



Floodplains by Design

2023-25 Grant Application Instructions

Shorelands and Environmental Assistance Program

Washington State Department of Ecology
Olympia, Washington

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This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2206001.html>

Related Information

- Floodplains by Design Funding Guidelines 2023-25 Publication 21-06-028: [Floodplains by Design Grants Funding Guidelines 2023-25](#).¹
- Floodplains by Design [Ecology grants website](#).²

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¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2106028.html>

² <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Floodplains-by-design-grants>

³ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

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Eligible Applicants

The following types of organizations are eligible to apply for Floodplains by Design grants: cities, towns, counties, federally-recognized Tribes, flood control zone districts, flood control and diking and drainage districts, conservation districts, municipal and quasi-municipal corporations, and non-profits that are recognized by the IRS as tax-exempt.

Eligible Project Types

Flood hazard reduction projects that also contain an ecosystem restoration aspect as outlined in the funding guidelines.

Application Requirements

Only applicants that have been invited to apply, through the pre-application selection process, can apply. To apply for a Floodplains by Design (FbD) grant, you must complete and submit an application in Ecology’s Administration of Grants and Loans (EAGL) online system. An EAGL Prep Tool is also available to help applicants prepare answers to application questions.

To access the application forms, applicants must first register through Secure Access Washington (SAW) and then register to use EAGL. Please see [Ecology’s Grants and Loans web page](#)⁴ for information about registering for both a SAW and EAGL account.

Once you have been validated as a new user by Ecology’s EAGL staff, you will have access to EAGL. Please note it may take up to up to three business days for Ecology to approve your user request.

⁴ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>

Funding Cycle Timeline

Table 1. FbD 23-25 Funding Cycle Timeline.

Date	Program Milestones and Expectations
November 1, 2021	Request for proposal (RFP) released and pre-application cycle begins.
November 15, 2021	FbD application workshop.
Early December	Project presentations format is available on Ecology FbD website.
January 14, 2022	Pre-applications due to Ecology.
January 28, 2022	Ecology announces pre-application review results. Approved applicants invited to give presentations in February 2022.
February 14 – 18, 2022	Applicants give project presentations to the Review Team.
March 15, 2022	EAGL grant application opens at 8:00 a.m.
May 3, 2022	EAGL grant application closes at 8:00 a.m.
May 3 – June 17, 2022	Application evaluation period.
June 20 – July 29	Ecology internal processes and budget development.
August 1, 2022	Final ranked list is provided to pertinent agencies and applicants, and released to the public.
~April 21, 2023	Legislature makes the final funding decision.
~May 15, 2023	FbD Policy and Grant Program Coordinator sends applicants a funding decision notice.
~June 15, 2023	SEA Program Manager sends award letters to applicants, identifying Ecology's Project Manager (PM) and Financial Manager (FM).
June – December 2023	Ecology PM and FM work with Recipients to negotiate funded grant agreements.
July 1, 2023 or thereafter	Anticipated start date for funded grant agreements.

Important User Tips for Navigating EAGL

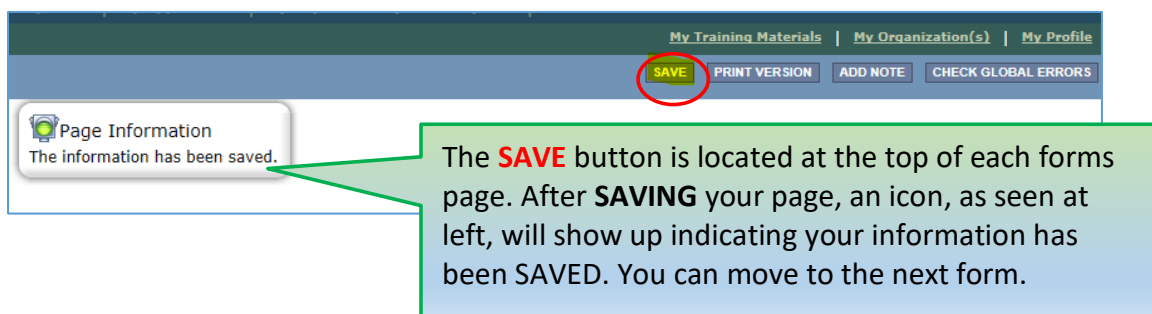
Before you begin completing the grant application, please read through the following tips. These will help you navigate the EAGL system.

1. **Familiarize yourself with how EAGL Roles are assigned at the Organization and Document levels.** Only those in the Authorized Official Role can view available funding opportunities, and initiate and submit a grant application.



Also, only an Authorized Official can change role assignments at the organization or document level. Roles set at the organization level serve as the user's default role on newly initiated applications. Please reference the [EAGL External Users' Manual](#)⁵ : Chapter 7 EAGL Role Permissions Overview, and a comprehensive roles matrix (last page). *The EAGL External Users' Manual is also available in EAGL. See the screenshot in these instructions.*

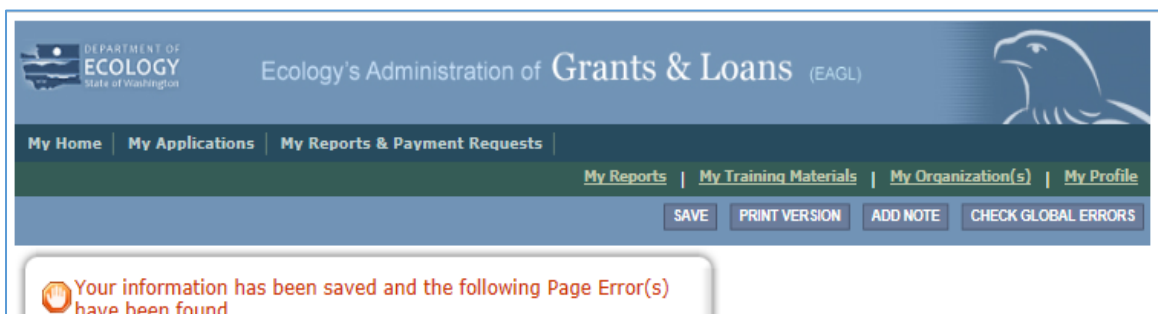
During the application process, you will be asked to identify contact people from your organization. Please note that the Authorized *Signatory* is a contact type and independent from the organization/document role of Authorized *Official*. Contact types do not affect document permissions and any contact person can be in any document/organization role.

2. **To use EAGL, you must use one of the following web browsers:** Google Chrome, Microsoft Chromium, Mozilla Firefox 2.0+, or Safari 5+. Microsoft Internet Explorer does not interface well with EAGL; we suggest you don't use Internet Explorer.
3. **When you apply, a document number is automatically assigned to your application.** When the system generates your application-Document #, write it down so that you can easily search for it as you complete your application forms. Please see the section below, "**Avoid creating duplicate applications**" for additional information on how to locate an application you have already created.
4. **Where is the SAVE button?**



⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

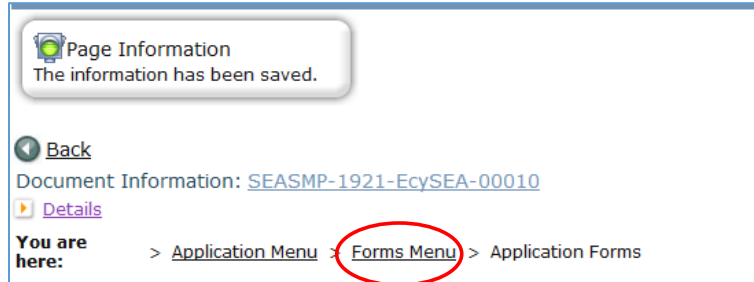
5. **SAVE regularly.** Both the SAW and EAGL systems timeout after 20 minutes of inactivity for security purposes. As you complete your application, remember to **SAVE** often to ensure your application data entry is secure. Each time you **SAVE**, the 20-minute timer starts again. If you attempt to save after 20 minutes of inactivity, but before a full hour of inactivity, you will be prompted to sign back into SAW and you should be returned to where you had left off in EAGL. Generally, this will not result in loss of data.
6. **After saving,** you can exit the EAGL system, revisit your application-Document #, and begin where you left off earlier. The **SAVE** button is located at the top (right) on each application form.
7. **Spell Check** – The EAGL system is not a word processing application. Please be sure to double check for typos and grammar prior to submitting an application. Pay particular attention to email addresses. Modern web browsers such as Internet Explorer 11 or later, Mozilla Firefox, and Google Chrome may offer spell check features to assist with your application.
8. **Formatting** – The EAGL system does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad or a Word document saved as plain text.
9. **Red Asterisk *** – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.
10. **Blue Question Mark**  – A blue question mark symbol indicates more information is available. Hover over it and will bring up text instructions, (e.g. Refer to funding guidelines).
11. **Global Errors**  – A hand on an orange stop sign indicates an error. After you have filled out each of the Application Forms *in order*, we recommend you run the “Check Global Errors” command. The **Check Global Errors** button is located at the top right on each application form. If you do get global errors, go to the form that the error message notes, edit it, and resave each of the forms in the order they are listed in the **Forms Menu**, not the global error message.



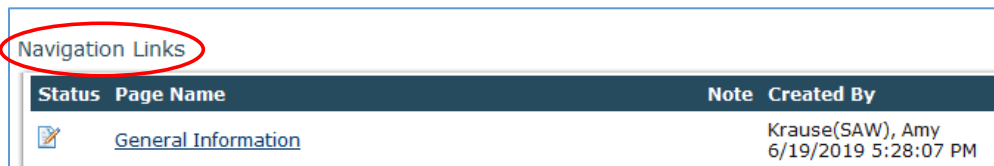
12. How do I navigate between screens?

There are a few ways to navigate to the forms:

- a. Select the **Forms Menu** link (top of each form) and choose the form.

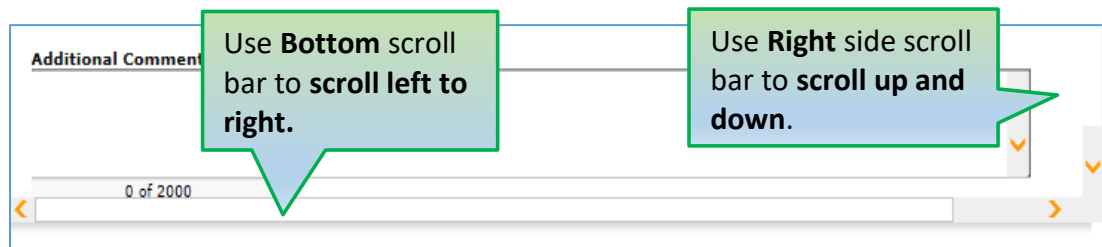


- b. Or simply scroll down to the **Navigation Links** (bottom of each form) and choose the form. This is the easiest way to navigate.



- c. **Navigation on forms** – The system uses scroll bars for navigating on any of the forms:

- **Right** side scroll bar allows you to **scroll up and down**.
- **Bottom** scroll bar allows you to **scroll back and forth**.



13. **Avoid creating duplicate applications.** Only one application per project should be initiated in EAGL. To access a previously created application follow the steps below. If you have created an application and cannot locate it, please contact a Fund Coordinator for help.

Option 1:

If you are in the role of “Authorized Official” and your application is still in process (and has not been submitted) you can access your application through “My Tasks” on your home page of EAGL. Once you open your task list, a list of your applications will appear. Select the application document #.

Hello Amy, please choose an option below.

View Available Opportunities

You have **23** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox

You have **50** new messages.
Select the **Open My Inbox** button below to open your system messages.

[OPEN MY INBOX](#)

My Tasks

[Export Results to](#) [Sort by:](#) [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Department of Ecology - SEA	SEAFBD-2123-EcySEA-00005	Application In Process	2/11/2020	
	Application	Department of Ecology - SEA	SEAFBD-2123-EcySEA-00007	Application In Process	2/13/2020	
	Application	Department of Ecology - SEA	SEAFBD-2123-EcySEA-00008	Application In Process	2/19/2020	
	Application	Department of Ecology - SEA	SEAFBD-2123-EcySEA-00012	Application In Process	2/19/2020	

[CLOSE MY TASKS](#)

Under My Tasks, locate and select the application document number; the status will show 'Application In Process.'

Option 2:

On your EAGL home page, select **My Applications** from the menu bar at the top. Under *Search Criteria*, for **Application Types**, select **Shorelands Floodplains by Design: 2325**, from the drop down menu, for **Application Name** type in the last two digits of your application document number, (e.g., 04), then select the **Search** button. Your agreement should be listed under Search Results.—. Select the **Application document #** link under Name. This takes you to the **Application Menu** page Under **View, Edit, and Complete Forms**, select the **View Forms** button and you can continue filling in the application.

EAGL External Users' Manual

The *EAGL External Users' Manual* is located on the **Welcome Page** under **My Training Materials**. The User Manual has step-by-step instructions and has many important system requirements and navigation features of the EAGL system. Please familiarize yourself with it.

The screenshot displays the EAGL system interface. At the top, the header includes the Department of Ecology logo and the text "Ecology's Administration of Grants & Loans (EAGL)". Below the header is a navigation bar with several menu items: "My Home", "My Applications", "My Reports & Payment Requests", "My Reports", "My Administration", "My Training Materials" (circled in red), "My Organization(s)", and "My Profile". A "SHOW HELP" button is located in the top right corner of the navigation bar.

On the left side, there is a "Welcome Amy Fund Coordinator" box. To its right, an "Instructions" box lists several steps: "Select the SHOW HELP button", "> Applying for an Opportunity", "> Using System Messages", "> Understanding your Tasks", and "> Managing your awarded grant".

A red arrow points from the circled "My Training Materials" menu item to a pop-up window titled "My Training Materials". This window contains the text "Click on the link(s) to open, view or print the training materials" and three links: "User Manual", "Map Instructions (Recipient)", and "Map Instructions (Ecology)". A "CLOSE" button is located at the bottom right of the pop-up window.

Below the instructions, a red message states: "The system will undergo maintenance. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience."

At the bottom, a "Public Disclosure Notice" box contains the following text: "Information you provide through use of this site is public information and subject to inspection and copying by members of the public. In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, RCW 42.56 (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law. If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov."

Locating the Floodplains by Design Funding Opportunity

On the **Welcome Page** you can initiate applications, see an inbox for communication between the applicant and the agency, and view a task list for items that need action.

NOTE: Only an **Authorized Official** can view and apply for the **Floodplains by Design (FbD) funding opportunity**.

Applying for the FbD Funding Opportunity

Under **My Opportunities**, scroll down until you find the **Shorelands Floodplains by Design** Funding Opportunity. Click the **Apply Now** button.

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Shorelands Floodplains by Design for Department of Ecology - SEA
Offered By:
Department of Ecology

Application Availability Dates:
01/27/2022-05/03/2022

Application Period:
01/27/2022-open ended

Application Due Date:
not set

Description:

Floodplains by Design (FbD) is a partnership of local, state, federal, Tribal, and private organizations focused on coordinating investment in and strengthening the integrated management of floodplain areas through 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.

After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

APPLY NOW **NOT INTERESTED**

From the **My Opportunities** screen, select the **Apply Now** button.

Application Menu

You have now entered the Application process. The system has automatically assigned a **Document Information** number to you. It is important to write this number down, as it will become your parent document number which will show up on each of your application forms and is your assigned grant agreement number throughout the life cycle of your grant.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests

Back

Application Menu

Document Information: [SEAFBD-2325-EcySEA-00031](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application In Process	01/27/2022 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

VIEW FORMS

A number similar to this will be your **Application # is the Document Information #** and will be shown on all of your forms and sub-documents. It is your grant agreement number.

Select the **View Forms** button, under the **View, Edit and Complete Forms** – this takes you to the Application Menu – Forms screen.

HELPFUL TIP: The dark blue ribbon in the middle table of the graphic above indicates what **Role** you are in (e.g., Authorized Official) and what the **Current Status** is of your application (e.g., Application In Process). Within each process, always check your role and your document's current status, because this determines what work can be done.

The **Floodplains by Design (FbD) Funding Program Guidelines, Application Instructions, EAGL Prep Tool, and Elements of Integrated Projects** are also available from the **Application Menu – Forms** screen. The FbD application forms include the Scope of Work forms. *The following pages of these instructions describe the required forms and instructions on how to fill out each form.*

Application Menu - Forms

Please complete all required forms below.

Document Information: [SEAFBD-2325-EcySEA-00031](#)

[Details](#)

The **Application # / Document Information #**

is a link you can click on that may make it easier to navigate between the forms. The **Details Link** will show users their **Role** and the **Current Status** of the application.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application In Process	01/27/2022 - N/A N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	SEAFBD 2325 Funding Program Guidelines			
	SEAFBD 2325 Application Instructions			
	SEAFBD 2325 EAGL Prep Tool			
	SEAFBD 2123 Funding Program Guidelines			
	SEAFBD 2123 Application Instructions			
	Elements of Integrated Projects			
Application Forms				
	General Information		Layne (SAW) Slone 2/4/2022 9:28:06 AM	Layne (SAW) Slone 2/4/2022 9:40:36 AM
	Mapping Information		Layne (SAW) Slone 2/4/2022 7:35:20 AM	Layne (SAW) Slone 2/4/2022 9:58:57 AM
	Project Characterization		Layne (SAW) Slone 2/4/2022 11:13:33 AM	Layne (SAW) Slone 2/4/2022 11:50:35 AM
	Recipient Contacts		Layne (SAW) Slone 2/4/2022 1:02:05 PM	Layne (SAW) Slone 2/4/2022 1:02:27 PM
	Scope of Work - Task 1 Project Administration/Management		Layne (SAW) Slone 2/4/2022 1:03:49 PM	
	Scope of Work - Additional Tasks (4)			
	Scope of Work Summary		Layne (SAW) Slone 2/4/2022 1:03:49 PM	Layne (SAW) Slone 2/4/2022 1:37:30 PM
	Deliverables Due Date		Layne (SAW) Slone 2/4/2022 1:38:52 PM	Layne (SAW) Slone 2/4/2022 1:42:21 PM
	Executive Summary		Layne (SAW) Slone 2/4/2022 1:43:29 PM	Layne (SAW) Slone 2/4/2022 1:48:04 PM
	Integration and Strategy		Layne (SAW) Slone 2/4/2022 1:48:26 PM	Layne (SAW) Slone 2/4/2022 4:12:01 PM
	Project Description		Layne (SAW) Slone 2/4/2022 4:32:47 PM	Layne (SAW) Slone 2/4/2022 4:58:02 PM
	Budget Task Cost		Layne (SAW) Slone 2/4/2022 1:32:55 PM	
	Match and Funding Request			
	Uploads			

HELPFUL TIPS: If you get lost at times navigating between each of the forms, select the **Document Information #** link (at the top of the screen), which will take you to the **Application Menu**. Select the **View Forms** button, under **View, Edit, and Complete Forms**, to go back to the **Application Menu – Forms** screen where all the forms are located.

SAVE each form before moving to the next one, and **SAVE** often.

General Information Form

The **General Information** Form is the first form you will see on the **Application Menu – Forms** page. The information on this form, the Scope of Work (SOW) forms, and other application forms will be used by Ecology to screen, evaluate, and score your application. **SAVE** the form before moving to the next one, and **SAVE** often.

Enter the following information:

- **Project Title:** Enter a concise project title (75 character limit with spaces).
- **Project Short Description:** Enter a concise paragraph describing the overall project and environmental benefits (500 character limit with spaces).
- **Project Long Description:** Enter a detailed description of the project, background information, and other funding associated with the project including the names of other recipients, grant titles, and award amounts (4,000 character limit with spaces).
- **Total Cost:** Enter the total project cost including other funds associated with the project.
- **Total Eligible Cost:** Enter the amount for the FbD portion of the project. This amount represents Ecology’s Share and the Match Requirement Amount, combined.
- **Effective Date:** This date is pre-populated and will read as 07/01/2023.
- **Expiration Date:** This date is not pre-populated. Enter the anticipated end date of the grant project. This date cannot be later than 6/30/2027.
- **Will Environmental Monitoring Data be collected?** Choose yes or no, from the drop down menu. If your project involves collecting or monitoring environmental data, you will be required to follow Ecology’s data standards. Please see the Environmental Data section in Appendix G of the [FbD 23-25 Funding Guidelines](#).⁶
- **Overall Goal:** Enter a clear and concise paragraph describing the overall goal and environmental benefits (1,000 character limit with spaces).

⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/2106028.html>

GENERAL INFORMATION

Instructions:
Please fill in the appropriate fields. Required fields are marked with an *. When done, click the **SAVE** button.

Project Title *

Project Short Description 60 of 500

Project Long Description 380 of 4000

Total Cost * Total Eligible Cost *

Effective Date * Expiration Date *

Ecology Program

Project Category* Flood

Will Environmental Monitoring

Overall Goal

Be specific with your **Project Title** description. It is a valuable component for Ecology's Screeners and Evaluators during the application scoring process.

The **Project Short and Long Descriptions** should be detailed enough to allow the Ecology's Screeners and Evaluators to efficiently screen, evaluate, and score your application. The system text fields accept up to 500 characters for the short description and up to 4,000 characters for the long description.

Total Cost is other funds being contributed plus what you're asking for in the grant. The **Total Eligible Cost** will be Ecology's Share and the Match Requirement Amount combined.

HELPFUL TIP: Visit the *Budget Task Cost* and the *Match and Funding Request* forms to help calculate these amounts.

Explain the **Overall Goal** you hope to achieve with your project. Be as specific as possible.

SAVE the form before moving to the next one, and **SAVE** often.

Mapping Information Form

The Mapping Information **must be checked**, a **project area chosen**, and the **map form checked back in** before changing the status of your application to submitted. **SAVE** the form before moving to the next one, and **SAVE** often.

The screenshot shows a web interface for the Mapping Information Form. At the top left, there is a 'Back' button and a 'Details' link. Below that, it says 'You are here: > Application'. The main heading is 'MAPPING INFORMATION'. Below the heading, there are three numbered instructions: 1. Click 'Add/Modify Location(s)'. 2. You will be directed to the Map. For more detailed instructions click 'My Training Mat'. 3. When you return from the Map, save this form to check. Below the instructions, there is a message: 'No location data currently exists for this project. To add location data, please click the map button below.' Underneath this message, it says 'Checked Out By: Amy Krause(SAW)' and 'Date Checked Out: 2019-07-09'. At the bottom, there is a blue button labeled 'Add/Modify Location(s)'. A green callout box with a white background and a green border is overlaid on the right side of the screenshot. It contains the following text: 'NOTE: It is important to note that only one person may check out and edit the map at a time. The identity of the person with the map checked out will appear above the Add/Modify Location(s) button, like this. The Mapping Information Form must be checked back in before you can submit your application. Follow the directions outlined below.'

Directions to check the *Mapping Information*, are as follows:

- On the **Mapping Information** form, select **Add/Modify Location(s)** (blue box) to check out the EAGL Editor Map.
- Under **Project area options**, under **Define Project Area** choose the area that best defines your project. Select **Add**. When finished, select **Next**.
- It will take a few moments for the Project Location Summary to calculate. **Review** the populated information for your project area. Select **SAVE** and you will return to the Mapping Information form.
- **Check In the Map:** Select **SAVE** at the top of the *Mapping Information* form to check in the map.

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MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

For more detailed instructions click [My Training Materials](#) in the top navigation.

NOTE: Select the **SAVE** button to check the form back in. Make sure you receive the icon **'Page Information: The information has been saved.'** If you miss this step it will prevent you from submitting your application.

Project Characterization Form

Use the drop down menu to select primary and secondary themes that associate with the project type on the statewide map of Ecology's active and closed grant and loan projects (2014-present). **SAVE** the form before moving to the next one, and **SAVE** often.

Enter the following information. Click the **SAVE** button after entering each field.

- **Primary Theme:** Select Flood Hazard Reduction.
- **Secondary Theme:** Select the secondary theme(s) that best describes your project.
- **Project Website:** Enter project website address, if available.

If your project is chosen for funding, you will be able to update the themes later.

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PROJECT CHARACTERIZATION

Instructions:
Required fields are marked with an *.
Select a Primary Theme, click the **SAVE** button
Select a Secondary Theme, and save the form a second time

Project Themes
Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme
Flood Hazard Reduction *

Secondary Theme(s)
Restoration *

Project Website
If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name	Web Address
<input type="text"/>	<input type="text"/>

Under **Primary Theme** choose **Flood Hazard Reduction** from the drop down menu.

Choose the appropriate **Secondary Theme(s)** that best describes your project.


Recipient Contacts Form

Contacts listed on this form must be Recipient staff; not consultants, contractors, or project partners. **SAVE** the form before moving to the next one, and **SAVE** often. The following contacts must be identified and have both a Secure Access Washington (SAW) and EAGL user account to appear in the drop down menu:

- **Project Manager** (EAGL Role): The person responsible for the overall project and for completing quarterly progress reports.
- **Authorized Signatory** (Not an EAGL Role, consider assigning in the Role of Reader*): The person that has legal authority to enter the organization into an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature page of the agreement. If there are additional signatories that must appear on the signature page (as determined by each Recipient), their name and title should be added to the **'Other recipient signatories on printed agreement' matrix**. These additional signatories do not need a SAW or EAGL account.
- **Billing Contact** (EAGL Role): The person responsible for completing and submitting payment requests and associated back-up documentation.

* Reader Role: Persons assigned in the Reader Role in EAGL will not receive EAGL system generated emails throughout the life cycle of the grant.

Staff listed on this form can be changed later *if* the Application is selected for funding.

 **Other recipient signatures on printed agreement**

To Add a Row Enter a name and title When done, click the SAVE button After SAVE, a new row will appear	To Delete a Row In the row you want to delete, remove the information in the Name and Title textboxes When done, click the SAVE button After SAVE, the row will be deleted
---	---

Name	Title
Matthew Adams	Mayor

HELPFUL TIP: See [EAGL User Manual⁷](#) – Appendix 1 – Quick Steps for EAGL Processes (p. *i*) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Scope of Work – Task 1 Project Administration / Management Form

Task 1 is pre-populated; the Task Cost and Recipient Task Coordinator fields are the only fields that are to be entered on this form. *The task 1 deliverable due dates can be left blank for now and negotiated with the Project Management Team, if the project is chosen for funding.* **SAVE** the form before moving to the next one, and **SAVE** often.

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SCOPE OF WORK - TASK 1 PROJECT ADMINISTRATION/MANAGEMENT

Instructions:
Please enter Task Cost
When done, click the **SAVE** button

Task Number	1
Task Title	1. Project Administration/Management Task Cost <input type="text"/> *
Task Description	A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and recipient closeout report (including photos); compliance with applicable procurement, contracting, and inter-local agreement requirements; receipt of, and compliance with all required permits, licenses, easements, and property rights necessary for the project; and submittal of all required items. B. The RECIPIENT must manage the project. Efforts will include coordinating, and scheduling project activities and assure that sufficient effort will be made to maintain effective communication with the designee; the ECOLOGY; all affected local, state, or federal agencies; interested individuals or groups. The RECIPIENT must ensure that all work is in accordance with any completion dates outlined in this agreement. No deviations are allowed between budget objects, e.g., the amount of less money on one task and more on another, but under no circumstances may the RECIPIENT exceed the total project cost. The appropriate Project Manager is required for this deviation.
Task Goal Statement	Properly managed project that meets agreement and EAGL requirements.
Task Expected Outcomes	*Timely and complete submittal of requests for reimbursement and progress reports and recipient closeout report. *Properly maintained project documentation.
Recipient Task Coordinator	<input type="text"/>

Progress reporting requirements must be done as part of the grant; however, this may be provided by the Recipient at \$0.00 cost to the grant, thereby leaving more funds for direct project implementation. If you choose to do this, then you can enter \$0.00 here. Otherwise, enter your projected administrative task cost here. This amount should be 15% or less of the grant.

Deliverables			
Deliverable #	Description	Due Date	Received (ECY Use Only)
1.1	Payment Requests/Progress Reports (PRPR)	<input type="text"/>	<input type="checkbox"/>
1.2	Recipient Close Out Report (RCOR)	<input type="text"/>	<input type="checkbox"/>
1.3	Project Outcome Summary Report	<input type="text"/>	<input type="checkbox"/>

You can choose to either leave the Due Dates here blank, or enter the date the project will end. If chosen for funding, these dates will be negotiated and managed by and through the Deliverables Due Form.

Scope of Work – Additional Tasks Form

You need to add new scope of work task forms manually by clicking the “ADD” button, at the top of the EAGL screen. The system automatically assigns the task number for you. **SAVE** the form before moving to the next one, and **SAVE** often.

To enter additional tasks hit the “ADD” button at the top of the screen.

The screenshot shows the EAGL interface for adding tasks. At the top, there are navigation links: My Home, My Applications, My Reports & Payment Requests, My Training Materials, My Organization(s), and My Profile. Below these are buttons for SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. The ADD button is circled in red. A green arrow points from the ADD button to a callout box that reads: "To enter additional tasks select the 'ADD' button at the top of the screen. The system automatically assigns the task number for you. As you enter each task, remember to select the SAVE button. Save often." Below the callout, the form displays "SCOPE OF WORK - ADDITIONAL TASKS" with instructions and a form for entering task details. The form includes fields for Task Number (2), Task Title (2. TEST-Property Acquisitions), and Task Cost (\$1,000,000.00). The Task Description field contains a detailed text about property acquisitions and flood risk reduction.

Provide the following details for each new task: 1) **Task Title** (50 character limit with spaces); 2) **Task Cost** including Ecology’s grant and Recipient match; 3) **Task Description** of proposed work (3,500 character limit with spaces); 4) **Task Goal Statement** for the long term task goal (1,500 character limit with spaces); 5) quantifiable **Task Expected Outcomes** (1,500 character limit

with spaces); 6) **Recipient Task Coordinator** as the Recipient staff lead for task completion; and 7) a list of **Deliverables** or tangible outcomes associated with the Task Description.

As you enter your tasks deliverables, EAGL automatically assigns a task number.

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SCOPE OF WORK - ADDITIONAL TASKS

Instructions:
Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
When done, click the **SAVE** button.
After SAVE a new row will appear
Continue entering deliverables, clicking the SAVE button after each
To add a new task click the Add button

Task Number 2

Task Title 2. TEST Phase 2 and 3 Design and Permitting

Task Description
TEST - The RECIPIENT will be responsible for acquiring cultural review requirements of the project. The RECIPIENT will be responsible for application of and federal permits, and licenses necessary for the project.
The RECIPIENT will secure and provide assurance required by authorities, having jurisdiction over the project, and provide documentation of permits and approvals for each project.
1928 of 3500

Task Goal Statement
TEST - The RECIPIENT will design measures that will help restore and increase the system's ability to protect the Tribe's culture, while at the same time working with the Tribe.
296 of 1500

Task Expected Outcomes
TEST - The RECIPIENT will complete final designs and construction of the project.
103 of 1500

Recipient Task Coordinator Amy Krause SAW

HELPFUL TIP: As you add new tasks, click the **SAVE** button for each task form. To locate and edit them, click on the **drop down list**, choose the task, and then click the **GO** button, as shown in the graphic below. Edit your task form as needed and then hit the **SAVE** button, again. You can do this as many times as you need to.

2 - 2. TEST Phase 2 and 3 Design and Permitting GO

EAGL is a web-based system –dependent on how fast or slow your browser talks to the EAGL system. You may see a spinning gray circle in the left top corner of your browser – this means it is in the process of collecting your new data entries within EAGL.

Waiting for ecy eagl

After your browser has completed its communication with the EAGL system you should see the gray circle go away and the e-browser icon appear. It is ready you to enter new data.

http://ecyeagl/IntelliGrant

IntelliGrants - Document Pa...

As you enter your task deliverables, EAGL automatically assigns a **deliverable number**.

Deliverables

To Add a Row
Enter a deliverable
When done, click the **SAVE** button
After SAVE a new row will appear
Repeat these steps for each deliverable

To Delete a Row
Delete data entered in
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Revised	Location	Address
2.1	TEST - List of acquired permits and environmental review documents for Phases 2 and 3. 138 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2.2	TEST - Cultural resources surveys. Due to confidentiality, do not upload to EAGL. Email 123 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2.3	TEST - Inadvertent Discovery Plan (IDP). Upload to EAGL and notify ECOLOGY Project 91 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2.4	TEST - Signed consultant contract(s) for project design of Phases 2 and 3. Upload to 125 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2.5	TEST - Final design for Phases 2 and 3. Submit to ECOLOGY Project Manager for review. 101 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2.6	TEST - Project schedule, including project milestones. Update and include with each 161 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/> 0 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Krause(SAW), Amy 2/14/2020 2:05:10 PM	Krause(SAW), Amy 2/18/2020 12:33:37 PM
	Mapping Information		Krause(SAW), Amy 2/11/2020 9:07:12 AM	
	Project Characterization		James, CindySAW 2/13/2020 8:06:42 AM	Krause(SAW), Amy 2/14/2020 4:40:22 PM

Each task must have at least one deliverable. The system has helpful tips to **add or delete deliverables**. Select the **SAVE** button each time to get additional rows.

As you enter each deliverable description and due date the system automatically assigns a number to it. If you delete a row, the system automatically renumbers the remaining rows. If your application is chosen for funding then you will negotiate your Scope of Work, task deliverables, and due dates with your Ecology Project and Financial Managers.

While you fill out each form, the system keeps track of who created the form and date and who modified it last. **This is a very helpful feature** when you have multiple staff members entering information.

As you enter the additional tasks, you will notice the pencil on paper icon doesn't show up. This is the only form that doesn't show this. What it does show is multiple papers and then how many tasks you've entered in parentheses.

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Funding Program Guidelines				
	Funding Program Guidelines			
	Application Instructions			
	Elements of Integrated Projects			
Application Forms				
	General Information			
	Mapping Information			
	Project Characterization			
	Recipient Contacts			
	Scope of Work- Task 1 Project Administration/Management			
	Scope of Work- Additional Tasks (3)			
	Scope of Work Summary			
	Deliverables Due Date			
	Executive Summary			
	Integration and Strategy			
	Project Description			
	Budget Task Cost		Amy Krause(SAW) 2/18/2020 12:47:05 PM	
	Match and Funding Request		Amy Krause(SAW) 2/14/2020 4:55:13 PM	Amy Krause(SAW) 2/14/2020 5:39:13 PM
	Uploads			

Each form will have an icon to the left indicating it is a **blank form**. Once you fill out and **SAVE** each form, the icon will change.

It will now be a **pencil on paper**, indicating the form has been filled out and saved.

However, the **Scope of Work – Additional Tasks** page will not have a pencil on paper icon. It will show multiple papers and how many tasks you've entered in parentheses.

Scope of Work Summary Form

This form is pre-populated and tallies the costs entered on the previous SOW forms. **SAVE** the form before moving to the next one, and **SAVE** often.

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SCOPE OF WORK SUMMARY

Instructions:
Review the following information.
When done, click the **SAVE** button.

Task Title	Task Cost
1. Project Administration/Management	\$450,000.00
2. TEST Phase 2 and 3 Design and Permitting	\$850,000.00
3. TEST - Phase 2 Construction	\$850,000.00
4. TEST - Phase 3 Construction	\$850,000.00
<i>Task Total</i>	\$3,000,000.00

Total Eligible Costs (from the General Information Form)	\$3,000,000.00
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Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Krause(SAW), Amy 2/14/2020 2:05:10 PM	Krause(SAW), Amy 2/18/2020 12:33:37 PM
	Mapping Information		Krause(SAW), Amy 2/11/2020 9:07:12 AM	
	Project Characterization		James, CindySAW 2/13/2020 8:06:43 AM	Krause(SAW), Amy 2/14/2020 4:40:22 PM
	Recipient Contacts		Krause(SAW), Amy 2/14/2020 4:40:29 PM	Krause(SAW), Amy 2/14/2020 4:42:42 PM
	Scope of Work - Task 1 Project Administration/Management		Krause(SAW), Amy 2/18/2020 12:22:30 PM	
	Scope of Work - Additional Tasks (3)		Krause(SAW), Amy 2/18/2020 12:28:39 PM	Krause(SAW), Amy 2/18/2020 12:35:19 PM
	Scope of Work Summary		Krause(SAW), Amy 2/18/2020 12:22:30 PM	Krause(SAW), Amy 2/18/2020 12:48:20 PM

You will be required to **SAVE** this form.


Navigating:
Use can use the **Forms Menu** link to go back to the Forms Menu. There you can choose the next form to fill out.

Or scroll down the page to the Navigation links section and select the next form to fill out.

Deliverables Due Date Form


Task deliverables due dates will be managed through the **Deliverables Due Date** form. The form keeps track of all deliverables due dates, allowing for greater flexibility and eliminating the need for amendments to the agreement each time a date changes. The Recipient will coordinate and keep track of these dates with Ecology's Project Manager throughout the lifecycle of the grant and will note any changes on the quarterly progress report. **SAVE** the form before moving to the next one, and **SAVE** often.

Fill out the dates and remember to **SAVE** before submitting your application. This form doesn't print out with the agreement. The only date that will print out is the Recipient Close Out Report and the Project Outcome Summary Report date; both due at the end of the grant period, June 30, 2027.




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DELIVERABLES DUE DATE

This form will not be printed with the Agreement and any updates to this form.

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Manager will enter the information in the Deliverables Due Date form. The RECIPIENT note any date changes on the quarterly progress reports.

Quarterly reports are due according to the State Fiscal Year: July 1 to June 30. For each grant year, Quarterly Reporting is due as follows:

Progress Report	Reporting Period
First Quarter	July 1 - September 30
Second Quarter	October 1 - December 31
Third Quarter	January 1 - March 31
Fourth Quarter	April 1 - June 30

Deliverables

Deliverables are required to be uploaded to the general Uploads form.

Task 1	1. Project Administration/Management	Due Date
1.1	Progress Report / Payment Request (PRPR)	Quarterly
1.2	Recipient Close Out Report (RCOR)	
1.3	Project Outcome Summary Report	

Additional Task Steps	Additional Task Description	Due Date
2.1	Task 2 Ph 2 and 3 Design and Permitting: List of acquired permits and environmental review documents for Phases 2 and 3. Upload to EAGL and notify ECOLOGY Project Manager.	⬆
2.2	Task 2 Ph 2 and 3 Design and Permitting: Cultural resources surveys. Due to confidentiality, do not upload to EAGL. Email surveys to ECOLOGY Project Manager.	⬆
2.3	Task 2 Ph 2 and 3 Design and Permitting: Inadvertent Discovery Plan (IDP). Upload to EAGL and notify ECOLOGY Project Manager.	⬆

NOTE: If you have added additional tasks, the task number(s), title(s) and due date(s) will need to be entered on this form. The system will only have the Task 1 prepopulated deliverables automatically show up.

Each time you enter a task number, title, and due date, **SAVE** the form (SAVE is at the top of the form) and a new line will appear, allowing for each additional line item to be added.

Executive Summary Form

Required answers are marked with an *. **SAVE** the form before moving to the next one, and **SAVE** often.

Executive Summary

*Please provide a broad description of the project proposal and how the project will improve the floodplain and watershed in regards to the environment and the community. Provide a general overview of what the project will entail, including planning and implementation phases (4,000 character limit with spaces).

*Provide an 11x17-inch watershed scale map showing the general location of current, past, and future projects that contribute to your integrated approach throughout the watershed. This can be a single project if it is not being explicitly coordinated with any other watershed projects or actions.

Upload an 11 x 17-inch watershed scale map showing the general location of current, past and future projects. PDF is preferred.

*For each reach provide a map showing the location of current, past, and future projects throughout the reach that contribute to your integrated approach. If your project is a single one-time project, show its location in the reach in which it is located.

Upload a map of projects in the reach.

Scope of Work Summary

*Briefly describe a summary of actions proposed in this round (1,000 character limit with spaces).

*Is this task part of a phased project or phased program? *Yes/No*.

If yes, what phase(s) is the project currently in (select all that apply)?

- Pre-design; early conceptualization, planning
- Acquisition
- Pre-design
- Design
- Permits
- Implementation

Site-Scale Capital Projects

*For each capital project site relevant to your current proposal, provide a description of goals and expected outcomes, strategies, status of your collaboration, and costs (4,000 character limit with spaces).

Integration and Strategy Form

Required answers are marked with an *. **SAVE** the form before moving to the next one, and **SAVE** often.

Please describe how the project aims at the goal of Integrated Floodplain Management (IFM), rather than single-focused management efforts. Describe the levels of collaboration and stakeholder engagement efforts, and strategies toward flood hazard risk reduction, ecosystem protection and restoration, and community benefits. Be clear and concise when answering the questions. Try not to be redundant.

Overview of Approach to Floodplain Integration

*Select the scale(s) at which integrated floodplain work is occurring that resulted in this proposal (select all that apply):

- Watershed
- Multi-reach
- Reach
- Site-specific

*Select which integrated approach best describes your overall effort (select one):

- Integrated capital project(s)
- Integrated capital program - reach scale(s)
- Integrated capital program - watershed scale
- Integrated floodplain management

*Print out a copy of the Elements of Integrated Project Form located in the guideline forms, check the correct boxes that best describe your efforts and upload the form here.

Use the [Figure 1. Elements of Integrated Project \(Appendix B\)](#), highlight one option for each of the ten categories, and then upload the completed form in EAGL.

Overview of Strategies and Outcomes

*Collective Goals - What integrated floodplain goals and outcomes are your community trying to achieve and at what scale? (4,000 character limit with spaces)

*Collective Strategies and Actions - Describe the flood hazard risk reduction, ecosystem protection and restoration and other community strategies (i.e. strategy to support agricultural viability) and actions being pursued, at the watershed and reach scale (4,000 character limit with spaces).

Collaboration, Participants, and Institutional Structures (0-30 points)

*Describe the current status of collaboration, participants, and/or institutional structures (as noted in the Elements of Integration document) that support the tasks put forward in this proposal and implementation if funds are received. Which water/flood management and salmon recovery authorities (and agricultural organizations if relevant) are supportive of this project (300 words or 1,750 character limit with spaces)?

Integration (0-30 points)

*Describe why this specific proposal is a timely approach to advancing action consistent with your integrated goals and strategies described in Section A and in question 5. What gains do you expect to see at the end of 2-3 years as a result of this funding (300 words or 1,750 character limit with spaces)?

Project Description Form

Required answers are marked with an *. **SAVE** the form before moving to the next one, and **SAVE** often.

The purpose of this section is to describe the current flooding and ecological conditions of the project area, and how your project proposal will improve the current conditions. Please provide a comprehensive description of the project which may include activities such as constructing a new setback levee, restoring a floodplain, creating a wetland, designing a project, and coordination with other stakeholders.

Project Description

*Please describe the overall goals for this floodplain area that is the focus of your proposal. Include in the description all major components of the project or activity such as breaching a levee, constructing a new levee, restoring a specific number of acres of floodplain, wetland creation or fill, restoration planting, project design planning, public process, or any other appropriate major component. Please indicate if funding is being requested for a phase of a larger multi-year projects (300 words or 1,750 character limit with spaces)

Flood Hazard Risk Reduction (0-60 points)

*At the watershed, reach and/or site-scale, describe the flood hazard and frequency for flood risk. Quantify the risk where possible (4,000 character limit with spaces).

*Demonstrate the ability of the overall strategies and actions, at the watershed, reach and/or site scale, to address the flood hazard while avoiding increasing development in flood hazard areas and adverse ecological impacts (4,000 character limit with spaces).

*Are there tasks in this application that are consistent with delivering these results?

- Yes. If yes, list the tasks in this application that are consistent with delivering these results (4,000 character limit including spaces).
- No. If no, describe how the investments proposed in this proposal leverage other resources to reduce flood risk or why tasks specific to flood hazard risk reduction are strategically sequenced to occur later in time (4,000 character limit including spaces).

*Describe your strategy and confidence that later actions will be funded and implemented (4,000 character limit with spaces).

Floodplain Ecosystem Protection or Restoration (0-60 points)

*At the watershed and reach scale, briefly describe the ecological and habitat status of floodplain areas and the key limiting factors for salmon and other key species of concern (4,000 character limit with spaces).

*Describe the specific actions proposed that will support salmon recovery priorities in your watershed and/or reach area. In particular, describe how your project benefits listed salmon populations and/or salmon populations that benefit Tribal treaty rights (4,000 character limit with spaces).

*Describe efforts you have taken to coordinate and seek the support of local Tribal interests in your region. A letter of support from your respective Lead Entity stating that the strategies and actions are consistent with and support priority salmon recovery goals, limiting factors, or other high priority salmon recovery actions in your project area is highly encouraged. The support letter should be placed in the Upload section below. An application without a support letter from your respective Lead Entity will be considered less competitive (4,000 character limit with spaces).

Upload a support letter from your respective Lead Entity, as described in the question above.

*Describe, and where possible quantify, the beneficial ecological impact provided by the strategies and actions at the watershed, reach and/or site scale (4,000 character limit with spaces).

*Are there tasks in this application that are consistent with delivering these results?

Yes. If yes, list the tasks in this application that are consistent with delivering these results (4,000 character limit with spaces).

No. If no, describe how the investments proposed in this proposal leverage other resources to protect or restore floodplain ecosystems or why tasks to protect or restore floodplain ecosystems are strategically sequenced to occur later in time (4,000 character limit with spaces).

*Describe your strategy and confidence that later actions will be funded and implemented (4,000 character limit with spaces).

Agriculture Benefits (In agriculture areas only) (0-30 points)

*At the watershed, reach scale, and/or site scale describe the presence of agriculture in the area of the proposed actions and the surrounding adjacent lands, and the identified needs for preserving and improving agricultural viability (4,000 character limit with spaces).

*Describe the benefits of your strategies and actions for agricultural viability in your watershed (4,000 character limit with spaces).

*Are there tasks in this application specific to agricultural benefits?

Yes. If yes, list the tasks in this application that are consistent with delivering these results (4,000 character limit with spaces).

No If no, describe how the investments proposed in this application leverage other resources to preserve and improve agricultural viability or why tasks specific to agricultural viability are strategically sequenced to occur later in time (4,000 character limit with spaces).

*Describe how you determine that no negative impacts to agricultural lands will be accomplished and what other agricultural entities were consulted, if applicable (4,000 character limit with spaces).

*Describe your strategy and confidence that later actions will be funded and implemented (4,000 character limit with spaces).

Other Relevant Benefits (0-30 points)

*At both the watershed and reach scale, describe the status of other community interests (such as water quality, public open space/recreation access, economic development, or other important local values) that are relevant to your integrated floodplain management effort (4,000 character limit with spaces).

*Describe how your strategies and actions maintain or improve these community interests (4,000 character limit with spaces).

*Are there tasks in this application specific to other relevant community benefits?

Yes. If yes, list the tasks in this application that are consistent with delivering these results (4,000 character limit with spaces).

No. If no, describe how the investments proposed in this application leverage other resources to maintain and improve community interests or why tasks specific to other benefits are strategically sequenced to occur later in time (4,000 character limit with spaces).

Outcomes Leverage and Public Benefit (0-30 points)

*Given the goals and strategies of your collaboration and that tasks described and summarized above, describe overall how your proposal represents a good investment of public funds (4,000 character limit with spaces).

*Describe the other (non-FbD) funding sources or previous investments (e.g. land purchases) that will contribute to this project. Provide dollar amounts and how the funds or other investments create a more successful project (4,000 character limit with spaces).

Readiness to Proceed (0-30 points)

*Describe your readiness to proceed with your actions as soon as funding is received. Consider contracting, potential unexpected delays (permitting, changes in landowner willingness, etc.) (4,000 character limit with spaces).

If the proposal includes land acquisition, conservation easements, or other real estate related actions, describe the current state of the transactions. Possible responses include but aren't limited to; No landowner contact, landowner contacted and willing, purchase and sale agreement pending, purchase and sale agreement in place, land already owned by grant recipient or other committed partner, etc. (4,000 character limit with spaces).

*Describe if you have other options consistent with your watershed or reach scale strategies described in the Integration and Strategy section of this application if the proposed tasks are unable to be implemented (4,000 character limit with spaces).

If you currently have unspent FbD funds granted in 2015 or prior, please describe why these funds remain unspent, and what changes have been made for this proposal to ensure funds are spent in a timely manner (4,000 character limit with spaces).

Appendices

*In one page or less, summarize all attachments to your application and how they support the information included in the application. For larger attachments, direct the reviewers to specific pages (4,000 character limit with spaces).

The following supporting documents are required for this funding opportunity. Refer to the grant guidelines for more information on what should be included in each document. Submit one document each for the following and upload each document in the space below.

*Letters of Support from Lead Entities

Upload support letters from your respective Lead Entity.

*Project measures/metrics (reference Appendix G in the funding guidelines for the required metrics information).

Upload the project measures/metrics, as shown in an Appendix of the [2023-2025 FbD Funding Guidelines](#).⁸

⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/2106028.html>

The following uploads are not required, but are optional and as needed in addition to the application. Submit one document each for the following:

- Phased project table to track past, current and expected future funding
Upload phased project table if you have one.
- Designs
Upload designs if you have any.
- Permits
Upload permits if you have any.
- Landowner agreements
Upload landowner agreements if you have any.
- Additional task or sub task cost estimates
Upload additional cost estimates if you have any.
- Photos
Upload photos if you have any.

Budget Task Cost Form

Provide a budget proposal. The budget should be broken down by task and by element. In addition, provide a narrative explaining the budget. **SAVE** the form before moving to the next one, and **SAVE** often.

The costs in this form should correspond to each budget in the previous Task forms. The form requires you to fill in the **Total Eligible Cost** column and the **Other project funding** columns - under both the budget by task and element. Providing budgets by both tasks and elements allows evaluators to assess the thoroughness of a budget and track grant expenditures in the future.

Budget by element categories should be broken down to the following, if applicable:

1. Fill in either the **Salaries**, the **Benefits** line items separately, or choose to fill in the **Salaries and Benefits Combined** line item.
Salaries are defined as, wages for staff implementing the project.
Benefits are defined as, costs employers incur for providing benefits beyond salary or wages.
2. Fill in the **Contracts** line item, if hiring a contractor. Estimate the contractual work.
3. Fill in the **Travel** line item, if applicable, and upload an itemized list of estimated travel costs and explain why it is needed.
4. Fill in the **Equipment** line item, if applicable, and upload an itemized list of all equipment and explain why it is needed.
Equipment is defined as, tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year.
5. Fill in the **Goods / Services** line item, and upload an itemized list of all Goods and Services.
Goods and Services are defined as, supplies and other material costs that are not equipment. Land Acquisitions would be included in this category.
6. Fill in the **Overhead / Indirect** line item, if applicable, and upload a list of costs included in your indirect rate, and your indirect rate calculation.
Overhead / Indirect costs cannot exceed 30% of Salaries and Benefits combined. These costs are defined as business or operational costs not directly associated to a specific objective of the project, such as utility costs, insurance, general office supplies, or rental space.

As the form indicates – the Total Eligible Cost represents the **Ecology’s Share** and the **Match Requirement Amount** combined. Total Cost represents the full cost of the project. Estimate your proposal’s total budget needs by task and by element.

BUDGET TASK COST

Instructions:

- Please fill in the appropriate fields.
- Required fields are marked with an *.
- When done, click the **SAVE** button.

If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form.

Public Disclosure Notice

Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, RCW 42.56 (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

Proposed Budget:

Total Eligible Cost represents the **Ecology’s Share** and the **Match Requirement Amount** combined. Total Cost represents the full cost of the project. Estimate your proposal’s total budget needs by task and by element. Enter each line item in the Total Eligible Cost column.

Ecology’s Share = Total Eligible Cost multiplied by 80%. For example, \$1,000,000.00 (Total Eligible Cost) x 80% = \$800,000 (Ecology’s Share).

Required Match = Total Eligible Cost multiplied by 20%. For example, \$1,000,000.00 (Total Eligible Cost) x 20% = \$200,000 (Required Match).

Total Eligible Costs (from General Information form)
\$3,000,000.00

Total cost (from General Information form)
\$3,000,000.00

The **Budget Task Cost** form requires you to fill in each column. The system requires a character, even if \$0, in each of the column fields. So for instance, if \$0 is being spent for a particular task or element, enter \$0 instead of leaving the cell blank. This will prevent an error message from showing up.

By Task			
Task Title	Total Eligible Cost (FbD Ecology's share and Recipient's Match share requirement)*	Other Project Funding*	Total Cost (Total Eligible Cost + Other Project Funding)
1. Project Administration/Management	\$450,000.00	\$0	\$450,000.00
TEST-2. Phases 2 and 3 Design and Permitting	\$850,000.00	\$0	\$850,000.00
TEST-3. Phase 2 Construction	\$850,000.00	\$0	\$850,000.00
TEST-4. Phase 3 Construction	\$850,000.00	\$0	\$850,000.00
Total	\$3,000,000.00	\$0	\$3,000,000.00

By Element			
Element	Total Eligible Cost (FbD Ecology's share and Recipient's Match share requirement)*	Other Project Funding*	Total Cost (Total Eligible Cost + Other Project Funding)
Salaries ¹	\$0	\$0	\$0
Benefits ¹	\$0	\$0	\$0
Salaries and Benefits Combined ¹	\$450,000.00	\$0	\$450,000.00
Contracts ²	\$2,405,000.00	\$0	\$2,405,000.00
Travel ³	\$1,500.00	\$0	\$1,500.00
Equipment ⁴	\$3,500.00	\$0	\$3,500.00
Goods/services ⁵	\$5,000.00	\$0	\$5,000.00
Overhead ⁶	\$135,000.00	\$0	\$135,000.00
Total	\$3,000,000.00	\$0	\$3,000,000.00

The budget **By Task** table should reflect the Recipient match amount included in each task Total Eligible Cost. The Recipient match for the entire grant should not be combined in one task.

Be clear and concise when answering the questions. Try not to be redundant.

Upload Documents
Click the Browse button
Select your file
Click Save, your file will appear in the List of uploaded documents
Repeat for each file
To Delete a file, select the Delete checkbox next to the file and click SAVE

Upload Description	Attachement
<input type="text" value="Budget by Element proj"/>	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE 114293_922892-TEST Upload.docx
<input type="text" value="Indirect costs calculatio"/>	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE 114293_922892_2-TEST Upload.docx
<input type="text"/>	<input type="text" value="Browse..."/>

Additional Comments

We will be charging indirect costs of up to 30% of salaries and benefits. Our indirect costs calculations are uploaded, above.

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Task Costs General Questions (0-10 points)*:

*Describe and provide calculations on how task costs were estimated. Explain how you calculated each task cost and why it is necessary for the project. Include steps taken to ensure the accuracy of cost estimates.

The following task cost projection identifies the staff member, the projected number of hours necessary to accomplish the task, along with their hourly rate and cost. Direct costs for travel, expenses, subcontractors and office supplies for design work are also identified per task.

Task 1
Task 2

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*Describe the process used to control costs and ensure that this is a cost-effective project. Show the relationship between the cost of the project and the floods benefit achieved.

First we control all subcontracting costs including design and construction by using a competitive bid process. We publicly solicit Request for Proposals (RFP). Then we have an independent review panel rate the RFPs submitted by private subcontractors. While the lowest cost is not the primary element in scoring an RFP, it is an important factor.

We also control the cost of supervising subcontracts, construction supervision and cultural resources surveys by doing the work in-

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Match and Funding Request Form

As seen on the Budget Task Cost page, the **Total Eligible Cost** represents the **Ecology's Share and the Match Requirement Amount, combined**. Total Cost represents the full cost of the project, which may include other funding sources and the Total Eligible Cost combined.

On this form, the Total Eligible Cost will automatically show up. However, in order for the form to calculate **Ecology's Share** and the **Required Match** - **answer the Match Type questions first, SAVE** the form, then the amounts will show up. **SAVE** the form before moving to the next one, and **SAVE** often.

MATCH AND FUNDING REQUEST

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

Important Note for 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.

Jurisdictions qualifying for the Economically Distressed Communities match exemption must have a Median Household Income below 80% of the state median. For this grant round, the exemption applies to jurisdictions with a Median Household Income less than \$52,939 to obtain the match exemption.

Total Eligible Cost:	\$3,000,000.00
Ecology's Share:	\$2,400,000.00
Required Match:	\$600,000.00

***Does your community meet the criteria for Economically Distressed Communities? Jurisdictions qualifying for the Economically Distressed Communities match exemption for the 2021-2023 grant round must have a Median Household Income of less than \$52,939. See Appendix F of the Funding Guidelines for more information.**

Yes. If yes, the 20% match requirement is waived.
 No. If no, the 20% match requirement will be in effect for the life cycle of the grant.

Match Type

***Does your project have cash match? Cash match is cash-only expenditures paid by the Recipient and not reimbursed by Ecology.**

Yes

***If yes, list the tasks in this application that are consistent with delivering these results.**

Cash match will be in the form of some staff salaries and benefits.

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No

***Does your project have in-kind match? In-kind other match is the value of property, staff time, services, or other contributions made by the Recipient. In-kind interlocal match is the value of staff time, services, or other contributions made by another government agency through an Interlocal Agreement with the Recipient.**

Yes

***If yes, describe the source(s) of in-kind (interlocal or other) match that will be contributed to the project.**

In-kind match will be in the form of property acquisition, (parcel #123abc, purchased on mo/day/year), some staff salaries and benefits, some goods and services.

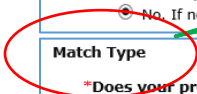
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No

Additional Comments:

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NOTE: You must answer the **Match Type** questions first, **SAVE** the form, and the **Ecology's Share** and the **Required Match** amounts will appear.



Uploads Form

Attach relevant supporting documents that have not already been uploaded to other forms, such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- Evidence of support and coordination with relevant stakeholders including local governments, tribal governments, and others.
- Project schedule, cost estimates, and task budgets that demonstrate how the project will be completed on time and within budget.


For each attachment, enter a document title, then click the Browse button to attach the file. For information about the file types accepted by EAGL, see p.17 of the [EAGL User Manual](#).⁹ **SAVE** the form before moving to the next one, and **SAVE** often.

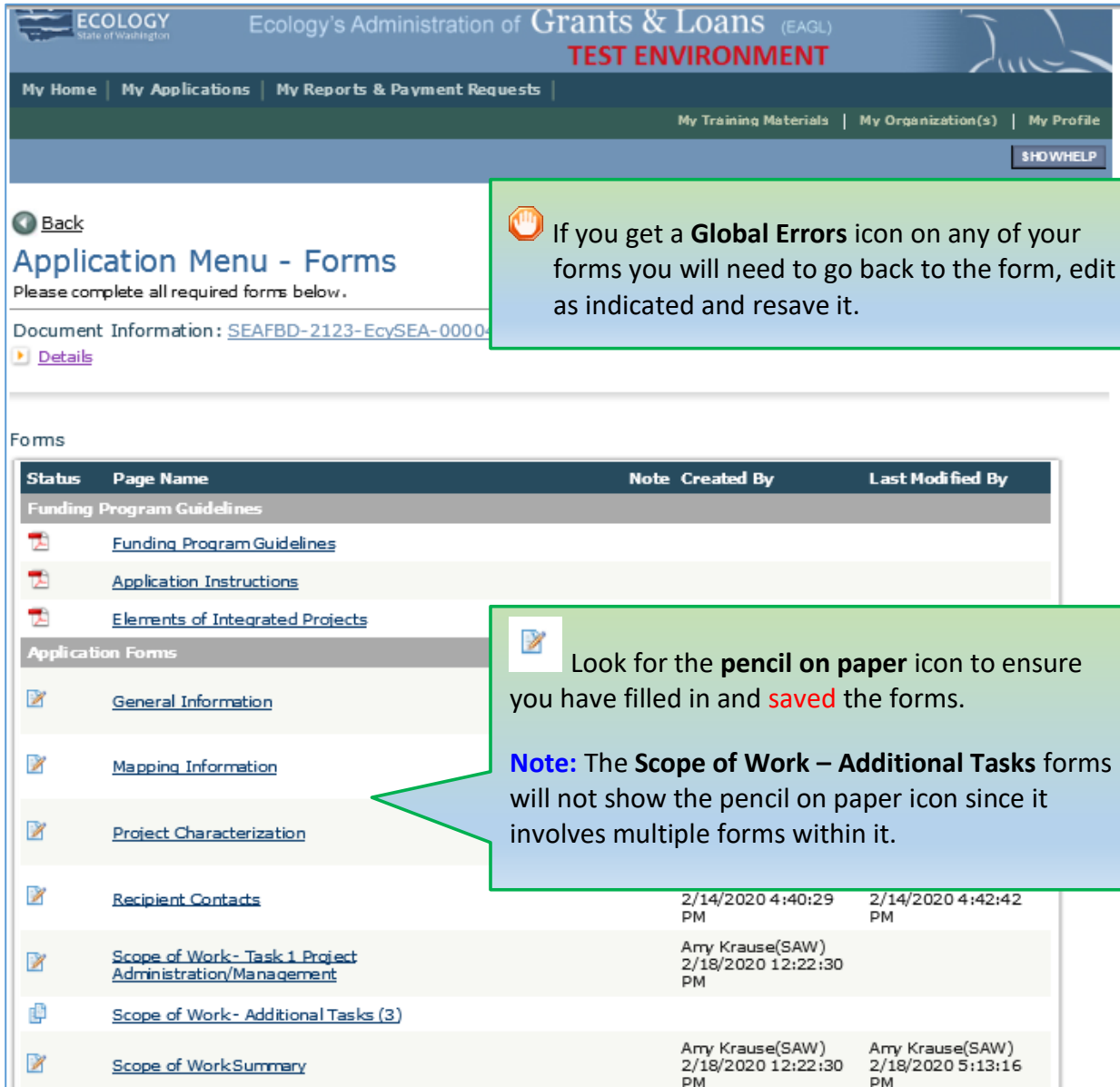
⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Submitting the Application

Before leaving the **Application Menu – Forms** page double check the icons next to each of your forms:











 If you have a **Global Error** icon you will need to go back to the form, edit and resave it.

 If all of your forms have the **pencil on paper** icon then you can proceed in the submittal process.



The screenshot shows the 'Application Menu - Forms' page. At the top, there is a navigation bar with 'My Home', 'My Applications', and 'My Reports & Payment Requests'. Below this, there is a 'Back' button and the title 'Application Menu - Forms'. A callout box points to a 'Global Errors' icon (a hand with a red exclamation mark) and states: 'If you get a **Global Errors** icon on any of your forms you will need to go back to the form, edit as indicated and resave it.'

Below the title, there is a 'Document Information' section with the ID 'SEAFBD-2123-EcySEA-0000' and a 'Details' link. The main content area is titled 'Forms' and contains a table with the following columns: 'Status', 'Page Name', 'Note', 'Created By', and 'Last Modified By'.

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	Funding Program Guidelines			
	Application Instructions			
	Elements of Integrated Projects			
Application Forms				
	General Information			
	Mapping Information			
	Project Characterization			
	Recipient Contacts		2/14/2020 4:40:29 PM	2/14/2020 4:42:42 PM
	Scope of Work- Task 1 Project Administration/Management		Amy Krause(SAW) 2/18/2020 12:22:30 PM	
	Scope of Work- Additional Tasks (3)			
	Scope of Work Summary		Amy Krause(SAW) 2/18/2020 12:22:30 PM	Amy Krause(SAW) 2/18/2020 5:13:16 PM

A callout box points to the 'Scope of Work – Additional Tasks' form and states: 'Look for the **pencil on paper** icon to ensure you have filled in and **saved** the forms. **Note:** The **Scope of Work – Additional Tasks** forms will not show the pencil on paper icon since it involves multiple forms within it.'

After this is done, then click on your **Application #**, which takes you back to the **Application Menu** where you began.

On the Application Menu page – select the View Status Options button, located under Change the Status.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SHOW HELP

[Back](#)

Application Menu

Document Information: [SEAFBD-2123-EcySEA-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application In Process	02/03/2020 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and

[VIEW STATUS OPTIONS](#)

Select the **View Status Options** button, under the **Change the Status** – this takes you to the **Application Menu – Status Options** screen.

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

You must be on the **Application Menu – Status Options** page – to submit your application, (or cancel it).

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State of Washington

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Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [SEAFBD-2123-EcySEA-00004](#)
[Details](#)

Possible Statuses

APPLICATION SUBMITTED

APPLICATION CANCELLED

To submit your Application, select the **Apply Status** button, under the **Application Submitted** status.

If you choose Application Cancelled, Ecology will not be contacting you. If you inadvertently chose Application Cancelled but intended to choose Application Submitted. Please immediately contact Scott McKinney at scott.mckinney@ecy.wa.gov or 360-407-6131, or Layne Slone at layne.slone@ecy.wa.gov or 360-867-8171.

If you get **Global Errors** – you must go to the actual form, the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**.

On the **Agreement** page – a text box is provided for you to include notes about the status change, if you like.

You will be given the choice of two buttons to choose from:

I Agree – which allows you to submit your application and you will receive a system generated email.

I Do Not Agree – which means your application will not be submitted.

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT

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PRINT SHOW HELP

Agreement

Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE I DO NOT AGREE

Powered by IntelliGrants®

If you choose **I AGREE**, you will receive a system generated email message saying your application is submitted. If you choose **I DO NOT AGREE**, your application will NOT be submitted.

If you have chosen, I Agree, then congratulations your Application has been successfully submitted! The Current Status of your Document # is now showing as **Application Submitted**.

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT

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Application Menu

Document Information: [SEAFBD-2123-EcySEA-00004](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application Submitted	02/03/2020 - N/A N/A

Current Status: **Application Submitted**

You will be contacted by Ecology regarding how your project scored in the evaluation process.

For any comments or questions, please contact Scott McKinney at Scott.McKinney@ecy.wa.gov or 360-407-6131, or Layne Slone at layne.slone@ecy.wa.gov or 360-867-8171.

Appendix A: EAGL Roles and Permissions

EAGL Role Permissions Overview:

EAGL is a workflow system. What you can do and when you can do it depends on your role and the current status of the EAGL document.

Each staff person from your organization who needs to do work in EAGL must:

- Establish a Secure Access Washington (SAW) account.
- Establish an EAGL account through their SAW account.
- Be associated with your organization by an EAGL Administrator from Ecology (if working with multiple organizations).
- Be granted appropriate document (i.e. the agreement or PRPR) access by the organization’s Authorized Official.

Role Permissions Table:

You can find the following table on the last page of the [EAGL External Users’ Manual](#).¹⁰

Table 2. EAGL Role Permissions Table

Appendix 3 - Role Permissions Table

What your role allows you to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Applications & Amendments (Parent Documents)						
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					

¹⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Also see Appendix 1 – Quick Steps for EAGL Processes (p. *i*) in the [EAGL External Users' Manual](#).¹¹

- Updating Roles at the Organization Level.
- Managing Roles at the Organization Level.
- Managing Roles at the Document Level.

¹¹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Appendix B: Elements of Integrated Projects

Figure 1. Elements of Integrated Projects. Ten elements of integrated floodplain management processes at the local scale. *Floodplains by Design: Toward a New Paradigm*. (The Nature Conservancy, 2018)



