. must be complete prior to award. A project that includes all elements, including acquisition, design, permitting and construction must present a schedule that completes the project in 2-3 years from funding award. The project may need to be "phased" into discrete, timely actions if construction would not occur for several years. In that case the pre-cursor activities e.g. design would be funded in one round, with construction applying for funding in a future round.

Design and construction combined

Applicants can apply for a combined design and construction project. All the applicable requirements for both design and construction projects apply. See the note in the construction

discussion above on combining all elements of a project and the need to maintain a 2-3 year completion date.

Land purchase

Where purchase of land and/or easements is necessary for an FbD project, land purchase is an eligible project cost. This includes purchase of conservation easements, development rights or fee title to land. Where the purchase of an entire parcel is necessary to obtain the required land, the proposal should be clear regarding management of the land obtained outside the project area. This land must be managed consistent with FbD objectives, and should avoid creating new residential or commercial-type development in flood-prone areas. Additionally, Floodplains by Design funds can be applied/used for a comprehensive river reach-based approach to land acquisition should multiple river front parcels become available.

Ecology can work through an escrow process, if needed, to assist the recipient in the land acquisition process.

Please note: Ecology will **not** be a holder or co-holder of conservation easements under the Floodplains by Design Grant Program.

Land Purchase Usage and Restrictions: Eligible land costs are subject to the following limitations, in addition to other requirements of the agency:

- **Public Access** – Appropriate opportunities for public access must be provided to land acquired with FbD funds where feasible, unless an exception is granted. If a recipient proposes to preclude public access from grant-acquired property, justification must be provided relating to public safety or other relevant features of the property and adjoining area

Please Note: Public access will not be required for the purchase of Conservation Easements.

- **State Agency Land Acquisition Prohibited** – State agencies are ineligible to receive FbD funds for land acquisition
- **Willing Seller Only** – FbD land acquisitions are by willing sellers only. Acquiring land by condemnation or eminent domain are not eligible for FbD grant reimbursement.
- **If Relocation Needed** – Floodplains by Design will cover costs associated with relocation if needed. FbD recognizes that many entities and local governments follow the Federal Uniform Relocation Act (URA) and will work with local governments accordingly.

https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/relocation/overview

When a land acquisition project is awarded funding, the recipient is required to provide the following documentation prior to closing:

- a. Appraisal
- b. Name/Address of seller
- c. General Vicinity Map
- d. Site Specific Map
- e. Legal Description
- f. Title Report
- g. Settlement Statement
- h. Good Faith Clean Site Survey 1 signed by the appropriate jurisdiction.
- i. Photographic documentation, with labels, of each property before acquisition in sufficient quantity / quality to effectively illustrate the acquisition. (Note: “after” photos will be needed if site is subsequently cleared of human elements, structures, fencing, etc.)
- j. Recorded deed *with* restrictions. Land acquired under this agreement will carry a deed restriction in perpetuity. The purpose is to prevent future development on land acquired and to ensure that its primary use will be protection of floodplains, wetlands, open-space, etc. *Depending on the nature of the parcel*, the deed will carry one of the following restrictions:
 - o Deed restriction for floodplain / wetland protection *only* with no public access (for example: riverine access to a restored floodplain); or
 - o Deed restriction allowing for limited public access (for example: a setback levee with trails, parking, restroom facilities, and access for levee maintenance, agriculture, or grazing).

Project specific outreach and education components

Projects that require targeted project specific public outreach and education *efforts* are eligible for grant funding, as part of the larger project. Project specific outreach and education use effective methods and programs, to engage the public's interest in flood reduction and ecosystem restoration. Applicants should consider that the public has different levels of background knowledge of flooding and ecological restoration issues. Therefore, applicants should consider a multi-pronged approach to project outreach. Project outreach efforts should include:

- Targeting only audiences affected or impacted by the proposed project
- Generating basic awareness of flooding and ecosystems for target audience.
- Educating at a more sophisticated level using comprehensive content.

Smaller Projects

Small projects may contain some or all of the elements described in this chapter, but be less costly. The award limit is \$500,000 or less. This project type is intended to promote funding to communities that have identified multi-benefit opportunities that fit the program and are significant to the community but may not compete as well against larger projects. Small projects can be undertaken by any eligible entity. Communities that apply for this type of grant must coordinate with other potential flood plain related projects through a Comprehensive Flood Hazard Management Plan or other plan that incorporates a multi-benefit approach to flood hazard reduction.

Project sponsors that are submitting large projects as well should not use this category, but include the smaller project in the overall proposal, and show how the smaller project fits into the broader multi-benefit plan for the floodplain. Examples of small projects include; 1) Purchase or easements on flood-prone properties and site restoration, 2) Removal of flood-prone structures and site restoration, 3) Removal or replacement of undersized bridges or culverts and site restoration, 4) Removal, setback, or modification of flood control structures and site restoration, 5) other actions that reduce community flood damage and restore natural floodplain functions. The small projects category is not intended to address storm water system problems, minor urban flooding, small drainages, or areas with little or no ecosystem restoration value. Small projects are scored and then compared to each other for ranking purposes. The method of “seeding” small projects into the final list is dependent on the number of small projects submitted and the anticipated level of funding for the entire program.

Riparian/wetland restoration, planting

Planning, implementing riparian, and wetland habitat restoration projects are eligible grant components. If the project includes planting, you must provide a planting plan or description of how you will ensure plant survival and maintenance. More details are provided in Chapter 4.

Pre and Post project assessment

Project assessment both before and after project completion is important for tracking project results. Ecology may allow the use of grant funds for project assessments if the assessment takes place within the grant period. Typically, a recipient undertakes pre and post project assessments to characterize, identify or quantify the existing conditions present at/on a particular site/area. Prior to initiating environmental assessment activities, the recipient must prepare a Quality Assurance Project Plan (QAPP); for more information, please review the QAPP discussion in Chapter 5, under *Agreement Conditions*.

Other Administrative costs

In addition to the project types above, a Floodplains by Design grant routinely covers costs for other administrative items such as grant management, obtaining required permits and approvals, completing Letters of Map Revisions or Conditional Letters of Map Revision (as required by 44 CFR 65.3), and other administrative requirements.

Ineligible Project Types

Remediation Projects

Floodplains by Design funds cannot be used for projects whose primary focus is remediation of toxic sediments or structures. Project proponents can receive guidance and are encouraged to work with the Department of Ecology's Toxic Cleanup Program (TCP) to address toxics on site prior to any application for Floodplains by Design funding. For more information on cleanup of contaminated sites, visit <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup>

Transfer of Development Rights (TDR) and Purchase of Development Rights (PDR) Programs

It has been established that Floodplains by Design funds cannot be used in TDR and PDR Programs. In 2016, the Floodplains by Design Program sought State Treasury's input on the use of said funds in TDR and PDR programs. Treasury concluded that as FbD funds are public tax exempt and bonded funds, they are not appropriate for such programs due to the potential of private gain with this public funding source.

Changes in Project Scope after Funding Award

Any project that significantly deviates from their original scope after award of funding may have their grant award reduced or re-scoped, at Ecology's discretion after discussion with the grant recipient. Or, Ecology may decide to reprogram the entire award to another jurisdiction based on the nature of the scope change and whether the project still meets the original intent.

Chapter 4: Applying for Funding

The Funding Cycle

The application cycle for the 2019-2021 Biennium begins on November 6, 2017 when the Request for Proposals (RFP) is released. Important funding cycle dates for the current Biennium will be outlined on the Floodplains by Design grant webpage. The application process begins with brief Pre-Proposals submitted, then top applicants are invited to submit full Proposals through our online EAGL system, where they are evaluated and scored, and finally a ranked list is developed and submitted to the Governor's Office of Financial Management and the State Legislature for consideration during the funding appropriation process. The amount of funding available varies; it is determined biennially by the state Legislature.

1) Pre-Proposals

A Request for Proposals (RFP) is released in the fall of odd numbered years, with a Pre-Proposal form provided by Ecology. Next, applicants will prepare a brief Pre-Proposal, describing the project scope and how the project advances both flood hazard reduction and floodplain ecosystem protection or restoration. Support (existing or in process) from floodplain stakeholders should be described, including the stakeholder groups identified, the nature of the interaction (e.g. advisory group, one-time contact with landowners, workshops, etc.) and any other process information around stakeholder engagement. The pre-proposal must indicate that at least the Lead Entity or the Local Integrating Organization (LIO) in applicable Puget Sound watersheds, and lead flood hazard authority have been contacted and that they are in support of the project.

The pre-proposal must include a discussion of how the project is consistent with local flood hazard plans, salmon recovery or habitat restoration plans, LIO ecosystem recovery plans (Puget Sound only), agricultural plans and related planning instruments. The pre-proposal will provide a template that requires identification of the planning process, the entities involved, a reference to the appropriate plan, and how the project meets priorities set by those plans. The pre-proposal should describe other benefits of the project, such as agricultural benefits, salmon recovery, water quality improvements, or enhanced recreation. The pre-proposal should also delineate a project schedule and deliverables. In addition, the pre-proposal must provide a preliminary budget for the project and the amount and source of match. Applicants should begin stakeholder outreach during this time, if a robust stakeholder process has not already been started. Pre-proposals will be submitted in PDF form to Ecology, then evaluated by Ecology flood team staff and the FbD Management Team, and the top applications best meeting the objectives of the FbD program will be invited to submit full proposals.

2) Full Proposals

Full proposals will be submitted via Ecology's EAGL (Ecology Administration of Grants and Loans) in the spring of even numbered years. To access the system, applicants must first:

1. Register for a **Secure Access Washington (SAW) online services account**.
2. Register as an **EAGL User**.

To register for a SAW account, visit <http://secureaccess.wa.gov/> in order to access the EAGL system. Each staff member of an organization that will have a role in the project (e.g., project manager, financial manager, and grant signatory) must each establish their own separate SAW account before you can apply. **You may not share a SAW account with another person or organization.**

3) Evaluation Panel

Ecology uses a team of technical experts to evaluate and score full project proposals based on responses provided on the application and then develops the final list with the Floodplains by Design Management Team based on other program policies and priorities. The Flood Hazard/Risk Reduction, Floodplain ecosystem protection or restoration and Demonstration of Need and Support categories have 60 points available, which reflects the importance of those three categories. Agricultural benefits also has a separate category due to its importance in many floodplain areas as there is a need to understand the potential impacts and benefits to any proposed actions agricultural areas. Table 3 shows a rough outline of the scoring breakdown by question and the scoring criteria. For a more complete description of the scoring guidance, see Appendix C.

Table 3: Application Rating Criteria and Scoring

Rating Criteria	Points Non-Ag	Points Ag Areas
Scale of Projects <ul style="list-style-type: none"> Projects are encouraged to take a macro scale consideration of the watershed, and identify integrated actions that achieve the goals below. Projects will be scored as either watershed scale, reach scale, or site scale. Watershed = 20, reach = 10, site scale = no additional points. 	0-20	0-20
Flood Hazard/Risk Reduction (60 points total. Must achieve 30 points minimum) <ul style="list-style-type: none"> Significance of the flood hazard and frequency of flood events. 	0-30	0-30
<ul style="list-style-type: none"> Demonstrated ability of the solution to address the hazard while avoiding increasing development in flood hazard areas or adverse ecological impacts. 	0-30	0-30
Floodplain Ecosystem Protection or Restoration (60 points total. Must achieve 30 points minimum) <ul style="list-style-type: none"> Magnitude of beneficial ecological impact 	0-30	0-30
<ul style="list-style-type: none"> Completeness of solution 	0-30	0-30
Demonstration of Need and Support (60 points total. Must achieve 30 points minimum) <ul style="list-style-type: none"> Consistent with existing floodplain management or habitat recovery plans 	0-30	0-30
<ul style="list-style-type: none"> Robust outreach to stakeholders, particularly agricultural interests, salmon recovery groups and ecosystem recovery groups (i.e. LIOs in Puget Sound) 	0-30	0-30
Direct Benefits to Agriculture (areas where land is in production) <ul style="list-style-type: none"> For projects with direct benefits to agricultural lands such as: Improved drainage, productivity, and/or protection from conversion to development. 	N/A*	0-30
Other Relevant Benefits <ul style="list-style-type: none"> Magnitude of benefits for water quality, open space, recreation, economic development, or other important local benefits or values. 	0-30	0-30
Cost Effectiveness <ul style="list-style-type: none"> Budget is appropriate. Clear plan for how project will continue or be maintained post-grant 	0-30	0-30
Readiness to Proceed <ul style="list-style-type: none"> Ready to proceed when funded, with capacity and clear schedule in place. 	0-30	0-30
Leverage Opportunities <ul style="list-style-type: none"> Projects leverage other investments and funding sources 	0-10	0-10
Location in Puget Sound Priority Floodplain <ul style="list-style-type: none"> Nooksack, Upper Skagit, Lower Skagit, Stillaguamish, Sauk, Snohomish, Skykomish, Snoqualmie, Lake Washington, Duwamish, Puyallup, Deschutes, Skokomish, Hood Canal, Dungeness-Elwha 	0 or 5	0 or 5
TOTAL AVAILABLE POINTS	305	335

Scoring of the full proposals will be conducted by the following:

- *A Flood Technical Review Team* will score the Flood Hazard/Risk Reduction question on all applications. The Flood Technical Review Team may include representatives from FEMA, WA Emergency Management Division, Ecology's floodplain management group, and local floodplain managers who do not have a conflict of interest.
- *A Biological Technical Review Team* will score the Floodplain Ecosystem Protection or Restoration question on all applications. The Biological Technical Review Team may include representatives from U.S. Fish and Wildlife, NOAA Fisheries and/or Restoration Center, WA Department of Fish and Wildlife, Ecology Water Quality or Water Resources staff, and local or non-profit salmon and/or ecosystem recovery experts who do not have a conflict of interest.
- *An Agricultural Technical Review Team* will score the agricultural benefits section. The Agricultural Technical Team may include State Conservation Commission, Conservation Districts without a conflict of interest, Farm Bureau, Dairy industry, and other informed professional.
- Ecology staff will score the remaining questions.

The Technical Review Teams' members will be drawn from state and federal agencies, as well as nonprofit organizations who have not submitted applications for FbD funds. If a proposal impacts agricultural lands, Ecology will seek input from Conservation District or other agricultural group representatives knowledgeable about your geographic areas. If a proposal impacts salmon, Ecology will seek input from Lead Entities or other salmon-related groups knowledgeable about your geographic area.

Once the full proposals are scored, they will be ranked in five separate categories; Flood hazard reduction, Ecosystem benefits, Need and Support; small projects, and Agricultural benefits. Ecology management, in consultation with the FbD partnership, will develop a proposed ranked funding list by selecting projects from the highest ranks in each category. Final scores are not the only consideration used in proposing projects for funding. The scoring system is intended to identify high-quality projects that meet the FbD program intent of flood hazard reduction with ecological preservation and restoration. Other considerations in creating the proposed funding list in addition to project scoring include:

- Providing grant funding to a balance of project activities (such as construction vs. pre-construction), and types including the small projects type;
- Ensuring geographic diversity in FbD investments across the state.
- Past performance on a Floodplains by Design grant

- The level of FbD funding already awarded to any one entity
- The “Readiness to proceed” qualifications of the project
- Consideration of Economically Distressed Communities

A full proposal-funding list will be released in early November 2018. All full proposal applicants will be notified at that time of their project status.

The final list for full proposal funding will be submitted to the Governor’s Office as part of Ecology’s budget request for the 2019-2021 biennium. The Governor will release a budget in December 2018 for consideration by the legislature. The state legislature will adopt the final funding level for FbD in the state budget. If the funding level is less than requested, Ecology may need to work with the FbD partnership to refine the final funding list to ensure program objectives are met. If an applicant makes significant changes to the scope of work after the application deadline, Ecology may withdraw its funding offer.

Elements of Successful Proposals

In general, a successful FbD project proposal will:

- Show how the project solves or addresses a flooding problem.
- Identify a documented flooding issue.
- Demonstrate a clear connection between the proposed project and how it will help resolve the identified flooding issue.
- Document that the proposal will not worsen flooding in another location.
- Show how the project is a long-term flood risk reduction measure that will not induce more development in the floodplain.
- Show how the project integrates flood hazard/risk reduction with ecosystem protection or restoration.
- Demonstrate how the project benefits salmon recovery.
- Describe how the project reconnects floodplains, protects channel migration zones, and/or restores habitat.
- Demonstrate how the project will consider climate change impacts.
- For Puget Sound projects, show how the project contributes to the restoration and protection of Puget Sound and how the proposed activities or strategies are consistent with the Puget Sound Partnership Action Agenda and applicable LIO ecosystem recovery plans.

Explain how the project provides other benefits.

- Describe how agriculture will benefit, especially for projects in areas of active agricultural production or is planned for production in the near term.
- Describe water quality benefits from the project.
- Describe recreation and/or public access improvements included in the project.
- Describe any other benefits to the community and/or the public at large

Complete a table (provided) of project outcomes measurements.

- For on-the-ground activities such as construction or acquisition, submit a metrics table to measure project outcomes. This metrics table is required, but will not be scored.
- Include information about project activities that are to be done as part of the 2019-21 funding cycle. For purposes of metrics data collection, we are not including project progress prior to the 2019 -21 funding cycle, or anticipated progress after the 2019-21 funding cycle.
- For each metric, the application should briefly describe the methodology utilized to measure the metric in the *Methodology Used* section. For each category, the most precise data source available should be used.
- Several of the metrics ask for a GIS polygon. This information is extremely important. This spatial data allows the FbD program to analyze the aggregate benefits of the program.
- **Applications without a completed metrics table will be considered incomplete.**

Describe the community support and stakeholder involvement that shaped the project.

- Document the outreach conducted to gain feedback on the project development.
- Document support for the project from affected parties.
- Provide documentation of plan(s) that supports the project.
- Explain why the project is a high priority.
- If your project impacts local flooding and flood control structures, document a robust stakeholder process that involves the local Floodplain Managers in your region.
- If your project impacts agricultural land, document a robust stakeholder process that involves the agricultural community including, but not limited to, letters of support from landowners in the project area.
- If your project impacts salmon habitat, document a robust stakeholder process that involves Lead Entities in your region/watershed.

Show that funds will be spent efficiently.

- Provide an accurate, detailed and reasonable budget.

- Show that the funds can be spent in a timely manner (ideally 1 biennium, or 2 years. 3 years if needed).
- Show that the funding request is reasonable compared to the proposed benefit.

Illustrate that the project is ready to proceed.

- Include a well-defined scope of work that has goals, objectives, timelines, and measurable outcomes.
- Confirm that the applicant has completed all required environmental review.
- Document that the applicant has obtained or applied for all permits.
- Document your organization has adequate capacity/staffing to manage the funds.
- Include a Landowner Acknowledgement form to show and confirm landowner outreach.

Be easy to read and understand.

- Make sure that your application addresses all of the items identified in the evaluation criteria and scoring guide.
- Give clear, concise answers to all questions.
- Write in complete sentences.

Helpful hints:

- Include maps, diagrams, and pictures of the project and project area and display past projects (if any exist) to provide reach-scale context for proposed activities.
- Provide documentation to support answers, including citations.
- Make sure to complete the metrics table.

Consistency with the Puget Sound Action Agenda

Applicants in the Puget Sound basin must be consistent with the Puget Sound Action Agenda. See http://www.psp.wa.gov/action_agenda_center.php for the current version. The Puget Sound basin is defined as WRIAs 1 through 19 (see Appendix C for a map of WRIAs in Washington State).

At a regional scale, the Action Agenda is Puget Sound’s shared roadmap for ecosystem recovery. The plan outlines the regional strategies and specific actions needed to protect and restore Puget Sound. The Action Agenda is a collective effort that is informed by science and guides effective investment in Puget Sound protection and restoration.

At the local scale, communities around the Puget Sound coordinate efforts to advance the Action Agenda. Local governments, tribes, non-profits, watershed, marine resource, and salmon

recovery groups, businesses, educational organizations, and private citizens are collaborating to develop and integrate local actions that foster implementation of Action Agenda priorities through organizations called Local Integrating Organizations (LIOs). All LIOs have approved local ecosystem recovery plans, many of which include floodplain goals and strategies. The collective impact of local plans better moves the dial for overall floodplain targets. See <https://pspwa.box.com/v/LIORecoveryPlan06-30-2017> for current LIO Plans.

Consistency with Restoration Planning

Riparian and wetland habitat restoration is a vital part of FbD projects. The design of habitat restoration components should be consistent with watershed-specific planning and conditions; and should be based on best practices identified in various manuals and guidance.

Salmon Recovery Lead Entities are key groups supporting watershed-based habitat restoration across the state. It will be very important to ensure that your FbD project is in harmony with the habitat recovery objectives of the Lead Entity. For background and contact, information see http://www.rco.wa.gov/salmon_recovery/lead_entities.shtml

Other sources of habitat information are the WDFW and tribal biologists familiar with your region. See http://wdfw.wa.gov/conservation/fisheries/fish_district_bios.pdf or WA State Tribes and Tribal Reservations Map.

Documents providing best practices for habitat project design include:

- The Stream Habitat Restoration Guidelines, available at <http://wdfw.wa.gov/publications/01374/wdfw01374.pdf>
- Ecology's *Restoring Wetlands in Washington: A Guidebook for Wetland Restoration, Planning & Implementation*; at: <https://fortress.wa.gov/ecy/publications/publications/93017.pdf>.

Stakeholder Engagement

Applicants are required to engage all relevant stakeholders early and often. This engagement and coordination should occur prior to submitting an application for funding and during project development and implementation after receiving an award. While letters of support from stakeholders are important, robust ongoing engagement from relevant stakeholders is crucial to the success of Floodplains by Design project.

Successful FbD applications will be founded on robust interaction with stakeholders.

- If your project impacts local flooding and flood control structures, contact the local **Floodplain Managers** in your region including diking and drainage districts and flood control districts.
- If your project impacts salmon habitat, contact the **Salmon Recovery Lead Entity** and local **Tribes** in your region.
- Because Tribal interests often lie outside any formal land boundaries all FbD projects should consult and contact **Tribes** in the region of the project.
- If your project is located in the Puget Sound (except for the Skagit), contact the **Local Integrating Organization Coordinator** in that area.
- If your project impacts agricultural lands, contact the local **Conservation Districts, Drainage Districts and/or farming organizations.**
- If your project impacts water quality, contact **Ecology staff** and **local Conservation District** for input.
- If your project impacts recreation, contact **local user groups and/or local or state parks departments.**

Historic and cultural resources requirements

Many proposed projects have the potential to significantly impact culturally or historically significant locations or artifacts. All projects that disturb soils from its natural state or impact buildings 50 years or older must comply with the applicable state or federal laws. Activities such as potholing, performing geotechnical borings, and grading are considered soil disturbance. Applicants should address compliance with State and Federal cultural resource protection environments as part of the project work plan. All activities associated with site assessments for cultural and historic resources are grant eligible. See Appendix D for additional details on the process to comply with cultural resource protection requirements.

Quality Assurance Project Plan (QAPP) requirements

Many projects involve the collection of environmental data or the analysis of existing data that will generate new results. This type of work may trigger the need for preparation of a QAPP. Where relevant, applicants should include preparation of this document within the scope of work and budget when completing your application. If you are unsure whether your project requires preparation of a QAPP, please review the QAPP discussion in Chapter 5, under *Agreement Conditions*. You may also contact your Ecology regional Project Manager with questions.

Chapter 5: Agreement Development, Management, and Conditions

Agreement development

Ecology makes formal funding offers at the time of the publication of the Final Funding List. Ecology assigns a Project Manager and Financial Manager in EAGL to each project receiving a funding offer. The Project Manager contacts the applicant within four weeks of the grant offer to schedule a time to discuss the funding offer and begin the process of developing a funding agreement. The Project Manager and Financial Manager work to develop and negotiate funding agreements and monitor recipient performance after an agreement is signed.

The Project Manager and Financial Manager use information found in the funding proposal as the basis for developing the funding agreement. Funding agreements for clearly defined project proposals that include a detailed scope of work, measurable objectives, and accurate budgets take less time to develop. If the applicant makes significant changes to the scope of work after the award, Ecology may withdraw or modify a funding offer.

To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

The Project Manager ensures compliance with the scope of work; reviews and approves line item costs for eligibility on payment requests. The Financial Manager ensures compliance with the agreement's budget and other agency financial criteria.

The Project Manager is the primary contact for technical assistance and day-to-day questions. The Project Manager also works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, call the Project Manager for information.

When the agreement is finalized, the applicant signs the agreement. The applicant will send the funding agreement back to the Financial Manager for the final signature by the Shorelands and Environmental Assistance Program Manager or the authorized designee. Ecology will notify other relevant Ecology sections since they may be involved in project permitting.

Once the agreement is signed by Ecology, a fully executed original will be returned to the recipient. The *Applicant* becomes the *Recipient* once the agreement is signed.

In order for Ecology to administer these FbD grants move effectively, Ecology *may* request additional information on staffing plans, indirect cost plans, contracting procedures and budget details from applicants.

A complete listing of the administrative requirements for all grants administered by Ecology is contained in the *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*; see: <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

Sub-Agreements. Contracting must follow the local jurisdiction's procurement policy. If there is no recorded policy, then recipients must follow the state's procurement policy.

Interlocal agreements are between entities within local governments (city or county) such as Department of Public Works and Department of Resource Management - Interlocal agreements must be consistent with the terms of the grant agreement and Chapter 39.34 RCW, *Inter-local Cooperation Act*; see: <http://app.leg.wa.gov/rcw/default.aspx?cite=39.34&full=true.I>

Interagency Agreements are used between state and state agencies or between state and federal agencies. Federally recognized tribes, as sovereign governments, use inter-agency agreements with federal or state agencies. Ref: RCW 39.34.080

<http://app.leg.wa.gov/rcw/default.aspx?cite=39.34;>
<http://app.leg.wa.gov/RCW/default.aspx?cite=39.34.080>

Amendments

Modifications and changes to the funding agreement may become necessary. If and when an amendment is needed, the recipient must submit any proposed amendments or changes in writing to their Ecology Project Manager. The recipient and Ecology's project and financial managers will negotiate changes and document the changes as an amendment to the funding agreement. All proposed project changes are subject to approval by Ecology.

Either the recipient or Ecology may initiate the amendment process. If the Project Manager concurs with the written request, the Financial Manager prepares the amendment.

The recipient prints, signs, and returns two copies of the amendment to Ecology. Ecology's SEA Program Manager or designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the recipient contact.

Reasons for amendments could include:

- Budget changes or redistributions
- Scope of work changes

- Changes to required performance
- Time extensions

Important dates and timelines

The funding agreement for the project must be agreed upon and signed by both parties within three (3) months of award notice to avoid losing valuable implementation time. The time period can be extended for cause and is subject to Ecology's approval. This is necessary and important because Floodplains by Design grants are funded by the State legislature on a biennial basis (2 years). Projects that take longer than 2 years will require an extension and are subject to re-appropriation of funds by the legislature. Although funds are normally re-appropriated, it is not guaranteed. Additionally, slow spending of awards and repeated re-appropriation of unspent funds may be interpreted as a lack of need for future legislative funding of the program.

The *expiration date* (of an agreement or amendment) is the last date on which costs may be incurred and be considered eligible. The *project completion date* is the date specified in the agreement as that date on which the Scope of Work will be fully completed.

If the project is not completed within one biennium (2 years) due to unforeseen circumstances, the project sponsor must notify Ecology and Ecology may be able to request a re-appropriation of funds from the legislature, but this re-appropriation is not automatic.

To ensure timely processing, the recipient must request extensions no less than three months before the funding agreement is due to expire.

Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The recipients must follow their own procurement policies. If none exists, the recipient follows state procedures.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each PRPR.

Public awareness

Recipients must inform the public and any affected parties about the project for the following: Any site-specific project that is accessible to the public must have signs acknowledging state participation. Both Ecology and Floodplains by Design logos are available from Ecology's Project Manager for use on all signage and/or publications.

Permits

Recipients must secure any required permits and provide documentation upon request. Work on the permit preparation is an eligible cost. Permit fees associated with completing a funded project are also eligible. Ecology considers annual permit fees a normal operating expense. Annual permit fees are not eligible for funding.

Education and outreach

Recipients must provide Ecology with a copy of any tangible educational products developed under the grant, such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements and web page links. If this is not practical, recipients must provide Ecology a complete description including photographs or printouts of the products. Recipients must also provide Ecology with contact information for local project leads.

If there are a significant number of people in the community (10% or greater) that speak languages other than English, recipients must produce all educational and public outreach materials in English and in the other most prevalent language.

Project site visits and post project assessments

Ecology's Project Management Team may conduct site visits to provide technical assistance and verify progress or payment information for projects.

Project Closeout

When the grant agreement and the project ends, final invoices must be submitted to the Project Manager within 60 days of grant agreement end date. A final project completion report must accompany the final invoice (see Appendix G, Project Completion Form).

Agreement management

The *effective date* of the agreement is the earliest date on which eligible costs may be incurred. Unless explicitly stated by the state legislature in a budget appropriation, the effective date for grants is usually the beginning of the state fiscal year or biennium, which occurs July 1.

The applicant may incur project costs on and after the effective date of July 1 or the state date as determined by the Washington State Legislature and before Ecology's signature of the final agreement. Eligible expenditures cannot be reimbursed until the agreement has been signed by Ecology's Shorelands and Environmental Assistance Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

The Grant Budget

All recipients must track the project budget by task.

(A budget by object such as staff salaries/benefits, goods/ services, equipment rental, travel, etc. is not permitted.) Object budget information is however requested in the application and used to evaluate if all costs have been considered by the applicant and if applicable, enables Ecology to track requested purchases during project implementation.

Disbursements of grant funds:

Ecology disburses grant funds to recipients on a cost-reimbursable basis. The recipient must incur eligible costs within the effective date and expiration date of the funding agreement.

Eligible Costs:

The following costs are eligible specific to the Floodplains by Design Grant Program. (Ecology's Administration of Ecology Grants and Loans [Yellow Book] details other costs and their eligibility).

Indirect rate

The recipient can charge an indirect rate of up to 30% percent of salaries and benefits to cover overhead costs that benefit more than one activity of the recipient. Indirect costs are not directly assignable to a particular objective of the project such as space utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc., items not directly attributable to the project yet are required to conduct business. The use of indirect must be reported on a separate line item on the PRPR invoice spreadsheet. A list of indirect items must be reported with the first invoice and remain constant for the life of the grant.

Light refreshments

Light refreshment costs for meetings are eligible as permitted by Ecology's travel policy. Light refreshments include coffee and any other non-alcoholic beverage, such as tea, soft drinks, juice, or milk and snacks served at a meeting or conference. Ecology's Light Refreshment Approval Form must be signed by the Ecology Project Manager prior to the meeting or series of meetings and must be accompanied by a roster of attendees and meeting agenda for **each** meeting to be eligible for reimbursement.

Technical Advisory Committee (TAC)

The costs of convening a Technical Advisory Committee must have Ecology's Project Manager approval in order to be reimbursed. Each TAC member will be reimbursed for time, inclusive of travel (at state rates) as predetermined by the grant recipient and Ecology's Project Manager. The TAC will provide technical advisory services specific to the task(s) in the scope of work.

Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The recipients must follow their own procurement policies. If none exists, the recipient follows state procedures.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each PRPR.

The following are reference materials and procurement processes that could be used in contracting our work or using sub-recipients. All contracted work and sub-recipients are required to comply with the terms of the final agreement, including but not limited to the General Terms and Conditions and the Administration Requirements for Recipients of Ecology Grants and Loans, and these Funding Guidelines.

Understanding and negotiating the financial side of professional service contracts

- Washing State Department of Transportation: <http://www.wsdot.wa.gov/audit>

- Deltek 2015 Architecture and Engineering Industry Study:
<https://network.aia.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=8a4dd73a-0941-4008-a9a6-f74b964cd170>
- Deltek Key Performance Indicators for Engineering and Architecture Firms:
<https://www.deltek.com/en/learn/blogs/a-and-e/2013/10/10-key-financial-performance-indicators-for-architecture-and-engineering-firms>
- Federal Acquisition Regulations 15.404:
https://www.acquisition.gov/far/html/Subpart%2015_4.html

Washington State Procurement Procedures

- Washington State Purchasing Policies: <https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies>
- Revised Code of Washington Public Works:
https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW_WAC.pdf?56i15hr

Transportation costs

The recipient can recover the cost of transportation through the state mileage rate. The mileage rate includes all vehicle-related needs, such as gas, tires, insurance, and maintenance. *For current state mileage, rates see:* <http://www.ofm.wa.gov/policy/10.90a.pdf>.

Progress Reporting / Payment Requests (PRPRs)

Ecology is now using a web-based grant program known as Ecology Administration of Grants and Loans (EAGL). All grant activity from beginning to end is conducted through EAGL. Progress reporting and payment requests are an inherent part of this program.

Progress Reports and commensurate Payment Requests (invoices) are to be submitted quarterly to demonstrate timely spending. Recipients must submit progress reports at least quarterly and with every payment request. Progress reports are submitted to the Project Manager. Progress reports should include a description of all progress made in the reporting period to meet goals as well as any successes, problems, and delays that affect the project. If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed.

Ecology will withhold payments if the recipient has not submitted progress reports.

Ecology's Project Manager for compliance with the scope of work reviews all PRPRs for eligibility. The Financial Manager reviews the invoice for conformance to the grant budget and financial reporting requirements. All deliverables as scheduled in the grant agreement are due with the respective PRPR.

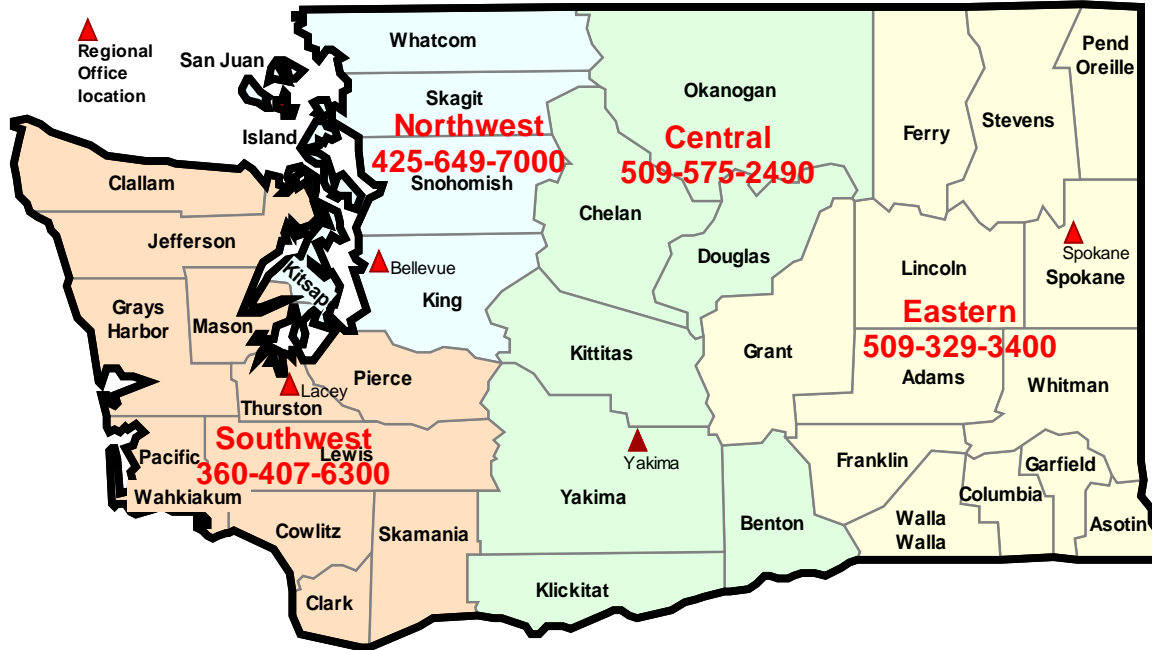
On the PRPR's spreadsheet, all costs are itemized by task per the grant agreement with a line item for each cost incurred. Backup documentation must be in the same task order and show how that cost was incurred. For instance, if the cost is a compilation of separate costs, details must be shown on the backup as to how that end cost was arrived at. If the line item cost is a breakout from a larger cost, that breakout detail needs to be shown as well. All line items and backup documentation must agree. Highlighting end costs on the backup helps to speed review of the invoice and ultimately payment to the grant recipient.

Budget deviations are allowed between tasks (e.g., a recipient may spend less funds on one task and more on another), but in no circumstance may the recipient exceed the total project cost. If the total of all budget deviations exceeds 10 percent of the entire project cost, an amendment will be required.

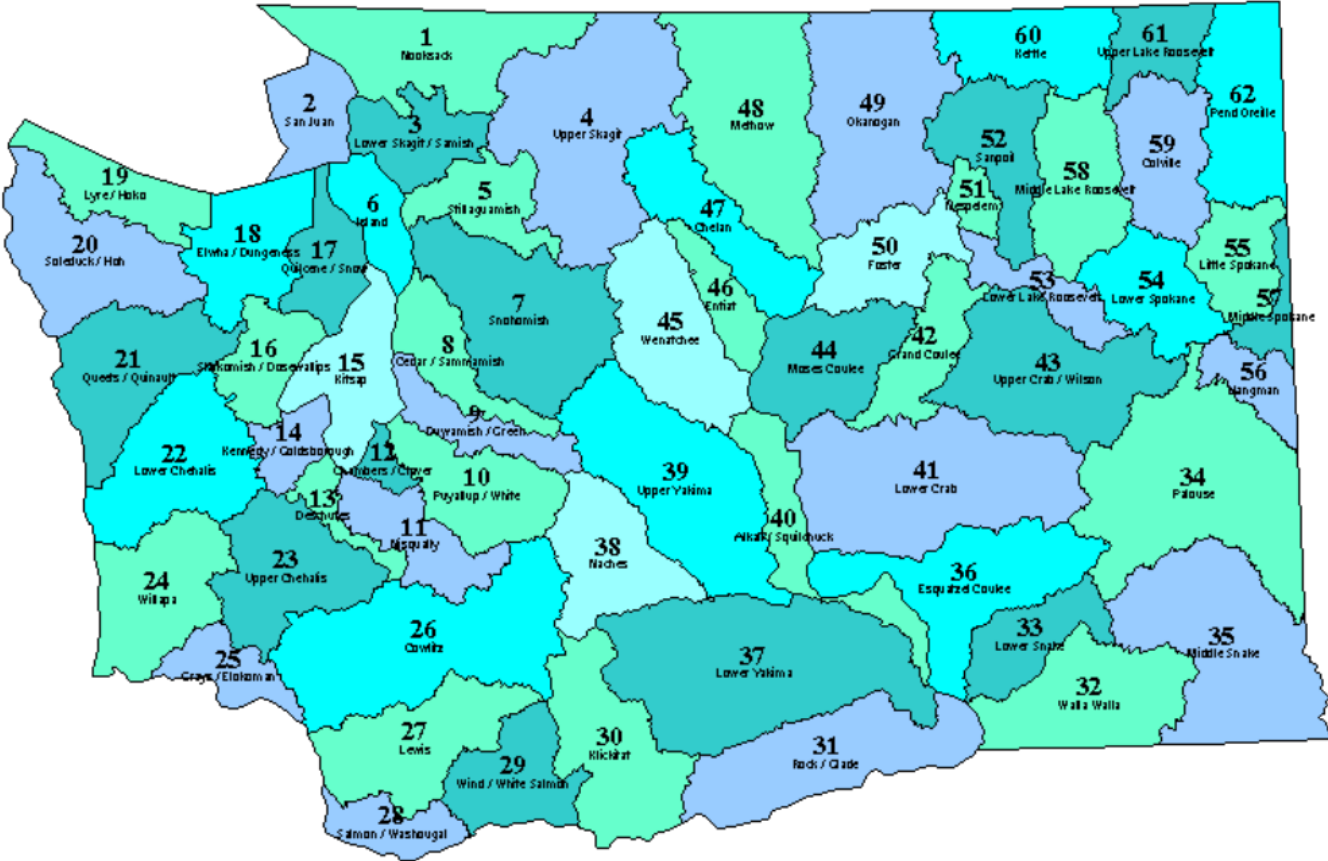
Appendix A: Department of Ecology Regional Offices

Headquarters (Lacey) 360-407-6000

TTY (for the speech and hearing impaired) statewide is 711 or 1-800-833-6388



Appendix B: Map of Water Resource Inventory Areas (WRIAS) in Washington



For WRIA names and numbers, see <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-500-040>

Appendix C: Scoring Guidance

Ecology evaluates Floodplains by Design (FbD) project proposals based on responses provided on all the questions of the application. A total of 305 points are available to all projects, with additional 30 points available to projects in agricultural areas. In order to normalize scores between projects with and without an agricultural component, we will be using a “percent of available score” system. For those projects without an agriculture component, 305 points are the maximum available. For those with an agriculture component, 335 points are the maximum. Projects will be scored as a percent of total available points. For example, a project not located in an area where lands are in active agricultural production that scored 260 points would receive a score of 85.2% (260/305). A project located in an area where lands are in active agricultural production that scored 260 points would receive a score of 77.6% (260/335). Keep in mind that overall score is not the only mechanism used for selecting the best projects for funding.

The first three questions are prerequisites to qualify for FbD grant funding. In order to qualify, a project must receive at least 30 of the possible 60 points in each of the Flood Risk Reduction, Floodplain Ecosystem, and Need & Support sections. The following provides a list of the sections that are scored, with details on how points are awarded and some scoring guidance. Please keep in mind that application, which provide quantitative data and documentation, score higher than applications, which provide only qualitative or descriptive information.

Table C-1: Application-Scoring Guidance

<p>1. A new, scored element of the program is an assessment of scale of effort. See the discussion on pages 7-8 and Table 3 for more information. This element will be scored based on the project long description and the relevant sections of scored components below.</p>
<ul style="list-style-type: none"> • 0, 10, or 20 additional points available; for site scale, reach scale, or watershed scale, respectively.
<p>2. Flood hazard/risk reduction – 60 points possible</p>
<ul style="list-style-type: none"> • There are two components to the Flood hazard/risk reduction question. This question is worth up to 60 total points as follows: <p>Scoring</p> <ul style="list-style-type: none"> A. Zero - 30 points: Significance of the flood hazard and frequency of flood events. B. Zero - 30 points: Demonstrate durability of solution & ability to address the hazard, while avoiding increasing development in flood hazard areas or adverse ecological impacts.

Guidance

- A minimum score of 30 total points on this section is required to qualify for funding.
- Floodplains by Design projects must reduce flood risk to communities, infrastructure and/or farmland or be part of a reach or watershed strategy that reduces flood risk. Projects will be evaluated based on the individual project's effects, reach, or watershed component's effects.
- Minimum requirements for flood risk reduction include a demonstration of improved flood safety for an area and a demonstration of no adverse impact (that the project will not worsen flooding anywhere else). Applicants should discuss both upstream and downstream effects. Flood risk reduction measures should not create adverse ecological impacts.
- Describe significance of the flood hazard and frequency of flood events as indicated by negative consequences of existing levels and frequency of flooding, extent of at-risk structures and property, disruption of transportation, etc.
- Demonstrate that the solution addresses the hazard, describing the root cause of the problem and how the proposed project will address not just symptoms but also the root cause.
- Provide supporting quantitative data where possible (e.g. number of structures removed from hazard area, BFE reduction, acre-feet added, area or distance of setback, etc.)
- Projects should reduce flood risk on both a short-term and long-term basis in a way that is durable. One approach to durable solutions is to move people and infrastructure away from the river, remove impediments to flow, and provide more floodplain area for floodwater conveyance and storage. Another example of durability is if the project considers the effects of climate change and land use changes and accommodates future anticipated changes to river flows, sea level rise, sediment delivery and other factors that affect flood risk.
- Flood risk reduction measures should not encourage new land development that increases future flood risk. Floodplains by Design can support redevelopment and improved flood resiliency in historically established and substantially built-out urban areas. However, all projects should consider whether moving people and infrastructure away from the river is feasible. Typically, projects that induce additional urban development and impervious surface within floodplains will not score as well. For an area that is only partially developed, high-scoring proposals must show how future development is being guided to maximize remaining natural functions of the floodplain
- Feasibility and design projects should include appropriate analysis of anticipated changes to flood risk in the scope of work so that these outcomes are understood prior to advancing to the next project phase. Construction project proposals should be able to quantify flood risk reduction that will result from the proposed actions.
- Projects that address flooding due solely to drainage problems do not meet the flood risk reduction intent of FbD. Drainage is discussed further in the agriculture section below.

3. Floodplain ecosystem protection or restoration – 60 points possible

- There are two components to the Floodplain ecosystem protection or restoration question. This question is worth up to 60 total points as follows:

Scoring

- A. Zero - 30 points:** Magnitude of beneficial ecological impact provided by the project.
- B. Zero - 30 points:** Completeness and durability of solution.

Guidance

- A minimum score of 30 total points on this section is required to qualify for funding.
- Floodplains by Design projects must have a significant ecological restoration component or be part of a reach or watershed strategy that restores or enhances ecological function. Projects will be evaluated based on the significance of the ecological benefit within the overall restoration needs in the project-scale area or watershed.
- Applicants should demonstrate how the project provides ecological benefit (e.g., reconnects floodplains, advances salmon recovery, protects the Channel Migration Zone, protects treaty-reserved natural resources, and/or restores habitat). Provide supporting quantitative data where possible (e.g. acres of floodplain or estuary restored/reconnected, miles of overall river ecosystem function improved, etc.)
- A higher probability of long-term (durable) ecological benefits will be provided by projects that maintain or re-establish natural processes and functions, and by projects that accommodate future anticipated climate changes to river flows, sea level rise, sediment delivery and other factors that affect ecosystem function and habitat formation.
- Projects should be consistent with the salmon recovery plan for the watershed. The proposal should include a description of how the project implements action(s) identified in a salmon recovery plan, and how the proposed actions fall into the prioritization of salmon recovery actions within the watershed.
- Projects should be consistent with the Local Integrating Organization (LIO) ecosystem recovery plan for the area (Puget Sound only).
- Projects on larger rivers (see list below for Puget Sound Rivers; outside of Puget Sound, largest river in the WRIA) will get more points than those that are on smaller rivers and tributaries.
- In the proposal narrative, applicants need to describe the ecological benefits that will be provided, and ecological processes and functions that will be enhanced. Greater points are given for projects that can preserve and restore ecological processes and functions as much as possible.

- To receive maximum possible points, the ecological restoration measures should not put existing floodplain uses at increased risk of flooding.

4. Demonstration of Need and Support - 60 points possible

There are 2 components to the Demonstration of Need and Support question. This question is worth up to 60 total points as follows:

Scoring

- A. 0 – 30 points:** Consistent with existing plans or planning efforts (e.g., floodplain management plans and habitat recovery plans)
- B. 0 – 30 points:** Demonstrated robust engagement with and support of stakeholders

Guidance

- A minimum score of 30 total points on this section is required to qualify for funding.
- Projects shall be consistent with existing floodplain management or habitat recovery plans. Projects must also be consistent with Climate Adaptation Plans if available. Applicants need to demonstrate that project is consistent with the sequencing of local work plans and priorities, and aligned with watershed recovery work. (Elements of the project may have been developed through more than one planning process. Please identify the planning process used for each major element if they are not from a common plan.)
- Integrated floodplain projects, by their nature, require that a variety of interests and organizations coordinate and collaborate to develop projects. All project proponents *must* engage the relevant entities responsible for both flood risk management (e.g. City/County floodplain managers, special purpose flood control/levee/dike districts) *and* ecosystem recovery (e.g. salmon recovery lead entities, Indian Tribes, lead integrating organizations). Projects opposed by one or more of these groups will not be considered for funding.

Depending on the location, scope and affected interests of a particular project, proponents may also engage some or all of the following:

- Agricultural interests and organizations
- Community recreation departments and organizations
- Local governments such as cities, towns and counties
- Economic development organizations
- Federal and state natural resources agencies
- Others, as appropriate.
- All applicants should describe the process they used to engage stakeholders, how stakeholder interests, concerns and input were incorporated, and level of support from each stakeholder/interest group for the proposed actions. This will be particularly important in areas without existing floodplain management or habitat recovery plans.

- Maximum points are awarded for projects specifically supported and prioritized in adopted plans and strategies, and for which letters of support are provided from relevant authorities and stakeholders, explicitly endorsing the project and its outcomes for their interests.

5. Agricultural Benefits (Ag areas only). 30 points possible

Scoring

0 – 30 points: For projects with direct benefits to agriculture

Guidance

- Floodplains by Design projects in agricultural areas may be part of a reach or watershed strategy to address flooding, ecosystem benefits and agriculture.
- Agricultural areas are defined as **areas where lands are in active production or are planned for production.**
- Where Floodplains by Design projects are proposed in agricultural areas, local agriculture interests should be part of the project partnership. Applicants should describe how they engaged agricultural interests, what concerns they heard, and how agricultural input was incorporated. Applicants should also provide documentation of support for the proposed project; opposed projects will be removed from consideration.
- Consistent with flood safety and ecological restoration, Floodplains by Design projects should also enhance agricultural viability. Applicants should provide evidence of agricultural benefits, such as provision of flood-safe areas for livestock and equipment during floods, improvements to drainage or irrigation infrastructure, protection from urban development (acres), or other capital or non-capital benefits to agriculture. Projects that accommodate future anticipated changes to land use, river flows, sea level rise and sediment delivery will receive higher scores than those that do not.
- Drainage is an important issue in maintaining agriculture in many floodplains. As described in the flood risk reduction section above, projects that address flooding caused solely by poor drainage are not considered flood risk reduction projects in the context of FbD. However, projects that include a drainage improvement element to benefit agriculture, in addition to a flood risk reduction component consistent with the FbD intent, can gain points in the agriculture category.
- Projects that take farmland out of production must demonstrate how the project will provide other means for a net gain to the local agricultural community in order to gain points in this category.
- Efforts to analyze challenges to agricultural viability and opportunities to address them that lead to identification of potential projects are eligible and encouraged.

6. Other Relevant Benefits – 30 points possible

Scoring

0 – 30 points: Projects maintain or improve water quality, public open space/recreation access, economic development, or other important local benefits or values, which are compatible with the program intent.

Guidance

- Successful projects will also offer additional compatible community benefits, such as improvements in water quality, (e.g., restoration of wetlands or riparian areas, treatment of a TMDL or 303(d) issue, reduction in sediment), increased opportunities for public access and recreation (e.g., land acquisition, the development of trails, fishing access points or other recreational infrastructure), or other needs specific to a particular community.
- Magnitude of benefit will in part be measured by strong linkage to relevant plans and demonstrated involvement of relevant stakeholders (see scoring category 3 – Demonstration of Need and Support).
- Applicants should document the importance of the result produced, the ability of the solution to address the overall stakeholder need and the long-term improvement resulting from the project. More points awarded for significant beneficial impact on needs for recreation, open space and water quality improvement identified in adopted plans, than for other benefits with lower magnitudes of beneficial impacts or unclear impacts.

7. Cost Effectiveness – 30 points possible

Scoring

0 – 30 points: Project delivers significant benefits related to costs. Budget is accurate and reasonable. Clearly described and complete budget and scope of work, including post-project considerations.

Guidance

- Points awarded for cost-effective projects that represent a good investment of public funds to achieve flood risk reduction, floodplain ecosystem benefits and other compatible community benefits.
- Cost effectiveness is evaluated using the following information:
 - Detailed budget consistent with and appropriate for the project scope and location. Include methods used to develop the budget. A spending plan, by quarter, is a required element of

this section and the EAGL application. The spending plan should show the projected spending by quarter through project closeout.

- Benefits described above are significant relative to cost.
- Clear and appropriate scope of work. All necessary project work has been incorporated and contingencies are identified and planned for.
- Includes post-project considerations, such as anticipated reductions in infrastructure maintenance and flood damage costs under future conditions.
- Higher scores will be awarded to projects that are clearly and appropriately scoped and budgeted, minimize or eliminate future costs for maintenance, operation, or emergency response,

8. Readiness to Proceed – Maximum 30 points

Scoring

0 – 30 points: Readiness to proceed as soon as funded, with necessary capacity in place, and clearly described project schedule and deliverables.

Guidance

- Projects are scoped to do the next logical step(s) that can be completed in a 2-year time frame, are ready to proceed immediately upon notification of funding and sponsors/partners have the capacity to complete the project successfully and maintain it over time.
- Applicants should describe:
 - Overall project process and how the steps proposed fit into the larger life of the project.
 - Critical milestones for the project, such as receiving a permit or completing an acquisition must be identified. There must be enough milestones to evaluate whether the project is on schedule, or if adjustments will be needed.
 - Skills and experience of the project team and team member's availability to complete the work to demonstrate capacity to complete the project.
 - Schedules and deliverables, and, if a project is acquisition only, a clear plan outlined for successful subsequent floodplain restoration.
 - Long-term maintenance plan.
- Projects can demonstrate a certain level of readiness to proceed for their project (or each element of their project) by addressing the following criteria in their applications:
 - A project is considered to be construction ready if it has a significant amount of engineering and design work already completed, such that final engineering and design can be completed and permits in place so that construction can commence within one year of contract award or the next available fish window.

- A project is considered design ready if it has completed conceptual (feasibility) and Preliminary design by the time of contract award.
- A project is considered acquisition ready if it has already had positive discussions with landowners or has secured a signed Land Owner Acknowledgement form. The form is available from Ecology upon request. Projects that show a landowner acknowledgement form with positive responses from all affected landowners will receive maximum credit.
- Applicants with currently FbD funded projects, which are not considered to be moving forward in a timely fashion cannot score higher than 10 points in this category.

9. Leverage Opportunities – Maximum 10 points

Scoring

0 – 10 Points: The Project leverages new or existing investments. Leveraged funds are not the same as match requirements. Leveraged funds are additional funds from sources other than Floodplains by Design that contribute to the project as a whole, or provide funding for a related action that is part of the overall project goals.

Guidance

- Projects are scored on demonstrated coordination of other funding programs and investments (e.g., SRFB, FCZDs, Dike Districts, TMDLs, WWRP, ESRP, NEP, or others as applies.) Evidence of this will be based on the amount and diversity of the leveraged funding sources. A template is provided in the application in the EAGL system. Sponsors must identify 1) the funding agency, 2) the fund source or type 3) the intended use of the leveraged funds and how they relate to the FbD portion of the project 4) whether the funds have been awarded or are pending, 5) the amount of funding provided.

10. Located in Puget Sound Priority Floodplain – 5 points if in qualifying floodplain

Scoring

5 points, if project is located in Puget Sound Priority Floodplains

Guidance

Puget Sound Priority Floodplains are:

- Nooksack
- Samish
- Skagit (includes Sauk-Suiattle)
- Stillaguamish
- Snohomish-Snoqualmie (includes Skykomish)
- Lake Washington/Cedar-Sammamish
- Green-Duwamish

- Puyallup
- Nisqually
- Deschutes
- Skokomish
- Mid-Hood Canal: Dosewallips, Big Quilcene, Duckabush and Hamma Hamma
- Elwha
- Dungeness

Appendix D: Cultural and Historic Resources Review Guidance

This guidance provides information for projects funded by Ecology to meet Executive Order 05-05 and Section 106 of the National Historic Preservation Act requirements.

Please note that the cultural resources review process is for government-to-government communication. Requirements of this process will not be met until Ecology has provided information to the Tribes and the Washington State Department of Archaeology and Historic Preservation (DAHP) about project activity.

Recipients must comply with all cultural resources review requirements prior to implementing any project that involves **modification to cultural or historic resources or ground disturbing activities**.

Federal and state laws and rules require the funding agency (Ecology) to contact DAHP and affected tribes regarding the proposed project activities. Any prior communication between the recipient, the DAHP, and the tribes is not sufficient to meet requirements.

Another agency's cultural resources may be used to meet Ecology's requirements. To do this, recipients should submit the review documents to Ecology's Project Manager for review and approval.

Any actions that result in **modification to cultural or historic resources or ground disturbing activities** that occur prior to the completion of the cultural resources review process **will not** be eligible for reimbursement. Activities associated with cultural resources review are grant eligible subject to available funding. Any mitigation measures as an outcome of the process will be requirements of the agreement. **Note:** Modification to cultural or historic resources or ground disturbing activities **can include removal or modification to above ground resources such as culturally modified trees and petroglyphs**.

Section 106 versus Executive Order 05-05

- If your project has a Federal partner (ACOE, NOAA, etc.) and is using Federal funds or will implement Federal actions and decisions, the Federal partner will be the lead on Cultural Resource review and will complete the Section 106 process of the National Historic Preservation Act. Ecology has delegated authority over ensuring Section 106 compliance when recipients apply for grants under the Floodplains by Design Grant Program.

Note: The Federal partner and the Section 106 process supersedes Governor's Executive Order 05-05 process described below.

- If your project has no Federal Partner, is not using Federal funds and will not implement Federal actions, then Cultural Resource review will be conducted by your Ecology Project Manager and will utilize the Governor's Executive Order 05-05 process, as it is required for all state funded capital projects. Ecology is the lead for ensuring the Governor's Executive Order 05-05 compliance.

This process and reviews described above must be followed even if the recipient has been working with Tribes on the project.

- 1) The recipient must complete Ecology's Cultural Resources Project Review form (or conduct a site-specific survey. A site-specific survey is only required for areas where there is a high sensitivity and potential to discover cultural resources. If the project will alter a building that is 50 years or older, the recipient must still complete an EZ-2 Form available from the DAHP website.

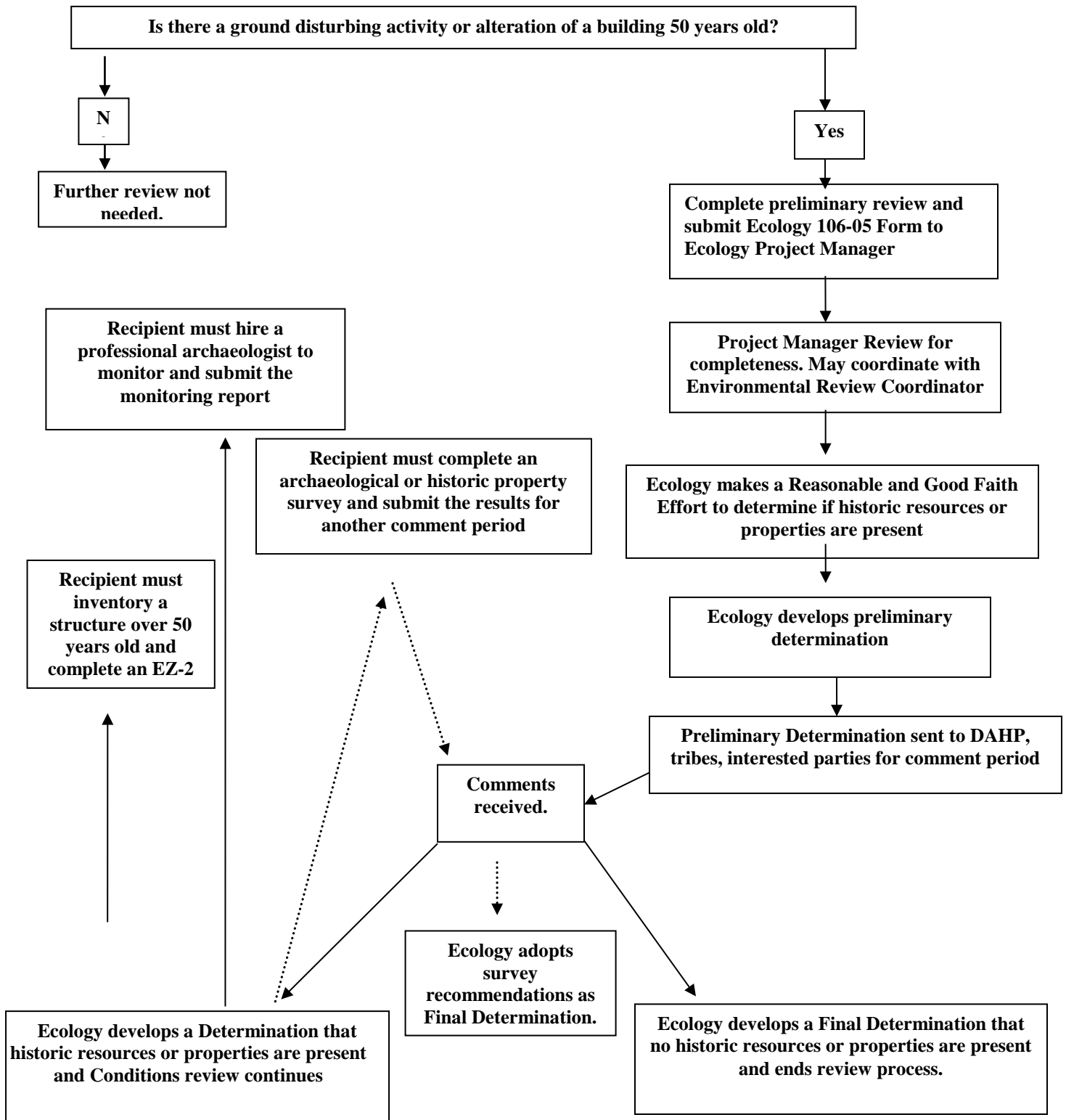
The EZ-2 form and Survey Coversheet can be downloaded from DAHP's website: www.dahp.wa.gov/governors-executive-order-05-05.

Ecology's Cultural Resources Project Review form can be downloaded here: <https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070537.html>

- 2) The recipient must write or possess an Inadvertent Discovery Plan or IDP. An IDP does not need to be site-specific; however, it can be a general procedure for all projects implemented by the organization. **IDP must be distributed and reviewed by all participating parties prior to any on-the-ground work so they are fully informed of the appropriate procedures.**
- 3) The recipient will send an electronic .pdf version of Ecology's Cultural Resources Project Review form and/or the EZ-2 Form, any tribal communication, and identify the potentially interested Tribes to Ecology's Project Manager.
- 4) Ecology will send out letters with the Ecology CR review form, EZ-2 and/or any surveys to affected Tribes and DAHP. The Tribes have a 30-day comment period to initiate a more in-depth discussion about the project, submit any comments, or make an effect determination on the project. After the 30-day comment period, if there has not been a determination of impact by a Tribe, Department of Archaeology and Historic Preservation (DAHP), or other interested party, the project may proceed as planned.

The flowchart below outlines the CR review process and provides additional information.

WA Department of Ecology - Cultural Resources Review Process



Frequently Asked Question: Can Ecology “adopt” another agency’s Section 106 review, or 05-05 review?

- For Section 106 Adoption:
 - The answer is *yes*, if your project is state funded.
 - Ecology can “adopt” Section 106 for state-funded projects that would normally go through the 05-05 cultural resource review process. Ecology has a review in place to verify the Section 106 documents are applicable. Please contact your Project Manager to verify a review can be adopted.
 - If your project involves federal funds, Ecology may still use another agency’s documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

- For Executive Order 05-05 Adoption:
 - The answer is *yes*, if your project is state funded.
 - Ecology can adopt another state agency’s 05-05 process to meet cultural resources review requirements. Please contact your Project Manager to verify a review can be adopted.
 - The answer is *no* if your project is federally funded. However, Ecology may still use another agency’s documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

Correspondence: Ecology is responsible, as the funding agency, for contacting the Department of Archaeology and Historic Preservation (DAHP), tribes, and other interested parties to meet cultural resource review requirements.

Modification to Cultural or Historic Resources or Ground Disturbing Activities:

This refers to any work that impacts the soil or ground from its current conditions. There is no threshold for this criterion. If the activity requires any work that goes below the surface of the ground, it requires a cultural resources review.

Area of Potential Effect: The APE is the maximum geographic area where your project could potentially have an effect on historic properties, if any are present. The APE will vary with the type of project. To determine the APE you must know the nature and full extent of your project. For example, the APE for a natural gas pipeline might include not only the actual pipeline trench, but also includes the construction right-of-way, compressor stations, meter stations, staging areas, storage yards, access roads, and other ancillary facilities. The APE for a construction project will include the construction site, but might also include the buildings in a downtown area adjacent to the construction where vibrations may cause foundations to crack.

Changes to Project Design or Project Area: If there are any changes made to the project area or design after cultural resources review has been completed, review will have to be reinitiated or amended in order to capture the changes. For geo-tech work that occurs in the planning or design phases, ensuring your cultural review is completed early can not only help identify the appropriate locations from a subsurface perspective, you can obtain valuable input early in the planning process about sensitive locations. A simple amendment to your documents in the construction phase will complete your cultural resource compliance, and generally will present no issues, as DAHP and the tribes will already be familiar with your project.

Eligibility

- All activities associated with cultural resources review are grant and loan eligible.
- Construction or BMP implementation that occurs prior to cultural resources review will not be eligible for reimbursement.

Questions? Contact your Project Manager.

Project Managers	
<i>Southwest Regional-HQ office— Lacey/Olympia</i>	Adam Sant (360) 407-7675 adsa461@ecy.wa.gov
<i>Central Regional Office—Union Gap</i>	Michelle Gilbert (509) 457-7139 migi461@ecy.wa.gov
<i>Eastern Regional Office—Spokane</i>	Lynn Schmidt (509) 329-3413 lyns461@ecy.wa.gov
<i>Northwest Regional Office—Bellevue</i>	Adam Sant (360) 407-7675 adsa461@ecy.wa.gov

Appendix E: Grant Agreement Definitions

Administration Charge means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology's cost to administer the Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

Administrative Requirements means the effective edition of Ecology's, *Administrative Requirements for Recipients of Ecology Grants and Loans* at the signing of this agreement.

Contract Documents means the contract between the recipient and the construction contractor for construction of the project.

Effective Date means the earliest date on which eligible costs may be incurred.

Guidelines means Ecology's Funding Guidelines that correlate to the biennium in which the project is funded.

Project means the project described in this agreement.

Project Completion Date means the date specified in the agreement on which the Scope of Work will be fully completed.

Project Schedule means that schedule for the project specified in the agreement.

Scope of Work means the tasks and activities constituting the project.

Termination Date means the effective date of Ecology's termination of the agreement.

Total Eligible Project Cost means the sum of all costs associated with an FbD project that have been determined to be eligible for Ecology grant funding.

Total Project Cost means the sum of all costs associated with an FbD project, including costs that are not eligible for Ecology grant funding.

Appendix F: Median Household Income

The U.S. Census Bureau provides median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census-designated places (CDP) are included in the five-year data series produced by ACS. Searches of the ACS database can be conducted at <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#>.

The MHI data in Table F-1 are from the ACS five-year estimates available in May 2016. Jurisdictions qualifying for the Economically Distressed Communities match exemption for Floodplains by Design must have a mean household income below 80% of state median.

MHI surveys

The MHI data in Table F-1 are from the ACS five-year estimates available in May 2016. Ecology uses the MHI data in when making hardship determinations. If a community is not listed here, Ecology will use the MHI for the county where the community is located.

If an applicant disputes the MHI estimate used by Ecology, the applicant may conduct a scientific survey to determine the MHI for the project area. If an applicant chooses to conduct a MHI survey, they must adhere to the Infrastructure Assistance Coordinating Council (IACC) *Income Survey Guide*, and the results must be approved by Ecology. The IACC Income Survey Guide can be found at www.infracunding.wa.gov/.

Table F-1: May 2016 American Community Survey 5-Year Estimates of Median Household Incomes for Washington State, Counties, and Communities

	ACS Estimated MHI
Washington State	\$ 62,848.00
Adams County	\$ 47,554.00
Asotin County	\$ 45,550.00
Benton County	\$ 61,147.00
Chelan County	\$ 51,845.00
Clallam County	\$ 47,180.00
Clark County	\$ 62,879.00
Columbia County	\$ 42,083.00
Cowlitz County	\$ 49,127.00
Douglas County	\$ 53,758.00
Ferry County	\$ 39,555.00
Franklin County	\$ 58,284.00
Garfield County	\$ 51,395.00
Grant County	\$ 50,145.00

	ACS Estimated MHI
Grays Harbor County	\$ 44,521.00
Island County	\$ 60,261.00
Jefferson County	\$ 50,928.00
King County	\$ 78,800.00
Kitsap County	\$ 65,017.00
Kittitas County	\$ 47,898.00
Klickitat County	\$ 49,633.00
Lewis County	\$ 44,526.00
Lincoln County	\$ 47,676.00
Mason County	\$ 51,764.00
Okanogan County	\$ 41,158.00
Pacific County	\$ 38,387.00
Pend Oreille County	\$ 46,036.00
Pierce County	\$ 61,468.00
San Juan County	\$ 58,029.00
Skagit County	\$ 56,433.00
Skamania County	\$ 53,082.00
Snohomish County	\$ 73,528.00
Spokane County	\$ 50,550.00
Stevens County	\$ 44,115.00
Thurston County	\$ 62,854.00
Wahkiakum County	\$ 48,116.00
Walla Walla County	\$ 48,705.00
Whatcom County	\$ 54,207.00
Whitman County	\$ 38,636.00
Yakima County	\$ 45,700.00
Aberdeen city	\$ 40,478.00
Aberdeen Gardens CDP	\$ 71,875.00
Addy CDP	\$ 8,917.00
Ahtanum CDP	\$ 51,026.00
Airway Heights city	\$ 42,014.00
Albion town	\$ 45,000.00
Alderton CDP	\$ 66,504.00
Alderwood Manor CDP	\$ 71,742.00
Alger CDP	\$ 78,438.00
Algona city	\$ 55,938.00
Allyn CDP	\$ 68,538.00
Almira town	\$ 50,000.00
Altoona CDP	\$ 62,500.00

	ACS Estimated MHI
Amanda Park CDP	\$ 31,750.00
Amboy CDP	\$ 70,331.00
Ames Lake CDP	\$ 120,089.00
Anacortes city	\$ 61,922.00
Anderson Island CDP	\$ 48,750.00
Arlington city	\$ 66,615.00
Arlington Heights CDP	\$ 92,550.00
Artondale CDP	\$ 93,623.00
Ashford CDP	\$ 47,533.00
Asotin city	\$ 57,984.00
Auburn city	\$ 60,262.00
Bainbridge Island city	\$ 102,906.00
Bangor Base CDP	\$ 50,775.00
Banks Lake South CDP	\$ 36,250.00
Barberton CDP	\$ 85,787.00
Baring CDP	\$ 33,889.00
Barney's Junction CDP	\$ 32,269.00
Basin City CDP	\$ 51,071.00
Battle Ground city	\$ 60,644.00
Bay View CDP	\$ 95,455.00
Beaux Arts Village town	\$ 176,875.00
Belfair CDP	\$ 54,070.00
Bellevue city	\$ 100,703.00
Bell Hill CDP	\$ 108,162.00
Bellingham city	\$ 44,441.00
Benton City city	\$ 55,714.00
Bethel CDP	\$ 72,941.00
Bickleton CDP	\$ 41,250.00
Big Lake CDP	\$ 81,250.00
Bingen city	\$ 50,682.00
Birch Bay CDP	\$ 54,156.00
Black Diamond city	\$ 70,259.00
Blaine city	\$ 64,063.00
Bonney Lake city	\$ 85,975.00
Bothell city	\$ 86,167.00
Bothell East CDP	\$ 113,393.00
Bothell West CDP	\$ 89,551.00
Boulevard Park CDP	\$ 46,718.00
Brady CDP	\$ 68,043.00

	ACS Estimated MHI
Bremerton city	\$ 47,358.00
Brewster city	\$ 37,763.00
Bridgeport city	\$ 39,634.00
Brier city	\$ 105,901.00
Brinnon CDP	\$ 51,042.00
Browns Point CDP	\$ 92,292.00
Brush Prairie CDP	\$ 67,768.00
Bryant CDP	\$ 90,679.00
Bryn Mawr-Skyway CDP	\$ 63,901.00
Buckley city	\$ 60,466.00
Bucoda town	\$ 35,000.00
Buena CDP	\$ 29,076.00
Bunk Foss CDP	\$ 97,297.00
Burbank CDP	\$ 69,432.00
Burien city	\$ 54,546.00
Burley CDP	\$ 61,528.00
Burlington city	\$ 47,500.00
Camano CDP	\$ 72,928.00
Camas city	\$ 94,350.00
Canterwood CDP	\$ 129,773.00
Canyon Creek CDP	\$ 73,711.00
Carbonado town	\$ 65,750.00
Carlsborg CDP	\$ 39,643.00
Carnation city	\$ 78,859.00
Carson CDP	\$ 36,433.00
Cascade Valley CDP	\$ 42,330.00
Cashmere city	\$ 50,179.00
Castle Rock city	\$ 41,417.00
Cathcart CDP	\$ 85,000.00
Cathlamet town	\$ 41,389.00
Cavalero CDP	\$ 98,821.00
Centerville CDP	\$ 44,583.00
Centralia city	\$ 40,102.00
Central Park CDP	\$ 55,197.00
Chain Lake CDP	\$ 92,064.00
Chehalis city	\$ 34,257.00
Chelan city	\$ 48,340.00
Chelan Falls CDP	\$ 32,500.00
Cheney city	\$ 31,004.00

	ACS Estimated MHI
Cherry Grove CDP	\$ 89,583.00
Chewelah city	\$ 30,998.00
Chico CDP	\$ 106,274.00
Chinook CDP	\$ 53,259.00
Clallam Bay CDP	\$ 35,208.00
Clarkston city	\$ 33,353.00
Clarkston Heights-Vineland CDP	\$ 70,167.00
Clayton CDP	\$ 25,170.00
Clear Lake CDP (Pierce County)	\$ 75,227.00
Clear Lake CDP (Skagit County)	\$ 66,354.00
Clearview CDP	\$ 91,275.00
Cle Elum city	\$ 45,655.00
Cliffdell CDP	\$ 51,094.00
Clinton CDP	\$ 50,804.00
Clover Creek CDP	\$ 60,230.00
Clyde Hill city	\$ 193,516.00
Cohassett Beach CDP	\$ 38,586.00
Colfax city	\$ 45,769.00
College Place city	\$ 40,747.00
Colton town	\$ 58,750.00
Colville city	\$ 37,350.00
Conconully town	\$ 26,250.00
Concrete town	\$ 30,234.00
Connell city	\$ 49,221.00
Copalis Beach CDP	\$ 40,804.00
Cosmopolis city	\$ 60,898.00
Cottage Lake CDP	\$ 134,107.00
Coulee City town	\$ 42,857.00
Coulee Dam town	\$ 49,531.00
Country Homes CDP	\$ 45,357.00
Coupeville town	\$ 46,657.00
Covington city	\$ 88,806.00
Cowiche CDP	\$ 46,532.00
Creston town	\$ 35,000.00
Crocker CDP	\$ 86,326.00
Curlew CDP	\$ 28,472.00
Curlew Lake CDP	\$ 57,625.00
Custer CDP	\$ 70,423.00
Dallesport CDP	\$ 45,606.00

	ACS Estimated MHI
Danville CDP	\$ 91,250.00
Darrington town	\$ 45,313.00
Dash Point CDP	\$ 101,346.00
Davenport city	\$ 54,313.00
Dayton city	\$ 38,547.00
Deep River CDP	\$ 48,750.00
Deer Park city	\$ 43,648.00
Deming CDP	\$ 32,050.00
Desert Aire CDP	\$ 53,364.00
Des Moines city	\$ 59,948.00
Dixie CDP	\$ 51,071.00
Dollars Corner CDP	\$ 74,777.00
Duluth CDP	\$ 85,167.00
DuPont city	\$ 76,962.00
Duvall city	\$ 125,123.00
East Cathlamet CDP	\$ 45,875.00
Eastmont CDP	\$ 97,626.00
Easton CDP	\$ 60,313.00
East Port Orchard CDP	\$ 51,505.00
East Renton Highlands CDP	\$ 91,895.00
East Wenatchee city	\$ 50,947.00
Eatonville town	\$ 60,172.00
Edgewood city	\$ 83,514.00
Edison CDP	\$ 118,750.00
Edmonds city	\$ 78,181.00
Electric City	\$ 51,286.00
Elk Plain CDP	\$ 60,066.00
Ellensburg city	\$ 31,644.00
Elma city	\$ 31,528.00
Elmer City town	\$ 38,214.00
Endicott town	\$ 31,250.00
Enetai CDP	\$ 62,554.00
Entiat city	\$ 44,408.00
Enumclaw city	\$ 55,644.00
Ephrata city	\$ 56,989.00
Erlands Point-Kitsap Lake CDP	\$ 56,332.00
Eschbach CDP	\$ 81,591.00
Esperance CDP	\$ 72,273.00
Everett city	\$ 50,933.00

	ACS Estimated MHI
Everson city	\$ 53,500.00
Fairchild AFB CDP	\$ 52,697.00
Fairfield town	\$ 36,406.00
Fairwood CDP (King County)	\$ 92,020.00
Fairwood CDP (Spokane County)	\$ 65,933.00
Fall City CDP	\$ 77,700.00
Farmington town	\$ 51,250.00
Federal Way city	\$ 58,855.00
Felida CDP	\$ 101,150.00
Ferndale city	\$ 56,859.00
Fern Prairie CDP	\$ 83,268.00
Fife city	\$ 56,871.00
Fife Heights CDP	\$ 80,156.00
Finley CDP	\$ 63,167.00
Fircrest city	\$ 69,278.00
Five Corners CDP	\$ 63,447.00
Fobes Hill CDP	\$ 90,833.00
Fords Prairie CDP	\$ 52,964.00
Forks city	\$ 32,587.00
Fort Lewis CDP	\$ 43,379.00
Four Lakes CDP	\$ 48,897.00
Fox Island CDP	\$ 90,667.00
Frederickson CDP	\$ 70,935.00
Freeland CDP	\$ 45,313.00
Friday Harbor town	\$ 46,964.00
Garfield town	\$ 43,125.00
Garrett CDP	\$ 49,119.00
Geneva CDP	\$ 75,208.00
George city	\$ 47,604.00
Gig Harbor city	\$ 64,931.00
Gleed CDP	\$ 60,829.00
Glenwood CDP	\$ 41,875.00
Gold Bar city	\$ 61,417.00
Goldendale city	\$ 32,454.00
Gorst CDP	\$ 39,183.00
Graham CDP	\$ 77,289.00
Grand Coulee city	\$ 33,015.00
Grand Mound CDP	\$ 51,004.00
Grandview city	\$ 38,936.00

	ACS Estimated MHI
Granger city	\$ 39,661.00
Granite Falls city	\$ 58,698.00
Grapeview CDP	\$ 66,250.00
Grayland CDP	\$ 40,125.00
Grays River CDP	\$ 33,958.00
Green Bluff CDP	\$ 74,318.00
Greenwater CDP	\$ 16,813.00
Hamilton town	\$ 41,250.00
Hansville CDP	\$ 66,761.00
Harrah town	\$ 49,659.00
Harrington city	\$ 48,333.00
Hartline town	\$ 51,250.00
Hatton town	\$ 27,292.00
Hazel Dell CDP	\$ 52,434.00
Herron Island CDP	\$ 55,577.00
High Bridge CDP	\$ 108,000.00
Hobart CDP	\$ 95,010.00
Hockinson CDP	\$ 81,080.00
Home CDP	\$ 56,524.00
Hoodspport CDP	\$ 41,378.00
Hoquiam city	\$ 37,628.00
Humtulpis CDP	\$ 53,750.00
Hunts Point town	\$ 170,250.00
Ilwaco city	\$ 33,826.00
Inchelium CDP	\$ 24,531.00
Index town	\$ 60,357.00
Indianola CDP	\$ 68,313.00
Ione town	\$ 48,173.00
Issaquah city	\$ 92,071.00
Kahlotus city	\$ 45,417.00
Kalama city	\$ 55,192.00
Kapowsin CDP	\$ 75,865.00
Kayak Point CDP	\$ 105,592.00
Keller CDP	\$ 15,313.00
Kelso city	\$ 34,556.00
Kendall CDP	\$ 40,000.00
Kenmore city	\$ 93,227.00
Kennewick city	\$ 52,134.00
Kent city	\$ 61,033.00

	ACS Estimated MHI
Kettle Falls city	\$ 37,411.00
Key Center CDP	\$ 63,750.00
Keyport CDP	\$ 59,618.00
Kingston CDP	\$ 46,758.00
Kirkland city	\$ 95,939.00
Kittitas city	\$ 42,137.00
Klickitat CDP	\$ 32,000.00
La Center city	\$ 83,170.00
Lacey city	\$ 59,624.00
La Conner town	\$ 42,589.00
LaCrosse town	\$ 41,250.00
Lake Bosworth CDP	\$ 85,682.00
Lake Cassidy CDP	\$ 90,741.00
Lake Cavanaugh CDP	\$ 77,031.00
Lake Forest Park city	\$ 96,217.00
Lake Goodwin CDP	\$ 71,958.00
Lake Holm CDP	\$ 92,938.00
Lake Ketchum CDP	\$ 80,431.00
Lakeland North CDP	\$ 74,176.00
Lakeland South CDP	\$ 79,485.00
Lake McMurray CDP	\$ 71,458.00
Lake Marcel-Stillwater CDP	\$ 134,500.00
Lake Morton-Berrydale CDP	\$ 92,911.00
Lake Roesiger CDP	\$ 88,125.00
Lake Shore CDP	\$ 71,957.00
Lake Stevens city	\$ 79,975.00
Lake Stickney CDP	\$ 71,927.00
Lake Tapps CDP	\$ 105,836.00
Lakeview CDP	\$ 40,379.00
Lakewood city	\$ 45,261.00
Lamont town	\$ 39,107.00
Langley city	\$ 51,786.00
Larch Way CDP	\$ 90,816.00
Latah town	\$ 42,750.00
Leavenworth city	\$ 45,184.00
Lebam CDP	\$ 45,163.00
Lewisville CDP	\$ 80,847.00
Liberty Lake city	\$ 62,428.00
Lind town	\$ 46,083.00

	ACS Estimated MHI
Lochsloy CDP	\$ 81,071.00
Lofall CDP	\$ 74,844.00
Long Beach city	\$ 26,838.00
Longbranch CDP	\$ 50,068.00
Longview city	\$ 38,793.00
Longview Heights CDP	\$ 61,179.00
Loon Lake CDP	\$ 44,432.00
Lower Elochoman CDP	\$ 53,415.00
Lyle CDP	\$ 48,938.00
Lyman town	\$ 62,292.00
Lynden city	\$ 61,828.00
Lynnwood city	\$ 53,308.00
Mabton city	\$ 38,015.00
McChord AFB CDP	\$ 50,409.00
McCleary city	\$ 49,211.00
Machias CDP	\$ 82,632.00
McKenna CDP	\$ 70,550.00
McMillin CDP	\$ 82,750.00
Malden town	\$ 31,250.00
Malone CDP	\$ 47,644.00
Maltby CDP	\$ 101,530.00
Manchester CDP	\$ 73,701.00
Mansfield town	\$ 47,857.00
Manson CDP	\$ 44,215.00
Maple Heights-Lake Desire CDP	\$ 99,904.00
Maple Valley city	\$ 98,925.00
Maplewood CDP	\$ 92,854.00
Marcus town	\$ 38,047.00
Marietta-Alderwood CDP	\$ 43,377.00
Marrowstone CDP	\$ 60,223.00
Martha Lake CDP	\$ 81,207.00
Marysville city	\$ 67,027.00
Mattawa city	\$ 47,981.00
May Creek CDP	\$ 56,574.00
Mead CDP	\$ 56,128.00
Meadowdale CDP	\$ 94,414.00
Meadow Glade CDP	\$ 96,250.00
Medical Lake city	\$ 42,575.00
Medina city	\$ 182,604.00

	ACS Estimated MHI
Mercer Island city	\$ 129,348.00
Mesa city	\$ 51,146.00
Metaline town	\$ 54,706.00
Metaline Falls town	\$ 27,422.00
Methow CDP	\$ 113,571.00
Midland CDP	\$ 44,652.00
Mill Creek city	\$ 88,345.00
Mill Creek East CDP	\$ 100,707.00
Millwood city	\$ 54,000.00
Milton city	\$ 66,744.00
Mineral CDP	\$ 19,018.00
Minnehaha CDP	\$ 67,222.00
Mirrormont CDP	\$ 100,509.00
Monroe city	\$ 70,270.00
Monroe North CDP	\$ 111,635.00
Montesano city	\$ 63,043.00
Morton city	\$ 33,517.00
Moses Lake city	\$ 47,005.00
Moses Lake North CDP	\$ 31,387.00
Mossyrock city	\$ 32,955.00
Mountlake Terrace city	\$ 66,512.00
Mount Vernon city	\$ 49,307.00
Mount Vista CDP	\$ 73,984.00
Moxee city	\$ 55,756.00
Mukilteo city	\$ 98,823.00
Naches town	\$ 46,827.00
Napavine city	\$ 51,094.00
Naselle CDP	\$ 47,083.00
Navy Yard City CDP	\$ 50,719.00
Neah Bay CDP	\$ 31,328.00
Neilton CDP	\$ 43,125.00
Nespelem town	\$ 40,000.00
Newcastle city	\$ 111,955.00
Newport city	\$ 31,307.00
Nile CDP	\$ 77,900.00
Nisqually Indian Community CDP	\$ 51,250.00
Nooksack city	\$ 63,355.00
Normandy Park city	\$ 89,425.00
North Bend city	\$ 90,395.00

	ACS Estimated MHI
North Bonneville city	\$ 52,708.00
North Fort Lewis CDP	\$ 62,964.00
North Lynnwood CDP	\$ 64,320.00
North Marysville CDP	\$ 68,611.00
North Omak CDP	\$ 36,739.00
Northport town	\$ 27,167.00
North Puyallup CDP	\$ 51,831.00
North Sultan CDP	\$ 87,250.00
North Yelm CDP	\$ 37,146.00
Oakesdale town	\$ 50,781.00
Oak Harbor city	\$ 46,959.00
Oakville city	\$ 45,694.00
Ocean City CDP	\$ 28,903.00
Ocean Park CDP	\$ 22,833.00
Ocean Shores city	\$ 36,950.00
Odessa town	\$ 36,510.00
Okanogan city	\$ 35,045.00
Olympia city	\$ 54,523.00
Omak city	\$ 41,136.00
Onalaska CDP	\$ 54,242.00
Orchards CDP	\$ 64,117.00
Orient CDP	\$ 11,591.00
Oroville city	\$ 30,246.00
Orting city	\$ 71,981.00
Oso CDP	\$ 35,313.00
Othello city	\$ 48,495.00
Otis Orchards-East Farms CDP	\$ 63,563.00
Pacific city	\$ 53,301.00
Packwood CDP	\$ 61,481.00
Palouse city	\$ 54,583.00
Parkland CDP	\$ 48,149.00
Parkwood CDP	\$ 47,608.00
Pasco city	\$ 57,440.00
Pateros city	\$ 38,438.00
Peaceful Valley CDP	\$ 42,875.00
Pe Ell town	\$ 52,679.00
Picnic Point CDP	\$ 95,900.00
Pine Grove CDP	\$ 37,841.00
Point Roberts CDP	\$ 41,618.00

	ACS Estimated MHI
Pomeroy city	\$ 43,438.00
Port Angeles city	\$ 40,398.00
Port Angeles East CDP	\$ 53,059.00
Porter CDP	\$ 38,056.00
Port Gamble Tribal Community CDP	\$ 44,375.00
Port Hadlock-Irondale CDP	\$ 50,383.00
Port Ludlow CDP	\$ 67,500.00
Port Orchard city	\$ 63,634.00
Port Townsend city	\$ 44,753.00
Poulsbo city	\$ 60,720.00
Prairie Heights CDP	\$ 87,375.00
Prairie Ridge CDP	\$ 73,865.00
Prescott city	\$ 29,000.00
Prosser city	\$ 53,268.00
Puget Island CDP	\$ 60,833.00
Pullman city	\$ 27,831.00
Purdy CDP	\$ 46,250.00
Puyallup city	\$ 64,342.00
Queets CDP	\$ 36,250.00
Quilcene CDP	\$ 31,618.00
Quincy city	\$ 51,508.00
Raft Island CDP	\$ 100,882.00
Rainier city	\$ 66,620.00
Ravensdale CDP	\$ 84,640.00
Raymond city	\$ 32,500.00
Reardan town	\$ 39,896.00
Redmond city	\$ 107,341.00
Renton city	\$ 66,050.00
Republic city	\$ 26,125.00
Richland city	\$ 69,833.00
Ridgefield city	\$ 88,286.00
Ritzville city	\$ 39,554.00
Riverbend CDP	\$ 98,952.00
River Road CDP	\$ 32,057.00
Riverside town	\$ 38,382.00
Rochester CDP	\$ 75,699.00
Rockford town	\$ 61,406.00
Rock Island city	\$ 40,714.00

	ACS Estimated MHI
Rockport CDP	\$ 33,375.00
Rocky Point CDP	\$ 51,284.00
Roosevelt CDP	\$ 35,000.00
Rosalia town	\$ 40,625.00
Rosburg CDP	\$ 46,667.00
Rosedale CDP	\$ 93,750.00
Roslyn city	\$ 53,583.00
Roy city	\$ 50,893.00
Royal City	\$ 32,656.00
Ruston town	\$ 80,192.00
Ryderwood CDP	\$ 42,961.00
St. John town	\$ 37,614.00
Salmon Creek CDP	\$ 73,813.00
Sammamish city	\$ 153,253.00
Satsop CDP	\$ 40,893.00
Seabeck CDP	\$ 75,156.00
SeaTac city	\$ 48,487.00
Seattle city	\$ 74,458.00
Sedro-Woolley city	\$ 44,643.00
Selah city	\$ 50,107.00
Sequim city	\$ 38,655.00
Shadow Lake CDP	\$ 119,318.00
Shelton city	\$ 38,550.00
Shoreline city	\$ 70,398.00
Silverdale CDP	\$ 64,224.00
Silver Firs CDP	\$ 110,140.00
Sisco Heights CDP	\$ 96,743.00
Skamokawa Valley CDP	\$ 18,516.00
Skokomish CDP	\$ 35,000.00
Skykomish town	\$ 36,250.00
Snohomish city	\$ 56,763.00
Snoqualmie city	\$ 131,453.00
Snoqualmie Pass CDP	\$ 106,250.00
Soap Lake city	\$ 30,261.00
South Bend city	\$ 32,400.00
South Cle Elum town	\$ 52,386.00
South Creek CDP	\$ 58,162.00
South Hill CDP	\$ 76,624.00
South Prairie town	\$ 63,438.00

	ACS Estimated MHI
South Wenatchee CDP	\$ 42,500.00
Southworth CDP	\$ 74,049.00
Spanaway CDP	\$ 60,605.00
Spangle city	\$ 36,250.00
Spokane city	\$ 43,274.00
Spokane Valley city	\$ 47,567.00
Sprague city	\$ 30,833.00
Springdale town	\$ 33,375.00
Stansberry Lake CDP	\$ 56,202.00
Stanwood city	\$ 50,441.00
Starbuck town	\$ 32,578.00
Startup CDP	\$ 28,977.00
Steilacoom town	\$ 67,500.00
Steptoe CDP	\$ 57,917.00
Stevenson city	\$ 32,277.00
Sudden Valley CDP	\$ 80,635.00
Sultan city	\$ 61,948.00
Sumas city	\$ 46,728.00
Summit CDP	\$ 63,057.00
Summit View CDP	\$ 60,362.00
Summitview CDP	\$ 70,078.00
Sumner city	\$ 57,303.00
Sunday Lake CDP	\$ 90,511.00
Sunnyside city	\$ 37,975.00
Sunnyslope CDP	\$ 82,419.00
Suquamish CDP	\$ 57,383.00
Swede Heaven CDP	\$ 53,750.00
Tacoma city	\$ 53,553.00
Taholah CDP	\$ 31,875.00
Tanglewilde CDP	\$ 57,694.00
Tanner CDP	\$ 131,875.00
Tekoa city	\$ 47,708.00
Tenino city	\$ 51,635.00
Terrace Heights CDP	\$ 57,151.00
Thorp CDP	\$ 56,188.00
Three Lakes CDP	\$ 106,429.00
Tieton city	\$ 46,793.00
Toledo city	\$ 38,000.00
Tonasket city	\$ 18,219.00

	ACS Estimated MHI
Toppenish city	\$ 37,109.00
Touchet CDP	\$ 51,667.00
Town and Country CDP	\$ 60,768.00
Tracyton CDP	\$ 72,966.00
Trout Lake CDP	\$ 56,316.00
Tukwila city	\$ 48,490.00
Tumwater city	\$ 62,050.00
Twin Lakes CDP	\$ 22,188.00
Twisp town	\$ 34,500.00
Union Gap city	\$ 37,202.00
Union Hill-Novelty Hill CDP	\$ 130,583.00
Uniontown town	\$ 64,375.00
University Place city	\$ 60,947.00
Vader city	\$ 39,886.00
Vancouver city	\$ 52,004.00
Vashon CDP	\$ 69,364.00
Vaughn CDP	\$ 61,250.00
Venersborg CDP	\$ 102,188.00
Verlot CDP	\$ 80,234.00
Waitsburg city	\$ 50,313.00
Walla Walla city	\$ 41,817.00
Walla Walla East CDP	\$ 98,362.00
Waller CDP	\$ 66,750.00
Wallula CDP	\$ 19,955.00
Walnut Grove CDP	\$ 60,166.00
Wapato city	\$ 34,183.00
Warden city	\$ 38,140.00
Warm Beach CDP	\$ 76,619.00
Washougal city	\$ 70,943.00
Washtucna town	\$ 61,250.00
Waterville town	\$ 47,708.00
Wauna CDP	\$ 75,086.00
Waverly town	\$ 41,250.00
Wenatchee city	\$ 45,606.00
West Clarkston-Highland CDP	\$ 43,447.00
West Pasco CDP	\$ 102,292.00
Westport city	\$ 40,143.00
West Richland city	\$ 84,419.00
West Side Highway CDP	\$ 59,527.00

	ACS Estimated MHI
Whidbey Island Station CDP	\$ 26,724.00
White Center CDP	\$ 47,680.00
White Salmon city	\$ 46,651.00
White Swan CDP	\$ 44,659.00
Wilbur town	\$ 40,125.00
Wilderness Rim CDP	\$ 94,536.00
Wilkeson town	\$ 62,955.00
Willapa CDP	\$ 51,307.00
Wilson Creek town	\$ 43,750.00
Winlock city	\$ 42,893.00
Winthrop town	\$ 41,250.00
Wishram CDP	\$ 29,479.00
Wollochet CDP	\$ 90,833.00
Woodinville city	\$ 106,341.00
Woodland city	\$ 62,344.00
Woods Creek CDP	\$ 92,246.00
Woodway city	\$ 149,821.00
Yacolt town	\$ 61,944.00
Yakima city	\$ 40,951.00
Yarrow Point town	\$ 213,750.00
Yelm city	\$ 51,405.00
Zillah city	\$ 61,197.00

Appendix G: Project Outcomes Metrics Table

Floodplains by Design

The metrics table is for on-the-ground activities such as construction or acquisition that is proposed with 2019-21 funding. Design activities do not need to be included in the metrics. This application only need to include information about project activities that are to be done as part of the 2019-21 funding cycle.

Metrics Table – Completed Example, for a project with Construction element.

Project Outcome Measure	How to Measure Outcome	Unit of Measure	GIS Polygon Required.	Amount	Methodology
Floodplain or estuary area restored	Calculate the project footprint of enlarged available floodplain area that is restored and/or reconnected. *Please provide a GIS polygon showing this area.	Acres	Yes	<i>14 acres</i>	<i>Area of land acquired between original levee and setback levee</i>
Overall river ecosystem functions improved	The total river length where floodplain area and/or river complexity improvements are being made. *Please provide a GIS polygon showing this area.	Miles	Yes	<i>.8 miles</i>	<i>Length of river with expanded riparian buffer</i>
Area of connected floodplain protected from development (that could cause further degradation)	Calculate the project footprint of the protected floodplain area that is protected, through transfer of development rights, easements or acquisition. * Please provide a GIS polygon showing this area.	Acres	Yes	<i>14 acres</i>	<i>Area of farmland conservation easement within original mapped floodplain.</i>
Length of improved levee	Calculate the length of improved levee, to the nearest one-tenth mile (500 feet). For levee setback projects, this is the length of the new levee.	Linear Feet	No	<i>3500 feet</i>	<i>Surveyed measurement</i>
Homes or business	Count the number of homes/residences and	Count number	Yes	<i>1</i>	<i>Count</i>

removed from the floodplain	businesses or calculate the length of infrastructure (roads, dikes, etc.) removed from the floodplain.	or linear feet, as appropriate			
Area with improved flood safety	Provide acreage of area with reduced flood risk. Use the most accurate source of information available, preferably an updated flood model run or in the case of property buyouts, specific parcel data. This metric includes areas where acquisition or easements preclude development.	Acres	Yes	49 acres	<i>Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.</i>
Number of people with reduced flood risk	Provide an estimate of the population of the area with reduced flood risk. Provide a description of the method of calculating.	Number	No	18	<i>Estimated population based on 2.5 people per residence</i>
Value of property with reduced flood risk	Provide an estimate of the assessed value of the property with reduced flood risk based upon assessor's data or census block information. Provide a description of the method of calculating.	Dollar amount	No	\$2.9 million	<i>Aggregated Assessor's roll building value data for building protected by new levee, building removed, and value of open space.</i>
Area of farmland acquired (directly or by easement) and preserved for agricultural use	Calculate the acreage of farmland protected from development. *Please provide a GIS polygon showing this area.	Acres	Yes	15 acres	<i>Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.</i>

Area with improved flood protection, drainage, irrigation or other agricultural productivity improvements	Calculate the number of farmland acres benefiting from flood, drainage, irrigation or other infrastructure improvements. Please provide a GIS polygon showing this area.	Acres	Yes	<i>15 acres</i>	<i>Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.</i>
Jobs touched	Ecology will provide this information after the application is received.	x	No	x	Department of Ecology completes this section
Damage or maintenance costs abated (e.g. estimated annual levee maintenance cost savings)	Estimate flood response, flood damage, levee/road maintenance and repair, water treatment, and other future cost savings.	Dollar amount	No	<i>\$10,000/year annualized</i>	<i>Levee direct estimate based on setback levee</i>
State, Federal, local or other sponsor funding sources	Estimate funding from other state, federal and local sources.	Dollar amount	No	<i>\$1,000,000</i>	<i>\$500,000 from Corps \$500,000 from Flood Zone Control District</i>
Trails/area opened to public	Length of new/improved trails or shoreline open space. Please provide a GIS polygon showing this area.	Linear miles or acres	Yes	<i>.1 miles 5 acres open to public</i>	<i>Measurements taken from construction plans.</i>
River access (boating, fishing, etc.) sites maintained or improved (number of sites)	Number of new or improved boat access points. Please provide a GIS polygon showing this area.	Number of sites	Yes	<i>0</i>	
Other benefits such as water quality (use local proponent's measures of success)	Provide specific examples – e.g. linear feet of revegetated riparian shoreline, acres of wetland, stormwater treated, etc.	Applicant defined	No	<i>.5 acres tree planting</i>	<i>Measurement from landscape plan.</i>

Appendix H: Sample Project Completion Form

Floodplains by Design

COMPLETION REPORTS ARE DUE WITHIN 60 DAYS OF GRANT COMPLETION DATE

1. **Recipient:**
Grant number:
Grant Start Date:
End Date:
Grant Title:
Date:

3. **Location of Project:**
Legislative District(s):
County:
River Name and Mile:

4. **Budget:** Please summarize sources of funds and match and indicate amounts budgeted and spent for each in the table below. Indicate if match is in-kind.

Source	Budgeted	Actual
• Floodplains by Design grant	\$	\$
• Other State-funded match	\$	\$
• Local match	\$	
• Federally funded match	\$	\$
Total Match	\$	\$
Total Project	\$	\$

5. **Objectives (Project Tasks):**

6. **Describe how the Objectives were met:**

7. **Discuss Differences between Objectives and Tasks actually carried out; include differences between expected and actual costs. Explain reasons for the changes.**

8. **If the work in this grant was part of a larger undertaking with other components and funding, present a brief overview of the larger activity and the role of this project.**

9. Attach “before” and “after” photos, showing work accomplished with these grant funds.

10. Please describe the stakeholder engagement/coordination process and results realized.

- a) How many different groups/individuals did the project impact?
- b) How often did the Recipient’s Project Management Team engage/coordinate with those groups/individuals throughout project implementation?
- c) Describe the engagement processes?
- d) In the end, was the project able to procure continued support from those impacted groups/individuals?

11. Please discuss applicable project metrics below (qualitative and/or quantitative).

- a) Acreage Acquired:
- b) Number of Acres Restored:
- c) Development Restrictions Imposed:
- d) Flood Benefits or Flood Hazard Reduction Realized:
- e) Other Multi-benefit Metrics (i.e., water quality, agricultural, and recreational):

12. Submit all of the required final deliverables for each Task with this completion report.

13. If a Task included property acquisition, submit the following documents: (as applicable for fee title or conservation easement acquisition, or both).

Fee Title:

- Copy of Recorded Deed(s) and Notice(s) of Grant Agreement with Book/Page Number
- Match appraisal (if land provided as match and not submitted previously)
- Maps, including:
 - location within the State
 - specific location map, at the city or county level
 - parcel - a plat map or equivalent

Conservation Easement:

- Copy of Recorded Easement and/or Assignment of Rights
- Match appraisal if land required and not submitted previously
- Maps, including:
 - location within the State
 - specific location map, at the city of county level
 - parcel - a plat map or equivalent

14. List any publications or in-house reports resulting from this work:

15. Lessons learned – describe in detail the challenges you encountered and how they were resolved. What would you do differently next time? What worked and what didn’t work as you encountered challenges? Are there system improvements needed (FbD grant program, regulatory agencies, and technical or stakeholder resources you need and do not have, etc.)? We want your creative ideas and feedback.

- 16. Attach any links to media clips, newsletters, articles or other write-ups or notices about this project:**
- 17. Signature of Recipient, Name, title, phone number, and e-mail address of person compiling this report:**
- 18. Local Sponsor's signature and date:**

Appendix I: EAGL & Grants Training Tools and Resources

For EAGL Training Tools & Resources, please visit Ecology's Grants & Loans homepage: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

There you will find Ecology's Administrative Requirements, other resources, such as:

- **EAGL Training Videos and Helpful User Tips**
<https://www.youtube.com/playlist?list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90>

Administrative Requirements for Recipients of Ecology Grants & Loans (“Yellow Book”)

- <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>
This publication establishes the administrative requirements for recipients of all grants and loans administered by Ecology. Topics include financial management, expenditure and income reporting, contracting, and record retention.

This Version applies to all grant and loan agreements in EAGL, with an agreement signature date OR amended agreement signature date of August 11, 2017 or later.

Submitting a Payment Request/Progress Report (PRPR)

Most forms are available inside EAGL, and if you are managing your grant or loan there, use the forms in the system. This list includes [forms for submitting payment requests and progress reports](#).

For projects collecting environmental data

- Quality Assurance Project Plan (QAPP) template and guidance – QAPPs are required for grants and loans that pay for collection of environmental data
<https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>
- Environmental Information Management (EIM) for reporting environmental data
<https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database>