



Shoreline Master Program Competitive – Coastal Zone Management Grants

2022-24 Fiscal Years Funding Guidelines

Washington State Department of Ecology
Olympia, Washington

May 2022, Publication 22-06-011

Publication Information

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

<https://apps.ecology.wa.gov/publications/summarypages/2206011.html>

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Ecology Project Managers – CZM Projects Only

Regional office	Counties (and cities within the county) that have a shoreline master program	Project Managers
Northwest Region PO Box 330316 Shoreline, WA 98133	King County: <ul style="list-style-type: none"> • City of Medina • City of North Bend Skagit County: <ul style="list-style-type: none"> • City of Anacortes 	Carolyn Chase Located at Headquarters (360) 706-4981 (cell) carolyn.chase@ecy.wa.gov
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Southwest Region PO Box 47775 Olympia, WA 98504	Pierce County: <ul style="list-style-type: none"> • City of Tacoma 	Tess Brandon 360-200-3016 (cell) tess.brandon@ecy.wa.gov

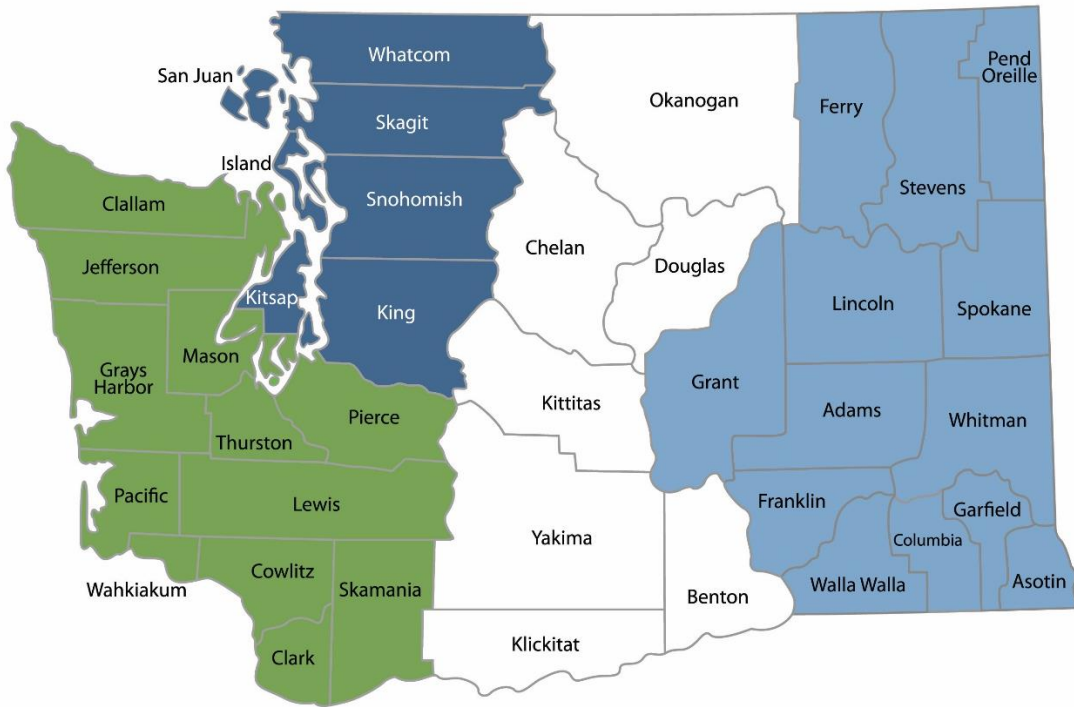
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Department of Ecology's Regional Offices

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	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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Chapter 1: SMP Competitive Grant Overview

Since 2004, the Washington State Department of Ecology (Ecology) has partnered with local governments to fulfill the statutory requirements of Shoreline Master Program (SMP) Comprehensive Updates and Periodic Reviews. Today the vast majority of SMP Comprehensive Updates have been completed and while the work of periodically reviewing SMPs will continue as scheduled, there is an expressed need for new funding aimed at supporting SMP implementation and locally driven planning efforts.

The Washington State budget includes funding for local governments to keep SMPs up to date that is allotted according to a set schedule (see [RCW 90.58.080](#)).² After funding the required periodic review updates in the 2021-2023 biennium, approximately \$827,000 from the State Model Toxics Control Operating Account (MTCOA) remains available to pilot a competitive grant program. The SMP Competitive Grant Program (Pilot Program) represents a transition from funding mandated SMP amendments to funding locally driven shoreline planning efforts and SMP implementation. In addition to the initial state funds of \$827,000, **\$298,548 in Federal funds are being provided under Washington State Coastal Zone Management Award NA20NOS4190065 from the NOAA Office for Coastal Management, U.S. Department of Commerce (2022-2024FY—see Table 1 on p. 14 for timeline).**

Ecology anticipates the continuation of an SMP Competitive Grant after the 2021-2023 biennium. The Pilot Program is a small-scale trial that will help Ecology learn how administering a large-scale competitive grant program might work. Future grant cycles will support a wide range of locally driven shoreline planning efforts and SMP implementation.

Purpose

The purpose of SMP Competitive Grant Program is to support shoreline planning and planning-related efforts that advance local shoreline planning priorities, improve the implementation of SMPs through monitoring and adaptive management efforts, and progress sea level rise planning. Projects funded through the Pilot Program will have the potential to result in new knowledge and experience that is transferable to other local governments. In administering the Pilot Program, Ecology will learn how to further the policy of the Shoreline Management Act ([RCW 90.58.020](#))³ through a competitive grant program that funds locally driven shoreline planning initiatives. The Shoreline Management Act has three broad policies: (1) encourage water-dependent uses, (2) protect shoreline natural resources, and (3) promote public access.

Governing laws and rules

- RCW 90.58.080 – Timetable local governments to develop or amend master programs-Review of master programs-Grants.
- RCW 90.58.020 – Legislative findings – State policy enunciated – Use preference.

² <https://app.leg.wa.gov/RCW/default.aspx?cite=90.58.080>

³ <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020>

How to use these guidelines

These funding guidelines provide information about eligibility requirements, the application process, and the general requirements applicable to all awards under this grant program. Appendices provide tips and resources, the scope of work, and information about grant documents.

All grant applicants are responsible for reading and understanding these guidelines along with the [*Administrative Requirements for Ecology Grants and Loans \(Yellow Book\) \(Publication No. 17-01-004\)*](#)⁴ before entering into a grant agreement with Ecology.

⁴ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

Chapter 2: Funding Program Details

Eligible applicants

The SMP-Coastal Zone Management 2022-2024 FYs Competitive grant funds will be awarded to jurisdictions within the Coastal Zone that have a Shoreline Master Program (SMP) in place. Each eligible local government may submit up to two grant applications.

Eligible project types

Eligible projects are shoreline planning and planning-related efforts that fit within the three categories outlined below. Project examples are provided but we encourage applicants to think creatively about how local planning needs can be addressed through this program.

1. **Local planning priorities.** Eligible projects will improve the implementation of SMP policies and regulations or address an unmet shoreline planning need. Examples of the types of projects eligible for funding include, but are not limited to:
 - a. Outreach and education projects that improve SMP implementation (e.g., user guides, topic-specific guidebooks, videos, etc.).
 - b. The creation of tools, resources, or programs that result in better shoreline permits (e.g., updated application materials, digital mapping of critical areas within shoreline jurisdiction, mitigation monitoring program development, etc.).
 - c. Engagement, scoping, and capacity-building projects that lay the foundation for a future study or planning effort (e.g., pre-planning coordination and engagement for a channel migration zone study or a study on the impacts of climate change to the shoreline).
 - d. Collaborative efforts, including scoping, between local governments and other organizations to address a gap in SMP implementation or address a planning problem posed by climate change impacts.
2. **Permit monitoring and adaptive management.** Efforts to improve SMP implementation through permit monitoring and adaptive management are eligible for funding. Funds may be requested for one or more of the phases of work listed below:
 - a. **Develop a permit monitoring program to collect information about issued permits and authorizations within the shoreline.** Programs will generally follow this process: 1) determining the reasons for monitoring; 2) establishing key objectives and study questions; 3) designing the program, including purchasing any needed software; 4) determining a monitoring time frame; and 5) identifying a process for synthesizing results and making recommendations. Applicants are encouraged to use the

adaptive management framework outlined in [Chapter 7 of the Department of Commerce’s Critical Areas Handbook](#).⁵

- b. **Conduct permit monitoring and synthesize results.** Projects will carry out a monitoring program using funds for consultant services, to hire a temporary employee(s), and/or address other identified barriers.
 - c. **Implement a solution.** Projects will implement a strategy, or solution, to an identified gap in SMP implementation. Strategies and solutions must have been identified through a monitoring and adaptive management process. Examples include, but are not limited to:
 - Development of permit counter materials.
 - Providing workshops and trainings for professionals who work in the shoreline (e.g., landscapers, contractors, septic installers, etc.).
 - Creation of permit process improvement tools like checklists, templates, online mapping applications, etc.
 - Marketing campaigns to influence shoreline property owner behavior.
 - Investing in staff training.
 - Locally initiated SMP amendment for code revisions to address an identified implementation challenge through an SMP amendment.
3. **Sea level rise.** All phases of sea level rise planning, including scoping efforts, are eligible. Planning phases and project examples include, but are not limited to:
- a. **Scoping and engagement.** Projects eligible for funding include preliminary efforts to identify local priorities and build capacity and community support for sea level rise planning efforts. Projects in this category will help communities begin thinking about sea level rise. Efforts will likely include community engagement, consulting with partners and experts, and/or investing in staff training and development. Projects should result in a document that summarizes outcomes and synthesizes what has been learned through the process. Projects may include:
 - Holding community engagement and/or interdepartmental workshops and meetings that help define the goals and scope of future planning efforts.
 - Defining the scope of a sea level rise planning project (e.g., the scope for a vulnerability and risk assessment).
 - Staff training and development, research, or working with technical experts.
 - Ensuring climate and environmental justice considerations are thoughtfully integrated into efforts.
 - Developing strategic partnerships (e.g., city-county partnerships, public-private partnerships, tribal partnerships).
 - Assembling the project team and acquiring commitments to participate.

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https://www.ezview.wa.gov/Portals/_1992/Documents/Documents/CriticalAreasHandbookChapter7wAppendices.pdf

- Getting necessary authorizations/approvals to proceed with a future grant application to pursue next steps identified during this project.
- b. **Vulnerability and risk assessments.** Projects will first establish the method, risk tolerance, and planning horizon. Then identify the potential shoreline impacts from sea level rise under the above identified methodology; characterize the risk, potential losses/damage, and impacts; and highlight those areas of the community, resources, sectors, or assets considered most vulnerable. Assessment findings will have broad implications and may inform many different planning processes. Most vulnerability assessments will include a community engagement component. The following requirements apply:
- Clearly define the methods and process that will be used. Recommended sea level rise guidebooks, tools, and tutorials are available on the [Washington Coastal Hazards Resilience Network](https://wacoastalnetwork.com/chrn/research/slr-resources/)⁶ website, but approaches may vary depending on the scope of the project.
 - Use the [Miller et al., 2018 sea level rise projections for Washington State](https://wacoastalnetwork.com/chrn/research/slr-projections/)⁷ which represent the most recent data and best available information. Local governments will either:
 - 1) Select their own greenhouse gas scenario, probabilities, and planning horizons using the [How to Choose](https://wacoastalnetwork.com/wp-content/uploads/2020/07/SLR-Report_How-to-Choose-FINAL-July-2020_sm.pdf)⁸ primer; or
 - 2) Use Ecology's recommended approach below:
 - a) Use the high greenhouse gas scenario, known as the Representative Concentration Pathway (RCP) 8.5
 - b) At a minimum, use the 90%, 50%, and 1% probabilities
 - c) At a minimum, use the 2050, 2070, and 2100 planning horizons
- c. **Identify adaptation strategies and evaluate connections to the SMP.** Projects will analyze adaptation options and develop strategies to address the risks associated with sea level rise. Strategies may include triggers for action responses and the establishment of a sea level rise monitoring program. Projects are appropriate for communities who have previously completed a vulnerability and risk assessment and are able to evaluate connections to the SMP. Applicants will work closely with their Ecology shoreline planner throughout the evaluation process. As a result of this evaluation, some applicants will develop proposed policies and/or regulations for a future SMP amendment, while some applicants may identify other local planning tools for addressing sea level rise risks. Many projects will include a community engagement component.

⁶ <https://wacoastalnetwork.com/chrn/research/slr-resources/>

⁷ <https://wacoastalnetwork.com/chrn/research/slr-projections/>

⁸ https://wacoastalnetwork.com/wp-content/uploads/2020/07/SLR-Report_How-to-Choose-FINAL-July-2020_sm.pdf

Ineligible project types

The following projects are not eligible for funding:

- Construction / development projects.
- On-the-ground restoration projects.
- Preliminary engineering work.

Grant award amounts

Grants will be awarded on a competitive basis and funding requests will vary based on project type and scope. Ecology will fund approximately 12-20 proposals and anticipates most funding requests will range from \$25,000.00 to \$50,000.00, with a maximum amount of \$100,000.00.

Match or cost-share

There are no Recipient match or cost-share requirements under the SMP Competitive funding opportunity.

Limitations on use of grant funds

Recipients may only use grant funds to cover direct costs related to the project or for extraordinary project costs that are not part of routine operations. Recipients cannot use funds to reimburse costs not directly associated with the project, such as regular salaries/benefits of employees for routine operational support, except in the form of a negotiated indirect rate.

Direct costs include:

- Compensation of employees' time on the project.
- Costs of materials used specifically for the project.
- Cost of services for the project.

Funding cycle timeline

Model Toxic Control Operation Account (MTCOA) funded projects: Eligible jurisdictions may apply for the SMP Competitive grant from September 1, 2021 through October 14, 2021. All projects must be completed by June 30, 2023.

Coastal Zone Management funded projects: Eligible jurisdictions will have a new application created for them using the following initial naming convention: SEASMP-CZM-2224. All projects must be completed by June 30, 2024.

Table 1. Funding cycle timeline

Date	Program Milestone
September 1, 2021 (Wed.)	EAGL grant application opens at 8:00 a.m.
October 14, 2021 (Thurs.)	EAGL grant application closes at 5:00 p.m.
October 15 (Fri.) – October 22, 2021 (Fri.)	Application screening.
October 25 (Mon.) – December 10, 2021 (Fri.)	Application Evaluation period.
On or before December 13, 2021 (Mon.)	Ecology sends applicants a funding decision email notice.
On or before December 17, 2021 (Fri.)	SEA Program Manager sends award letters to applicants, identifying Ecology Project Manager (PM) and Financial Manager (FM) assignments.
CZM funded projects	
May – July 2022	Ecology PM and FM work with the applicant to develop the agreement.
May 1, 2022 or thereafter	Anticipated start date for CZM-funded 2022-24 SMP Comp grants.
June 30, 2024	All funds must be spent by June 30, 2024.

Chapter 3: Applying for Funding

Application process and requirements

Jurisdictions that decide to apply for the grant must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) web based grants system. The application will be available in the EAGL system starting Thursday, September 1, 2021, and ending Thursday, October 14, 2021.* You will not be able to apply after this date so do not delay. This application becomes the foundation of the grant agreement itself. The SMP Competitive application forms include prepopulated language for Task 1 Project Administration/Management and allows the applicant to add additional tasks and task descriptions as needed.

EAGL is a comprehensive grant management system. It allows Ecology's grant recipients to fill out and submit applications, manage agreements, request amendments, submit payment requests and progress reports for reimbursement, upload and track deliverables, and submit closeout reports, all electronically.

An EAGL user can perform certain actions depending on his or her assigned role and the current status of a document or subdocument. The options available to a user will change as a document and subdocument move through the workflow.

Please refer to the [EAGL External Users' Manual \(December 2017\) \(Publication No. 17-01-015\)](#)⁹ for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions.

To access the application forms, applicants must first:

1. Register for a Secure Access Washington (SAW) online services account.
2. While logged into your SAW account, register for an EAGL user account.

How to register for a SAW account

If you do not already have a SAW account, go directly to the SAW "[Create an Account](#)" site.¹⁰ Each staff member of an organization who will have a role in the project (e.g., project manager, financial manager, and grant signatory) must establish their own separate SAW account before you can apply for a grant in EAGL. **You may not share a SAW account with another person or organization.**

Staff members may already have a SAW account due to their work with other Ecology grants. If so, they may use that user name and password. After creating a SAW account, you will receive a confirmation email.

***CZM-funded projects will have a new application created for them using the following initial naming convention: SEASMP CZM-2224.**

⁹ <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

¹⁰ <https://secureaccess.wa.gov/public/saw/pub/displayRegister.do>

How to register as an EAGL user

Click the confirmation link in the SAW email and log back into SAW. Select “Add a New Service.” Next, click “I would like to browse a list of services.” Click on “Department of Ecology” where you will find EAGL. Then click “Apply.”

For information about registering with EAGL, check out this [video](#).¹¹

To register with EAGL, an applicant must provide the following information. Many jurisdictions already have these numbers and IDs. (Note: Processes such as those described below may take several days.)

- **Statewide Vendor Number:** Jurisdictions need to register as a Statewide Payee through the Washington State Office of Financial Management (OFM) to receive reimbursement. The vendor number is needed in order to apply for the grant through the EAGL system. For more information and vendor registration forms, visit the [OFM website](#).¹² Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov. Note: This process may take 7 to 14 business days.
- **DUNS (Dun & Bradstreet number):** A DUNS number verifies the existence of a business entity, including government entities. Here is a link to [DUNS request service](#).¹³
- **Federal Tax ID (EIN or TIN):** A jurisdiction more than likely has the EIN. If not, here is a link to [How to apply for an EIN](#) (IRS site).¹⁴

After you register with EAGL, Ecology will activate your account within three business days. You will receive a system-generated notice once your EAGL account application is confirmed.

Applying for a grant - initial steps

Once Ecology’s EAGL System Administrator has validated you as a new user, you will have access to EAGL. Only EAGL users in the role of Authorized Official can view available funding opportunities, initiate and submit an application.

As the Authorized Official, follow these steps to get started with your application for the grant:

1. Sign in to EAGL. You should see a **Welcome** page where you can initiate the application.
2. Under **View Available Opportunities**, Select the “View Opportunities” button. This button will take you to the **My Opportunities** page.
3. On the **My Opportunities** page, type in Shoreline Master Program in the **Document Instance** text field. Select the “Filter” button, and the SMP Comp grants **Application Funding Opportunity** will appear. This shows the eligibility requirements.
4. Select the “Apply Now” button. This will take you to the **Application Menu**.

¹¹ <https://www.youtube.com/watch?v=9B3gvb3QRBk>

¹² <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

¹³ <http://fedgov.dnb.com/webform/displayHomePage.do>

¹⁴ <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

5. EAGL has assigned your application a **Document Information Number**, which is your assigned grant number throughout the life cycle of the grant. Please write this down so you can use it to access your grant documents. Now that you have a Document Information Number, select the “View Forms” button under View, Edit and Complete Forms
6. The **View Forms** button will take you to the **Application Menu – Forms** page.
7. Using the **Application Instructions** under the Funding Program Guidelines heading, fill out and save each of the required application forms in the order in which they appear.

Chapter 4: Application Evaluation and Scoring

Once the application period is closed, Ecology staff will evaluate submitted project proposals using the following scoring criteria in Table 2.

Each application can score a maximum of 75 points. The scoring criteria is broken into ten categories, each representing a portion of the possible 75 points.

Table 2. Project scoring criteria

Number	Category	Details	Points
1	Project description and overall goal	The project is well described and there is a clear connection between the purpose and goal of the project and the purpose of the grant program.	15
2	Tasks and deliverables	The project is ordered into broad-based tasks with clear outcomes and tangible deliverables.	5
3	Meets an identified need and serves the public interest	There is a clear need/problem that the project addresses. Project benefits serve the public interest and support the policy of the Shoreline Management Act.	15
4	Methods	There is a logical and well-thought-out approach to carrying out the project and a reason for why the approach was chosen.	5
5	Timeline	A reasonable timeline is provided that can be completed by June 30, 2023. Preference to projects that can be completed within 12 months.*	5
6	Budget	Budget appears reasonable and complete.	5
7	Project team	A project manager has been identified and details have been provided on which project tasks will be performed by staff, by consultants, or by a not-for-profit organization or institution.	5
8	Tribal engagement	The proposal incorporates tribal engagement if relevant.	5
9	Environmental Justice	The project incorporates environmental justice and, if relevant, meaningful community engagement. Points will be assigned to overburdened communities based on demographics.	10
10	Population size	Points will be automatically assigned based on jurisdiction population size to address staffing and resource disparities between communities.	5
TOTAL	N/A	Sum total of possible points.	75

*CZM-funded projects have a different timeline and must be completed by June 30, 2024.

Projects will be evaluated based on the 10 criteria listed below.

1. **Project description and overall goal.** A complete description of the project is provided and there is a clear connection to the purpose of the Pilot Program. The description shall include:
 - a. A statement of the project’s overall goal and purpose.
 - b. A brief history of the project and, if applicable, a description of any ongoing or previously completed planning efforts or studies that the project builds on. Describe how past efforts and the proposed project will be integrated.
 - c. Any additional information pertinent to the reviewers’ understanding of the proposal.
2. **Tasks and deliverables.** Broad-based tasks associated with the project are identified along with outcomes and deliverables for each task. Each task has a title and is well-defined.
3. **Meets an identified need and serves the public interest.** A narrative is provided that:
 - a. Identifies a need or describes a problem;
 - b. Describes how the project meets that need or helps solve the problem; and
 - c. Explains the benefit(s) of the project, how it serves the public interest, and how it supports the policy of the Shoreline Management Act, [RCW 90.58.020](#).¹⁵
4. **Methods.** The proposal includes a narrative describing a logical and well-thought-out approach to carrying out project activities and describes why this approach was chosen. For example, a methodology could be chosen because it was used successfully by another community, because it is a best practice, because it is cost effective, because it is the best fit for a community, etc.
5. **Timeline.** A timeline is provided and reasonable timeframes are given for the completion of tasks. Preference will be given to projects that will be completed in a 12-month period.
6. **Budget.** The budget appears complete and reasonable and items are consistent with the project description, tasks, and anticipated outcomes.
7. **Project team.** The applicant has identified a project manager and has decided which project tasks will be performed by staff, by consultants, or by a not-for-profit organization or institution.
8. **Tribal engagement.** The applicant has described a strategy for engaging tribal governments to understand tribal interests, relevant efforts, available information, and methods for coordination and input. Or, the applicant clearly describes why such engagement is not relevant to the proposal.

¹⁵ <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020>

9. **Environmental Justice.** Preference will be given to projects that ensure the fair treatment¹⁶ and meaningful involvement¹⁷ of people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies that may affect their environment and/or health. This includes addressing disproportionate environmental and health impacts by prioritizing vulnerable populations and overburdened communities, equitably distributing resources and benefits, and eliminating harm. Additional points will be assigned to proposals submitted by overburdened communities.¹⁸

- a. All proposals should include a narrative describing how [environmental justice](#)¹⁹ will be integrated into the project. Within the narrative, describe how the project contributes to an environment where all people enjoy the same degree of protection from environmental and health hazards (i.e., fair treatment) and equal access to the decision-making process (i.e., meaningful involvement). In addition, narratives should describe how community engagement will provide opportunities for all potentially impacted people to participate *or* address why community engagement is not part of the proposal.
- b. Points will be assigned to overburdened communities according to the following criteria:
 - If your jurisdiction includes a zip code mapped as “At Risk” or “Distressed” on the [Distressed Communities Index Map](#).²⁰
 - If your jurisdiction includes a Census tract mapped as having an environmental health disparity ranking of 9 or 10 by the [Washington State Department of Health’s interactive map](#).²¹
 - Optional: Applicants unable to collect points automatically assigned to communities based on mapped information above may provide an explanation for why their community is overburdened and/or how the proposal will benefit an overburdened subpopulation.

¹⁶ Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies, [Learn About Environmental Justice | Environmental Justice | US EPA](#).

¹⁷ Meaningful involvement means: people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public’s contribution can influence the regulatory agency’s decision; Community concerns will be considered in the decision making process; and Decision makers will seek out and facilitate the involvement of those potentially affected. [Learn About Environmental Justice | Environmental Justice | US EPA](#).

¹⁸ Overburdened communities are those that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors. See WA.

¹⁹ <https://www.epa.gov/environmentaljustice/learn-about-environmental-justice>

²⁰ <https://eig.org/dci/interactive-map?path=state/WA>

²¹ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

10. **Population size.** Points will be automatically assigned based on a jurisdiction's population size to address staffing and resource disparities between communities. Ecology will use 2021 data from [Washington State Office of Financial Management](https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates).²²

²² <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

Chapter 5: Final Funding Decisions

Funding decisions

Ecology will notify applicants of the funding decisions.

For projects selected for funding, the applicant will receive a formal award letter from the Shorelands and Environmental Assistance (SEA) Program Manager. The letter outlines the general expectations about the fund award, the grant agreement, and provides the names and contact information for Ecology's Project and Financial Managers assigned to the project, known as the Project Management Team.

Chapter 6: Agreement and Grant Management

Agreement development process

The Project Management Team uses information provided in the grant application to develop a draft project agreement for negotiations. Negotiations between the Recipient and the Project Management Team will focus on defining the scope of work tasks descriptions, budget task costs, and deliverables due dates. To ensure that the agreement has clear, quantifiable goals and deliverables, and activities that are grant-eligible.

Final agreement

The Recipient will work with the Ecology Project Management team to finalize the agreement for official signature. After the agreement is fully signed, Ecology's Financial Manager will upload a PDF of the signed agreement into EAGL and change the status to "Agreement Executed." The Financial Manager will also email the digitally signed agreement to the Recipient, along with a transmittal letter that outlines grant management expectations and provides hyperlinks to resource guidance materials.

Terms and conditions

All grant agreements include terms and conditions that are not part of the scope of work. These terms and conditions are required and cannot be changed by the grant Recipient.

General terms and conditions

General terms and conditions are approved by the State Office of the Attorney General and are included in all Ecology grant and loan agreements. They address administrative requirements, amendments and modifications, archaeological and cultural resources, assignment of rights, communication, compensation, compliance with laws, conflict of interest, contracting for goods and services, disputes, independent status, minority and women's business enterprises, accessibility requirements for presentation and promotional materials, progress reporting, audits and records, termination of agreement and other provisions of the grant agreement.

See the [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)²³ for more information. Part V, Purchasing and Contracts, provides detailed information about this important topic.

Special terms and conditions

Special terms and conditions are particular to the grant or loan agreement. They may include detailed requirements, restrictions or conditions based on the funding program guidelines. For the SMP-CZM 2022-2024 FYs Competitive grants, special terms and conditions address the Deliverables Due Dates form in EAGL and provide additional information for our recipients.

²³ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.htm>

The grant Recipients will negotiate the deliverables due dates with their Ecology project managers, who will enter the information in the Deliverables Due Dates Form. Recipients must keep track of these due dates and note changes on quarterly progress reports.

Grant Management

Managing your SMP periodic review grant requires paying particular and timely attention to a number of key tasks in order for your jurisdiction to be reimbursed for its work. These include payment requests/progress reports, which are due quarterly, and discussed below. This chapter also discusses grant amendments, grant file management and closeout reports.

Registering for payment

All recipients of an Ecology grant or loan must register to receive payment from the State of Washington, Office of Financial Management (OFM). OFM maintains a central vendor file for Washington State agencies to use for processing vendor payments. This allows you, as a vendor (Grant Recipient), to receive reimbursement payments by direct deposit, the state's preferred method of payment.

For more information and vendor registration forms, visit the [OFM website](#)²⁴ or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov.

Incurring eligible costs

Project costs must be necessary and reasonable to the project. Such costs are broken into three categories: 1) eligible, 2) conditionally eligible, and 3) ineligible:

1. Eligible costs include the following:
 - Staff salaries and benefits, (e.g., staff working on the project).
 - Contracted Consultant Services, (e.g., a recipient/consultant signed contract is required).
 - Goods and Services, (e.g., marketing and outreach costs, video production, printing, and postage).
 - Travel, (e.g., number of miles staff traveled, calculated at state rate per mile).
 - Indirect / overhead, (e.g., Ecology allows up to 30 percent of staff salaries/benefits).
2. Conditionally eligible costs **require prior written approval from Ecology**, such as:
 - Computer software (e.g., permit or geo-spatial software).
 - Equipment purchases (e.g., monitoring equipment).
 - Conferences and meetings (e.g., facility rental costs and light refreshments).
 - Training and education (e.g., that directly benefits the project).
3. Ineligible costs:
 - General expenses, beyond the scope of the project, required to carry out overall government responsibilities.

²⁴ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

- Fines and penalties. See the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2017 Yellow Book\)](#)²⁵ for more details.

The effective date is the earliest date on which eligible project costs can be incurred. The start date of the agreement is January 1, 2022 or thereafter unless otherwise negotiated; therefore, this is the earliest date for which eligible project costs can be billed.

The Recipient can incur project costs on and after the effective start date and before Ecology's signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed by Ecology. Per Ecology's Administrative Requirements, "Cost[s] will not be reimbursed until all parties sign the agreement. The agreement may have an effective date before the signature date. Any costs incurred after the effective date but before the signature date are done so at the Recipient's risk." Expenditures also must be consistent with the scope of work and approved by Ecology.

Indirect rate or overhead

The Recipient may charge an indirect rate of up to 30 percent of salaries and benefits to cover overhead or indirect rate costs. Indirect rate costs are administrative costs not directly associated with a particular task of the project, such as utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. These items not directly attributable to the project yet are required to conduct business.

If Recipients choose to charge an indirect rate to the grant, Ecology requires backup documentation showing how the indirect rate is calculated, and the list of costs included in the indirect rate. Indirect rate charges must be reported on a separate line item on the PRPR. For more information about costs normally included in the indirect rate, see page 35 of the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2017 Yellow Book\)](#).²⁶

Light refreshments

Light refreshment costs for meetings are eligible and must be pre-approved 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. Check with the Ecology Project Manager for Ecology's Light Refreshment Approval Form. Recipients must submit this form prior to the meeting, and must be approved by the Ecology Project Manager prior to the meeting(s). After the meeting, Recipients must submit the roster of attendees and agenda for **each** meeting to be eligible for reimbursement. See also Payment Request back up documentation section, beginning on page 22.

Procuring goods and services

The Recipient is responsible for procuring professional, personal, and other services using sound business judgment and administrative procedures consistent with applicable federal,

²⁵ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.htm>

²⁶ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.htm>

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 Recipient must follow procurement policies that follow state procurement procedures Chapter 39.26 RCW.

All contractors, primary and subcontractors, are required to comply with the terms of the grant agreement, including but not limited to the General Terms and Conditions and the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2017 Yellow Book\)](#),²⁷ and these Funding Guidelines.

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 Payment Request/Progress Report (PRPR).

Travel costs

Travel costs for mileage, meals, and overnight stays that follow the state travel rate may be eligible for reimbursement upon approval by Ecology. For state mileage rates see [OFM's travel reimbursement resource website](#).²⁸

Payment Requests / Progress Reports (PRPRs)

Recipients are required to submit quarterly payment requests and progress reports (PRPRs) through EAGL. After a Recipient submits a PRPR, Ecology reviews and approves it prior to disbursing the grant reimbursement. All PRPRs are reviewed by Ecology's Project Manager for eligibility and compliance with the scope of work and deliverables. Both the Project Manager and Financial Manager review the Payment Request and associated deliverables for conformance to the budget and grant requirements.

Recipients must submit PRPRs a minimum of once a quarter even if there are no expenditures to report. PRPRs are due 30 days after the last day of each quarter, as shown in Table 3. If a Recipient is not claiming any costs for the quarter, a progress report is still required.

Table 3. Progress report periods and due dates

Progress report	Reporting period	Date due
First Quarter	July 1 through September 30	October 30
Second Quarter	October 1 through December 31	January 30
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 30

²⁷ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.htm>

²⁸ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

PRPR's expenditures are itemized for each cost incurred by task. Backup documentation is required for each line item. Backup documentation should be uploaded and appear in the same order as the expenditure line items. Backup documentation must clearly show how the expenditure line item is calculated. If an expenditure line item cost is part of a larger cost, it is the Recipient's responsibility to detail which cost(s) Ecology is reimbursing, and the source of funding for the other costs. Ecology's Financial Manager may require more backup documentation prior to approving the PRPR.

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 Eligible Cost. If the total of all budget deviations exceeds ten percent of the entire project cost, an amendment will be required.

PRPR backup documentation and additional forms

For payment submittal, Ecology forms that are listed below are required and should be included with PRPR backup documentation. (Note - These forms are not already built into the EAGL system. Recipient must upload these documents into EAGL).

- Copies of receipts and invoices.
- Timesheets and payroll records must include:
 - [Form E: Monthly timesheet](#)²⁹ (Ecology form or equivalent). Timesheets must be signed and dated by *both* the employee and the supervisor. Show hours worked on the project broken out by task, date, and staff person.
 - For larger jurisdictions, a time accounting payroll system roll-up of staff costs by task/date/staff with subtotals will suffice.
- Meeting and travel expenses, must include:
 - [Form F: Record of Meeting Attendance](#)³⁰ (Ecology form).
 - If light refreshments are deemed appropriate for a meeting, **a Light Refreshments Approval Form must be approved by Ecology's Project Manager prior to the event and included with the payment request documentation.** An agenda of the event and a roster of attendees must be submitted as back up documentation with the payment request.
 - Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. All travel costs cannot exceed state travel rates. For travel policies and per diem map, please visit [OFM's travel reimbursement resource website](#).³¹

²⁹ <https://fortress.wa.gov/ecy/publications/summarypages/ECY06012.html>

³⁰ <https://fortress.wa.gov/ecy/publications/summarypages/ECY06013.html>

³¹ <http://www.ofm.wa.gov/resources/travel.asp>

Progress reports

Ecology requires a progress report for each calendar quarter of the grant period, even if there are no expenses being claimed for the billing period. A progress report must accompany each payment request so the Ecology Project Manager and Financial Manager can:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Track project progress.

If a payment request is not submitted, simply check “No” in response to “Are you submitting a payment request with this progress report?”

Reporting on outcomes

Progress reports should include essential task information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of task completion over the life of the grant (should correspond with percent of task budget spent), and summary of accomplishments for the reporting period.
- Description and reasons for any delays.
- General comments.

Additional documentation to support the quarterly progress report. Progress information includes such items that are not specified as a deliverable in the agreement and are specific to the time and date of the progress report.

Deliverables (naming conventions and uploading to EAGL)

Upload all deliverables in the grant agreement to the Uploads form, located on the Application Menu-Forms page. Keep naming conventions short (D for deliverable, T for task, add the deliverable number and name, e.g., DT2.2 Final Signed Consultant Contract).

Please avoid deleting general Uploads. However, if you must delete an Upload, remember to delete both the file itself and the document name in the description field.

Amendment request

On occasion, an amendment to the grant agreement is needed. For the Competitive grants, this may include redistributing the grant budget among the tasks or adding more tasks beyond the existing tasks after the grant agreement is in place. A Recipient’s Authorized Official or Project Manager may request an amendment by contacting the Ecology Project Manager and Financial Manager. A written request is required, via email, which describes the type of amendment requested, details on those changes, how those changes may or may not affect the budget, and the reason for the amendment request.

To initiate an amendment in the EAGL, the agreement must be in “Agreement Active” status. (Please refer to Chapter 11, “Amendments,” in the *EAGL- External Users’ Manual*, for step-by-step instructions).

Audits

All grants are subject to audit. For the purposes of auditing, Recipients must retain records for a minimum of three years from the day of submittal of the last payment request.

Ecology has the authority to audit the grant project for three years after the project has officially ended. Ecology may also audit the grant project invoices, and backup documentation at any time during the project. If an audit identifies issues, the Recipient must correct any issues immediately.

Close Out Reports

Closeout reports must be provided by both the Recipient and Ecology.

Recipient Close Out Report

A Recipient Closeout Report (RCOR) must accompany the final payment request. The RCOR summarizes each task and its outcomes, and includes the following:

- The problem statement addressed by the grant.
- The purpose of each task.
- The task results and outcomes achieved.

The final payment request/progress report (PRPR) and the Recipient Closeout Report (EAGL form) are due within 30 days after the end of the agreement to ensure reimbursement. Final payment requests are payable contingent upon receipt and Ecology approval of the final deliverables of the grant agreement. Final deliverables include scope of work deliverables, the final progress report/payment request, and close out documents.

For more information about the RCOR, see Chapter 14 of the [EAGL External Users' Manual](#).³²

Ecology Close Out Report

An Ecology Closeout Report (ECOR) will be filled out by the Ecology Project Manager. The Financial Manager will review and approve the report, and then move the agreement to Closeout/Termination. The Project Manager may have questions for the grant Recipient while completing this report.

³² <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

Appendix A: EAGL Scope of Work Application Forms

The following EAGL forms are required, and most of them make up the entire Scope of Work:

1. General Information
2. Project Characterization
3. Mapping Information
4. Recipient Contacts
5. Project Description Questionnaire
6. Scope of Work – Task 1 Project Administration/Management
7. Scope of Work – Additional Tasks (all tasks will be listed here)
8. Scope of Work Summary
9. Budget Task Cost
10. Deliverables Due Date
11. Uploads

1. General Information

The information on this form, and your Scope of Work forms, will be used by Ecology to screen, evaluate, and score your application. Enter the following information:

- **Project Title:** Enter a short and concise project title.
- **Project Short Description:** Enter a short and concise paragraph describing the overall project and environmental benefits.
- **Project Long Description:** A detailed description of the project, background information including other funding associated with the project including the names of other recipients, grant titles and numbers, if applicable.
- **Total Cost:** Enter the total project cost including other funds associated with the project.
- **Total Eligible Cost:** Enter the amount for the project.
- **Effective Date:** Enter January 1, 2022 or thereafter, unless otherwise negotiated.
- **Expiration Date:** June 30, 2023.
- **Project Category:** Choose “planning.”
- **Will Environmental Monitoring Data be collected?** The radio button next to No will be chosen for you, since this is a planning grant and not an on-the-ground project grant.
- **Overall Goal:** enter a short and concise paragraph describing the overall goal and environmental benefits.

2. Project Characterization

This form is for database search engines to use. Enter the following information:

- **Primary Theme:** Choose “Shorelands” from the drop down menu.

- Secondary Theme: Choose “Planning” from the drop down menu.

3. Mapping Information

This form is for geo-spatial mapping data for all projects funded by Ecology. 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 either “City” or “County.” Towns should select “City.” 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.

4. Recipient Contacts

Staff listed on this form must be Recipient employees, and cannot be consultants or contractors. The following staff 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 of Authorized Official): The person responsible for the overall project and for initiating, and submitting the application and initiating and submitting quarterly Payment Requests/Progress Reports (PRPRs).
- **Billing Contact** (EAGL Role): The person responsible for working with the PM (AO) to complete quarterly Payment Requests/Progress Reports (PRPRs).
- **Authorized Signatory** (Not an EAGL Role, consider assigning in the Role of Reader)³³: 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. **Please note, Ecology will use DocuSign for digital signatures and dates.**

5. Project Description Questionnaire

As described in Chapter 4: Application Evaluation and Scoring, projects will be evaluated based on 10 criteria. We also recommend uploading additional key project information, relevant to the questions below. **Required fields are marked with an asterisk.**

³³ Reader: Persons assigned in the Reader Role in EAGL will not receive EAGL system generated emails throughout the life-cycle of the grant.

1. Project description and overall goal (0-15 points)

On the General Information form, you have included a complete description of the project and there is a clear connection to the purpose of the Pilot Program. The description includes:

- a. A statement of the project’s overall goal and purpose.
- b. A brief history of the project and, if applicable, a description of any ongoing or previously completed planning efforts or studies that the project builds on. Describe how past efforts and the proposed project will be integrated.
- c. Any past information pertinent to the reviewers’ understanding of the proposal.

Note:

Ecology’s review and scoring will consider the information you provided on the General Information form and no additional response is necessary.

2. Tasks and deliverables (0-5 points)

On the General Information form, you have described the broad-based tasks associated with the project along with outcomes and deliverables for each task. Each task should include a well-defined title.

Note:

Ecology’s review and scoring will consider the information you provided on the General Information form and no additional response is necessary.

3. Meets an identified need and serves the public interest (0-15 points)

Please provide a narrative describing how your proposal meets an identified need and serves the public interest. Narratives should: 1.) Identify a need or describe a problem; 2.) Describe how the project meets that need or helps solve the problem; and 3.) Explain the benefit(s) of the project, how it serves the public interest, and how it supports the policy of the Shoreline Management Act, [RCW 90.58.020](https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020).^{34*}

As seen in EAGL:

Enter text [Text box character limit 1,200]
Upload Supporting Documents <i>Choose attachment</i>

³⁴ <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020>

4. Methods (0-5 points)

Please provide a narrative describing how you plan on carrying out project activities and why this approach was chosen. For example, a methodology could be chosen because it was used successfully by another community, because it is a best practice, because it is cost effective, because it is the best fit for a community, etc.*

As seen in EAGL:

Enter text [Text box character limit 1,200]
--

Upload Supporting Documents <i>Choose attachment</i>

5. Timeline (0-5 points)

Please provide a brief statement about your project timeline. Can this project be completed within a 12 month period? If not, explain.*

As seen in EAGL:

Enter text [Text box character limit 500]
--

Upload Supporting Documents <i>Choose attachment</i>

6. Budget (0-5 points)

Please provide a brief statement about your proposed overall budget, tasks budgets, and anticipated outcomes, as it relates to your timeline. Ecology's review team will consider the information you provide here and the information you provide in the Budget Task Cost form.*

As seen in EAGL:

Enter text [Text box character limit 500]
--

Upload Supporting Documents <i>Choose attachment</i>

7. Project team (0-5 points)

Please provide a brief statement about who from your staff will be working on the project and their role in completing tasks. Also, describe if your organization will be hiring a consultant to perform work and if so which tasks they will be responsible for completing.*

As seen in EAGL:

Enter text
[Text box character limit 500]

8. Tribal engagement (0-5 points)

Please describe the strategy you will undertake for engaging tribal governments to understand tribal interests, relevant efforts, available information, and methods for coordination and input. Alternatively, describe why such engagement is not relevant to the proposal.*

As seen in EAGL:

Enter text
[Text box character limit 500]

9. Environmental Justice (0-10 points)

- a. Please provide a narrative describing how environmental justice will be integrated into the project. Within the narrative, describe how the project contributes to an environment where all people enjoy the same degree of protection from environmental and health hazards (i.e., fair treatment) and equal access to the decision-making process (i.e., meaningful involvement). In addition, narratives should describe how community engagement will provide opportunities for all potentially impacted people to participate or address why community engagement is not part of the proposal. (0-5 points)*

As seen in EAGL:

Enter text
[Text box character limit 2,500]

Upload Supporting Documents
Choose attachment

- b. Does your jurisdiction include a zip code mapped as “At Risk” or “Distressed” on the [Distressed Communities Index map](#).³⁵ (2.5 points)*

As seen in EAGL:

Yes or No <i>Radio buttons</i>

- c. Does your jurisdiction include a Census tract mapped as having an environmental health disparity ranking of 9 or 10 by the [Washington State Department of Health’s interactive map](#).³⁶ (2.5 points)*

As seen in EAGL:

Yes or No <i>Radio buttons</i>

- d. [Optional for applicants unable to score points in 9-b or 9-c above] Applying jurisdictions unable to collect points automatically assigned to communities based on mapped information above may provide an explanation for why their community is overburdened and/or how the proposal will benefit an overburdened subpopulation. (0-5 points)

As seen in EAGL:

Enter text [Text box character limit 2,500]
Upload Supporting Documents <i>Choose attachment</i>

10. Population size (0 or 5 points)

Ecology’s review and scoring will consider the population of the applying jurisdiction. Points will be automatically assigned to cities with a population ≤ 100,000 and counties with a population ≤ 500,000. Ecology will use 2021 population estimate data from the [Washington State Office of Financial Management website](#).³⁷

Note:

No action is necessary from the applicant.

³⁵ <https://eig.org/dci/interactive-map?path=state/WA>

³⁶ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

³⁷ <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

6. Scope of Work - Task 1

As seen in EAGL:

Task 1 includes ONLY work between the Recipient and Ecology to manage the grant and work that cannot be distinguished from the other tasks. Examples are agreement negotiations, meetings between the Recipient and Ecology, and time to complete quarterly payment requests/progress reports (PRPRs) and grant close out documents.

Consultants' time spent on the scope of work tasks should not be allocated to Task 1/Project Administration/ Management.

Task Cost: \$ _____

Task Title: 1. Project Administration/Management

Task Description:

The RECIPIENT shall provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, administration and management.

- A. The RECIPIENT shall coordinate with ECOLOGY throughout the project. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.
- B. The RECIPIENT shall conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.
- C. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator:

As seen in EAGL:

In EAGL, enter the name of the Recipient staff person responsible for completing this task. Enter Recipient Close Out Report date. Can be “negotiated.”

Task 1. Project Administration / Management Deliverables

Number	Description	Due Date
1.1	Payment Requests/Progress Reports (PRPRs)	Quarterly
1.2	Recipient Close Out Report	“Negotiated”

7. Scope of Work – Additional Tasks

This form allows you to create more tasks. Create "task 2" then choose the SAVE button. If you need another task, click "ADD" and it will be automatically created. Continue this process for each additional task, as needed.

8. Scope of Work Summary

This form only needs to be saved. By doing so it calibrates all of the Scope of Work forms and summarizes the tasks and totals together.

9. Budget Task Cost

Provide a budget for your project proposal. The total maximum allowable request for a SMP Competitive grant is \$100,000 including indirect rate.

The online application provides the budget tables. The budget by task table and the Total Eligible Cost column will be pre-populated based on the costs you provided when entering the SOW information.

You will be required to enter your Budget by Element:

- **Salaries:** Wages for jurisdiction staff working on the project.
- **Benefits:** Costs employers incur for providing benefits beyond salary or wages.
- **Contracts:** (aka Contracted Services) amount budgeted for contractual work.
- **Travel:** Include method used to calculate travel costs (e.g., mileage rate, estimated miles traveled) at state rate.
- **Goods/services:** Supplies and other material costs that are not equipment.
- **Overhead/indirect:** Up to 30 percent of staff salaries and benefits can be charged to the grant. However, we will need to know: 1) what the rate will be, 2) how this rate is calculated, and 3) what specific costs are included in the overhead/indirect rate. You can upload calculation sheets to the budget page. Ecology’s Financial Manager will be asking for this information during the agreement negotiation phase.

10. Deliverables Due Date

Task deliverables due dates will be managed through the **Deliverables Due Date** form.

If an application is chosen for funding, this form keeps track of all of the deliverables due dates, allowing greater flexibility and eliminating the need to do 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.

Deliverables Due Date Form

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

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverables Due Date form. The RECIPIENT will keep track of these due dates, and will 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	Due Date
First Quarter	July 1 – September 30	October 30
Second Quarter	October 1 – December 31	January 30
Third Quarter	January 1 – March 31	April 30
Fourth Quarter	April 1 – June 30	July 30

Deliverables

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

Task 1	1. Project Administration/Management	Date Due
1.1	Payment Request / Progress Report (PRPR)	Quarterly
1.2	Recipient Close Out Report (RCOR)	Negotiated end date of agreement

Additional Task Steps	Additional Task Description	Date Due
<input type="text"/>		<input type="text"/>

Figure 1. Screenshot of Deliverables Due Date Form

The Deliverables Due Dates Form in EAGL will show the due dates, as described above. All Additional Tasks must be added to this form including the Task Number, Task Name, and the proposed due dates.

11. Uploads Form

During the application process, do not upload relevant application information to this form but rather upload it to the Project Description form. Or, if it pertains to the budget, upload it to the Budget Task Cost form.

If the project is chosen for funding, the Uploads form will be where project deliverables will be uploaded and housed during the lifecycle of the grant.

Appendix B: Project Proposal SOW-Examples

The following example proposals are provided to assist local governments in the application process. **Both the communities and proposed projects are fictional.** The examples provided do not represent an inclusive list of projects eligible under the grant and many other projects are eligible.

1. [A Shoreline Master Program user guide project proposal](#)
2. [A shoreline permit monitoring project proposal](#)
3. [A sea level rise scoping and engagement project proposal](#)
4. [A sea level rise vulnerability and risk assessment project proposal](#)
5. [Additional eligible projects - project descriptions only](#)
 - A channel migration zone scoping project description
 - A bank stabilization guide project description
 - A public access plan project description

1. Shoreline Master Program user guide project proposal

General Information Form:

Project Title: Juanita Falls SMP User Guide

Project Short Description: The project will result in the development of an SMP user guide for the City of Juanita Falls that will increase the public's understanding of shoreline development regulations.

Project Long Description: The City of Juanita Falls proposes to create a Shoreline Master Program (SMP) user guide that translates common provisions and key concepts of the 2016 SMP into a concise, easy-to-understand document with illustrations and diagrams. The audience will be shoreline property owners and the individuals and businesses that do work within the shoreline (i.e., contractors, landscape businesses, arborists, etc.). The purpose of the project is to increase the public's understanding of shoreline development regulations with the goal of increasing voluntary compliance with SMP provisions.

Some of the common provisions and key concepts to be addressed will include:

- Purpose of the SMP
- Shoreline jurisdiction
- Environment designations
- No net loss of ecological functions
- Shoreline buffers
- Vegetation management
- Fences, gardens, and lawns within the shoreline
- Compliance necessary regardless of whether a permit is needed
- Expansion and replacement of non-conforming structures

- Docks (repair, replacement, and new)
- Water access structures
- Shoreline armoring (repair, replacement, and new)
- Native plants guidance
- Permit process
- Shoreline use table
- Shoreline jurisdiction map with environment designations
- Exemption from the substantial development process
- Possibly others identified during the process

This project is necessary because the City’s SMP is 145 pages in length and challenging for the public to navigate and understand. Its format makes it an impractical educational tool and staff is often challenged to use this document with the public. Furthermore, issues of non-compliance with the SMP are often attributed to a lack of understanding about shoreline regulations.

The guide would be a printed resource but also available on the City’s website. During the next periodic review, the user guide may be incorporated into the SMP itself. As part of the project, we propose to print enough copies to mail every shoreline property owner of record a guide and to provide copies to local real estate offices. We also plan to mail copies to businesses that might do work within the shoreline. Funds are being requested to also translate the guide into Spanish to better serve the area’s Spanish speaking population (approximately 15%).

Total Cost: \$12,000.00

Total Eligible Cost: \$12,000.00

Overall Goal: To improve voluntary compliance with the SMP through education.

Task Number: 1

Task Title: 1. Project Administration/Management

Task Cost: \$0.00 (enter)

Task Description: prepopulated language, cannot be edited

Task Goal Statement: prepopulated language, cannot be edited

Task Expected Outcome: prepopulated language, cannot be edited

Recipient Task Coordinator: (enter name)

Deliverable(s): prepopulated language, leave dates blank

Task Number: 2

Task Title: 2. Develop SMP User Guide

Total Cost: \$12,000.00

Task Description: The city will hire a contractor (individual or firm) to develop an SMP User guide. The individual or firm will develop the guide with oversight from the Community Development Director and feedback from planning staff.

Task Goal Statement: To increase public understanding of shoreline development regulations by creating an SMP User Guide.

Task Expected Outcome: A concise, easy-to-understand SMP User Guide that communicates common SMP regulations and key concepts.

Recipient Task Coordinator: (name of contractor)

Deliverable(s):

- 2.1 Signed Consultant Contract
- 2.2 Draft SMP User Guide
- 2.3 Final SMP User Guide (Spanish and English language versions)

Project Description Questionnaire Form – (example only)

Meets an identified need and serves the public interest: This project will meet a need identified by City planning staff who have been challenged to communicate SMP provisions to the public. The City has also been involved in a number of code compliance cases over the past five years where property owners have stated they were unaware of the regulation being violated.

This project serves the public interest because the shorelines within Juanita Falls provide important ecological functions and are experiencing development pressure. Over the past five years, the City has issued 30 shoreline permits and 40 substantial development permit exemptions. Over this same period, there have been 10 SMP code compliance cases addressed by City staff. Development is most commonly associated with single-family residential use (docks, watercraft lifts, water-access structures, new homes, home additions, accessory structures, etc.). Shorelines within the City include the Juanita River, Juanita Creek, and Clear Lake. Federally listed Steelhead occur in the river and creek. Other fish species, including summer steelhead, rainbow trout, and chinook salmon occur in these water bodies as well. Clear Lake has associated wetlands that are important habitat for songbirds and waterfowl.

All comprehensively updated SMPs comply with the policy of the SMA. With the goal of improving local SMP compliance, this project will support and further the policy of the SMA.

Methods: The City's approach to this project is to 1) procure professional services to develop the user guide, 2) review existing SMP user's guides for desired attributes, and 3) have content be driven by planning staff. This approach to the project was selected for several reasons. First, City staff does not have the capacity to take on a special project. Second, Ecology has funded a number of SMP user's guides that are available online. Third, planning staff has a strong understanding of content areas that should be addressed in a user's guide because of their day-to-day experience answering questions, processing land use applications, and assisting on code compliance cases.

The following is a preliminary list of resources to be reviewed:

- [Pend Oreille County User Guide](#)³⁸
- [City of Sammamish User Guide](#)³⁹
- [City of Hoquiam User Guide](#)⁴⁰
- [Grant County User Guide](#)⁴¹
- [Ocean Shores User Guide](#)⁴²

Timeline: We propose to spend three months (months 1-3) procuring the professional services needed to develop the user guide. During months 4-7, the individual or consulting firm hired will develop the guide. During months 8-9, the guide will be finalized and translated into Spanish. We believe this project can be completed within a nine-month period. Given this timeline, we are confident the project can be completed within Ecology’s preferred 12-month timeline.

Project team: Community Development Director Carmen Santos will serve as project manager. All work associated with producing the guide will be completed by the individual or consultant firm hired for the project. A professional document translator will be hired to develop Spanish language text for the document.

Tribal engagement: The user guide will summarize information within the City’s existing SMP which was developed through a process that included communication with affected Indian tribes consistent with [WAC 173-26-201\(3\) \(B\) \(iii\)](#).⁴³ Tribal engagement is not proposed.

Environmental Justice: Environmental health and human health are inextricably linked. The goal of this project is to achieve higher rates of voluntary compliance with the SMP, an outcome that would help protect shoreline natural resources.

No community engagement is proposed because this project will summarize the City’s existing SMP. However, funds have been requested as part of this grant proposal to translate the guide into Spanish. Juanita Falls is located in a county where over 30,000 people age 5 years and over have limited English proficiency and speak Spanish at home (See [Limited English Proficiency v2 Map](#)⁴⁴). We believe the intended users of the guide would benefit from a Spanish version.

³⁸ https://pendoreilleco.org/wp-content/uploads/2016/04/PendOreilleSMPUserGuide_2016_April-8.5x11.pdf

³⁹ <https://www.sammamish.us/media/1254/user-guide-story-board-draft-1222-2011-web.pdf>

⁴⁰ https://cityofhoquiam.com/wp-content/uploads/2014/05/Shorelines-Master-Program_Users_Guide-June2017-.pdf

⁴¹ http://www.grantcountywa.gov/GCDS/Planning/Shoreline-Master-Program/Final_Shoreline_Master_Program_&Guide/GrantCounty_SMPUserGuide_Final_2015_Feb.pdf

⁴² <https://oceanshores.civicweb.net/document/53118>

⁴³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-26-201>

⁴⁴ <https://geo.wa.gov/maps/waseocgis::limited-english-proficiency-v2-map/explore?location=47.273507%2C-120.011350%2C7.00>

2. Shoreline permit monitoring project proposal

General Information Form:

Project title: Juanita Falls Shoreline Permit Monitoring Project

Project short description: The project will develop and implement a shoreline permit monitoring program. The project will answer questions about SMP compliance and identify possible solutions for improving implementation if gaps in the permitting system are identified.

Project long description: The proposed shoreline permit monitoring project will allow the City of Juanita Falls to identify implementation gaps in our permitting system. We propose to develop a permit monitoring methodology that will assess previously issued shoreline authorizations. The assessment would look at compliance with the Shoreline Master Program (SMP) with a particular focus on regulations tied to the no net loss standard. The monitoring program will include both a desk assessment and field assessment component. A temporary employee will be hired to develop the monitoring methods and perform the assessments. Employment will likely be setup as a paid college internship opportunity. Results will be analyzed and summarized in a report. The final report will also include recommendations for improving implementation if issues are identified.

Total Cost: \$16,500.00

Total Eligible Cost: \$16,500.00

Overall Goal: To understand if development within the shoreline is being authorized consistent with the SMP and whether projects, as built, comply with the issued permits.

Task Number: 1

Task Title: 1. Project Administration/Management

Task Cost: \$0.00

Task Description: prepopulated language, cannot be edited

Task Goal Statement: prepopulated language, cannot be edited

Task Expected Outcome: prepopulated language, cannot be edited

Recipient Task Coordinator: (enter name)

Deliverables: prepopulated language, leave dates blank

Task Number: 2

Task Title: 2. Develop and implement a monitoring program

Task Cost: \$16,500.00

Task Description: A monitoring program is developed, implemented, and results are analyzed in a summary report. Work will be completed by a temporary employee/intern hired for the project. The summary report will also include recommendations for permit system improvements, if any are needed. Work by the new employee/intern will be done with supervision and guidance from our senior planner.

Task Goal Statement: The City develops an understanding of SMP implementation and whether improvements to the permitting system are needed.

Task Expected Outcome: Department head and other decision makers have the information needed to understand SMP implementation and to take action on permit system improvements, if necessary.

Recipient Task Coordinator: (enter name)

Deliverable(s):

- 2.1 Offer of employment/internship letter
- 2.2 Draft monitoring methodology
- 2.3 Final monitoring methodology
- 2.4 Draft results and recommendations report
- 2.5 Final results and recommendations report

Project Description Questionnaire Form – (example only)

Meets an identified need and serves the public interest: This project serves the public interest and meets an identified need by helping to ensure the careful, complete, and consistent implementation of the City’s comprehensively updated SMP. Since the Comprehensively Updated SMP was adopted five year ago, the City has not collected data on implementation. Over the last five years, the City has issued 30 shoreline permits and 40 substantial development permit exemptions. Development is most commonly associated with single-family residential use (docks, watercraft lifts, water-access structures, new homes, home additions, appurtenant structures, etc.).

Shorelines within the City include the Juanita River, Juanita Creek, and Clear Lake. Federally listed Steelhead occur in the river and creek. Other fish species, including summer steelhead, rainbow trout, and chinook salmon occur in these water bodies as well. Clear Lake has associated wetlands that are important habitat for songbirds and waterfowl.

All comprehensively updated SMPs comply with the policy of the SMA. By shedding light on how effectively the SMP is being implemented and identifying solutions to implementation gaps, this project will support and further the policy of the SMA.

Methods: We propose to use the five step process identified in the Department of Commerce’s [Critical Areas Handbook, Chapter 7](#)⁴⁵: 1) determine the reasons for monitoring, 2) establish key objectives and study questions, 3) design the monitoring program, 4) determine the monitoring time frame, 5) evaluate results, and 6) make recommendations.

The study will include both a desk assessment and field assessment and will consider only past issued shoreline authorizations. The temporary employee/intern will have access to all records associated with shoreline permits or letters of exemption and he/she will develop and implement a methodology for the permit monitoring study with guidance from our senior

⁴⁵ <https://deptofcommerce.app.box.com/s/mkec5hu8nawiewg0tzfeu6paa0fanav5>

planner. Results will be analyzed in a final report that will also include recommendations for system improvements, if any are identified.

This approach to permit monitoring is proposed because it will have minimal impacts on current staffing levels, matches the available data, and seems appropriate for the number of shoreline development records.

Timeline: We propose to spend 2 months to complete the hiring process and then 8 months to complete the monitoring program from development to final report. The project will be completed within 12 months.

Project team: Senior planner Ben Hobbs will serve as project manager. A temporary employee/intern will develop and implement the monitoring program with direct oversight, guidance, and support from Mr. Hobbs.

Tribal engagement: Juanita Falls is located on lands ceded by the Confederated Tribes and Bands of the Yakama Nation where treaty fishing rights exist today. If funded, we will engage with the Yakama Nation on this project. We will solicit feedback on a draft version of the methodology and will consider recommended changes proposed. Similarly, the summary report will be shared in draft form and feedback will be considered before the report is finalized.

Environmental Justice: Environmental health and human health are inextricably linked. This project will ensure the environmental protections embedded in the regulations of the SMP are being implemented carefully, completely, and consistently through the permitting process. No community engagement is proposed because this project will assess past-issued permits for compliance with the adopted SMP.

3. Sea level rise scoping and engagement project proposal

General Information Form:

Project title: Portview Sea Level Rise Preliminary Planning Effort and Community Engagement

Project short description: The project is designed to be a preliminary step in sea level rise planning, where key stakeholders are assembled to learn about sea level rise risks and to make recommendations about future planning efforts.

Project long description: Portview proposes to conduct a sea level rise engagement and scoping project. The project will:

1. Increase sea level rise knowledge of our planning staff;
2. Bring together interested stakeholders;
3. Explore sea level rise projections and the potential risk to community assets; and
4. Result in recommendations on whether sea level rise planning efforts are needed and, if so, the appropriate scope for those efforts.

Grant funds are requested so that our long-range planner can devote between 80 and 120 hours per month to this effort over a 7-month period. This will include her time learning about the best available data, visualization tools, planning resources, and the different planning

approaches taken by other coastal communities. Staff time will also be spent developing and implementing an engagement strategy that will guide the formation of a planning team comprised of representatives from different stakeholder groups. Engagement events will be facilitated by our long-range planner and meetings will be supported by our assistant planner. Grant funds will cover some costs associated with holding planning team meetings.

Total Cost: \$30,000

Total Eligible Cost: \$30,000

Overall Goal: The community is more educated about sea level rise and City staff has direction on future sea level rise planning efforts.

Task Number: 1

Task Title: 1. Project Administration/Management

Task Cost: \$0.00 (enter)

Task Description: prepopulated language, cannot be edited

Task Goal Statement: prepopulated language, cannot be edited

Task Expected Outcome: prepopulated language, cannot be edited

Recipient Task Coordinator: (enter name)

Deliverable(s): prepopulated language, leave dates blank

Task Number: 2

Task Title: 2. Sea level rise project scoping / community planning.

Task Cost: \$30,000.00

Task Description: The City's long-range planner will become the local expert on sea level rise by learning about the best available data, visualization tools, planning resources, and the different planning approaches taken by other coastal communities. Staff time will also be spent developing and implementing an engagement strategy that will guide the formation of a planning team comprised of representatives from different stakeholder groups. The assembled planning team will explore different sea level rise scenarios and model data using online visualization tools. The group will identify community assets that may be exposed to harm and the potential consequences. As part of this process, the group will be asked to make recommendations about whether community planning for sea level rise is needed. This task will include the creation of a summary report that documents the engagement process, summarizes planning team feedback, discusses how effective the engagement strategy was at achieving inclusive conversations, and identifies key outcomes.

Task Goal Statement: To assemble a diverse and inclusive planning team to learn about the risk of sea level rise and make recommendations about the need for further planning.

Task Expected Outcome: The group makes recommendations about future planning needs.

Deliverable(s):

- 2.1 Engagement strategy and list of planning team members and associated interest/organization.
- 2.2 Draft summary report document.
- 2.3 Final summary report document.

Project Description Questionnaire Form – (example only)

Meets an identified need and serves the public interest: Current projections indicate Washington State shoreline communities may experience between 1-3 feet of sea level rise by 2100 which may, in many cases, result in issues such as increased frequency and extent of coastal flooding, increased coastal erosion, impacts to coastal groundwater quality, and habitat loss.

This funding source will allow the City of Portview to engage in broad and inclusive conversations about this threat and to build capacity and support for future sea level rise planning efforts. The public interest in sea level rise planning is considerable as long-term, coordinated planning has the potential to reduce adverse economic, social, and natural impacts.

Portview has a population of 15,000. Amongst other land uses and infrastructure that could be at risk, our shorelines include an active log mill, wastewater treatment plant, abandoned industrial areas with known contamination issues, rail infrastructure, roads, commercial retail establishments, utilities, and housing. Given the nature of our shoreline and the potential risk, there is great public interest in advancing what will be the first of many steps necessary to develop sea level rise adaptation strategies.

Uncoordinated, unplanned responses to sea level rise could threaten the policy of the SMA and result in impacts to water-dependent uses, shoreline natural resources, and public access. This project supports the policy of the SMA by educating and engaging the community about the risk of sea level rise and the benefits of planning.

Methods: Planning team meetings will be facilitated by our long-range planner. The framework for this effort generally follows the framework laid out in the [Community-based Coastal Resilience Planning Guidebook](#)⁴⁶ as “Step 1: Define Planning Issues and Establish a Planning Team.”

The following data and data-related resources will be used:

- [2018 Miller et al. sea level rise projections for Washington](#)⁴⁷
- [How to Choose – Primer for Selecting SLR Projections](#)⁴⁸

⁴⁶ https://wacoastalnetwork.com/wp-content/uploads/2021/02/CBP-Guidebook_General.pdf

⁴⁷ <https://wacoastalnetwork.com/research-and-tools/slr-projections/>

⁴⁸ <https://cig.uw.edu/publications/how-to-choose-a-primer-for-selecting-sea-level-rise-projections-for-washington-state/>

- [NOAA sea level rise viewer](#)⁴⁹

To ensure our process results in an inclusive group of stakeholders, we will also be using the following resources to inform our engagement strategy:

- [Identifying and Effectively Engaging Stake- and Rights-holders](#)⁵⁰ (NOAA)
- [Getting the right people in the room](#)⁵¹ (NOAA)
- [Drawing bounds around your adaptation effort](#)⁵² (NOAA)
- [Stakeholder Engagement](#)⁵³ (Adapting to Rising Tides Program)

Timeline: Our long-range planner will spend three months (months 1-3) learning about sea level rise and some of the different planning approaches used by other Washington jurisdictions as well as approaches employed by other coastal states. During months 1-3, our planner will also draft a community engagement strategy that will be implemented over a three month period (months 4-6). Following implementation, the outcomes of the engagement events will be summarized in a report (month 7). We believe the project will be completed within seven months and can meet Ecology's preferred 12-month timeline.

Project team: Long-range planner Kiki Washington will serve as project manager. Kiki Washington will also perform key work associated with the project including: becoming the local expert on sea level rise, developing and implementing the community engagement strategy, facilitating planning team meetings; and writing the summary report. An associate planner will provide assistance at engagement events. A planning team will provide input throughout the process and will make recommendations on future planning needs.

Tribal engagement: This effort should be viewed as the start to a potentially long and significant planning process that could ultimately result in a Shoreline Master Program amendment. For this reason, we will contact the Northwest Indian Fisheries Commission for a list of the affected Indian tribes to be notified and notify these tribes in writing if this project is funded. The purpose of notification will be to begin discussions about tribal interests, relevant tribal efforts, available information, and the tribes' preferred methods for coordination and input. This is in accordance with [WAC 173-26-201\(3\) \(B\) \(iii\)](#).⁵⁴ Tribal engagement and input in this preliminary planning effort will be guided by tribal preferences.

Environmental Justice: The proposed project has a significant nexus to environmental justice and will be designed with a goal of creating an inclusive planning team with members that represent minority and low-income communities such as the Coastal Community Action Program and out county's United Way chapter. A stakeholder mapping exercise will help

⁴⁹ <https://coast.noaa.gov/digitalcoast/tools/slr.html>

⁵⁰ <https://resiliencemetrics.org/sites/default/files/files/Resilience-Metrics-Job-Aid-Identifying-and-Effectively-Engaging-Stake-and-Rights-holders.pdf>

⁵¹ <https://resiliencemetrics.org/sites/default/files/files/Resilience-Metrics-Job-Aid-Getting-the-Right-People-in-the-Room.pdf>

⁵² <https://resiliencemetrics.org/sites/default/files/files/Resilience-Metrics-Job-Aid-Drawing-Bounds-Around-Your-Adaptation-Effort.pdf>

⁵³ http://www.adaptingtorisingtides.org/wp-content/uploads/2015/10/ART-GPG-StakeholderEngagement_web-aligned_V1.pdf

⁵⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-26-201>

identify members of the planning team to be invited. The engagement strategy will be developed with the intent to eliminate barriers to participation by carefully considering meeting location, time of day, transportation needs, accessibility, translation needs, etc.

Ensuring meaningful involvement of all potentially impacted groups is important because sea level rise will likely result in disproportionate environmental and health impacts on vulnerable populations and overburdened communities. These impacts might include the following:

- Some adaptation measures, like sea walls, damage habitat important to tribal treaty right resources and subsistence fishing resources.
- Access to cooler coastal temperatures will increasingly become a public health imperative for inland residents as the climate warms.
- Some adaptation measures, like sea walls, may reduce access to coastal recreation areas, particularly for lower income residents.
- Higher vulnerability to water quality and supply issues from contamination and seawater intrusion.
- Displacement due to increased living expenses for sewer and water services.
- Displacement due to flooding.

4. Sea level rise vulnerability and risk assessment project proposal

General Information Form:

Project title: Portview Sea Level Rise Vulnerability and Risk Assessment

Project short description: To conduct a sea level rise vulnerability and risk assessment that will identify potential losses or damages from sea level rise; characterize the risk of loss; and highlight those areas of the community, resources, sectors, or assets considered most vulnerable.

Project long description: The City of Portview proposes to complete a sea level rise vulnerability and risk assessment. Past planning efforts have identified sea level rise concerns and some City departments have begun thinking about how sea level rise will impact critical infrastructure. However, a coordinated and comprehensive effort is needed to identify potential losses or damages from sea level rise; characterize the risk of loss; and highlight those areas of the community, resources, sectors, or assets considered most vulnerable. Once completed, the vulnerability and risk assessment will inform adaptation strategy development and future planning efforts.

A qualified individual or consultant group will be hired to lead the vulnerability and risk assessment. The individual or consultant group hired will work directly with a three-person planning group made up of City staff with expertise in transportation, public utilities, and community development. The role of the planning group will be to provide regular and ongoing feedback throughout the process.

At critical decision points in the assessment, the individual or consultant team hired will engage with a larger, stakeholder group that will be identified through a stakeholder mapping exercise. Efforts will be taken to ensure the stakeholder group is inclusive and diverse with members that

represent minority and low-income communities. Stakeholders will be individuals who can effect change, have relevant knowledge or skills, represent the interests of particular groups, and/or will be impacted by sea level rise. Individuals will likely be from government, non-governmental organizations, business and industry, and community/neighborhood groups. The objective is to educate, engage, and involve stakeholders in the process.

Grant funds will also pay for one community engagement event and one community-wide survey where anyone can participate and provide input.

A final assessment report will summarize vulnerability and identify where to focus adaptation efforts. Findings from the report will be presented to different community groups and boards. When completed, the assessment would be used for a variety of planning purposes.

Task Cost: \$50,000.00

Total Eligible Cost: \$50,000.00

Overall Goal: To complete a vulnerability and risk assessment that can inform a variety of planning efforts and adaptation strategy development.

Task Number: 1

Task Title: 1. Project Administration/Management

Task Cost: \$0.00 (enter)

Task Description: prepopulated language, cannot be edited

Task Goal Statement: prepopulated language, cannot be edited

Total Expected Outcome: prepopulated language, cannot be edited

Recipient Task Coordinator: (enter name)

Deliverable(s): prepopulated language, leave dates blank

Task Number: 2

Task Title: 2. Obtain Professional Services

Task Cost: \$0.00

Task Description: Procuring professional services from a qualified individual or consulting firm to undertake all work associated with the vulnerability and risk assessment.

Task Goal Statement: To hire a qualified individual or consulting firm to complete the vulnerability and risk assessment.

Task Expected Outcome: The vulnerability and risk assessment is completed on time and on budget.

Recipient Task Coordinator: (name of contractor)

Deliverable(s): 2.1 Signed Consultant Contract

Task Number: 3

Task Title: 3. Complete a vulnerability and risk assessment

Task Cost: \$35,000.00

Task Description: This task includes the following:

- A. The individual or consultant group hired will complete the assessment work in the stepwise process outlined below:
 - 1. Identify potential sea level rise
 - 2. Identify sea level rise impacts and consequences
 - 3. Assess physical characteristics and exposure
 - 4. Consider adaptive capacities
 - 5. Develop scenarios and simulate change
 - 6. Summarize vulnerability and identify focus areas.
- B. The individual or consultant hired will create a report that summarizes vulnerability and identifies where to focus adaptation efforts.

Task Goal Statement: To understand the risk posed by sea level rise and where the City should focus efforts.

Task Expected Outcome: The risk of sea level rise is characterized and understood by decision makers and stakeholders and there is an expectation that the City will develop adaptation strategies to address risk.

Recipient Task Coordinator: (name of contractor)

Deliverable(s):

- 3.1 Draft assessment
- 3.2 Final assessment

Task Number: 4

Task Title: 4. Complete a vulnerability and risk assessment

Task Cost: \$15,000.00

Task Description: This task includes the following:

- A. The individual or consultant group hired will assemble a diverse stakeholder group that will be engaged at critical decision points.
- B. The individual or consultant group hired will organize one community engagement event and implementing one community-wide survey.
- C. Findings from the assessment report will be presented to different community groups and boards.

Task Goal Statement: The sea level rise vulnerability and risk assessment is informed by stakeholder and public input.

Task Expected Outcome: The risk of sea level rise is characterized and understood by decision makers and stakeholders and there is an expectation that the City will develop adaptation strategies to address risk. The assessment has community support and buy-in because the process brought together an inclusive and diverse group of stakeholders.

Recipient Task Coordinator: (name of contractor)

Deliverable(s):

- 4.1 List of planning team member and associated interest/organization
- 4.2 Summary of the outcomes of public engagement (likely within draft and final assessment)

Project Description Questionnaire Form – (example only)

Meets an identified need and serves the public interest: Current projections indicate Washington State shoreline communities may experience between 1-3 feet of sea level rise by 2100 which may, in many cases, result in issues such as increased frequency and extent of coastal flooding, increased coastal erosion, impacts to coastal groundwater quality, and habitat loss.

This funding source will allow the City of Portview to identify and characterize the risk of sea level rise and recommend focus areas. The public interest in sea level rise planning is considerable as the long-term, coordinated planning has the potential to reduce adverse economic, social, and natural impacts.

Portview has a population of 15,000. Amongst other land uses and infrastructure that could be at risk, our shorelines include an active log mill, wastewater treatment plant, abandoned industrial areas with known contamination issues, rail infrastructure, roads, commercial retail establishments, utilities, and housing. Given the nature of our shoreline and the potential risk, there is great public interest in advancing what will be the first of many steps necessary to develop sea level rise adaptation strategies.

Uncoordinated, unplanned responses to sea level rise could threaten the policy of the SMA and result in impacts to water-dependent uses, shoreline natural resources, and public access. This project supports the policy of the SMA by educating and engaging the community about the risks of sea level rise and the benefits of planning.

Methods: The vulnerability and risk assessment methodology will generally follow the framework provided in NOAA’s

[Adapting to Climate Change: A Planning Guide for State Coastal Managers](https://toolkit.climate.gov/reports/adapting-climate-change-planning-guide-state-coastal-managers).⁵⁵

The following data and data-related resources will be used:

⁵⁵ <https://toolkit.climate.gov/reports/adapting-climate-change-planning-guide-state-coastal-managers>

- [2018 Miller et al. sea level rise projections for Washington](#)⁵⁶
- [How to Choose – Primer for Selecting SLR Projections](#)⁵⁷
- [2018 Washington sea level rise projections visualization tools](#)⁵⁸
- [NOAA sea level rise viewer](#)⁵⁹
- [NOAA Coastal Flood Exposure Mapper](#)⁶⁰

To ensure the stakeholder group is diverse and inclusive we will also be using the following resources to inform our engagement strategy:

- [Identifying and Effectively Engaging Stake- and Rights-holders](#)⁶¹ (NOAA)
- [Getting the right people in the room](#)⁶² (NOAA)
- [Drawing bounds around your adaptation effort](#)⁶³ (NOAA)
- [Stakeholder Engagement](#)⁶⁴ (Adapting to Rising Tides Program)

Timeline: We propose to spend months 1-3 procuring the professional services needed to undertake the vulnerability and risk assessment. During months 1-3, the stakeholder group will be assembled using a stakeholder mapping exercise. During months 4-7 the vulnerability and risk assessment will be conducted by the individual or consultant firm hired. Months 8-12 will be spent conducting community engagement (event and survey); identifying focus areas; finalizing the assessment; and presenting to local boards, commissions, and groups. Given this timeline, we are confident the project can be completed within Ecology’s preferred 12-month timeline.

Planning team: Public Works Director Tanisha Roy will act as project manager and will also be part of the planning group that will support the individual or consultant group hired on a regular and ongoing basis. Long-range Planner KiKi Washington and Transportation Engineer Pat Summers will also serve on the planning team. An individual or consultant group will be hired to perform all work items under Tasks 3 and 4.

Tribal engagement: This project should be viewed as part of a larger planning process that could ultimately result in a Shoreline Master Program amendment. For this reason, we will notify affected Indian tribes in writing if this project is funded. The purpose of notification will be to begin discussions about tribal interests, relevant tribal efforts, available information, and

⁵⁶ <https://wacoastalnetwork.com/research-and-tools/slr-projections/>

⁵⁷ <https://cig.uw.edu/publications/how-to-choose-a-primer-for-selecting-sea-level-rise-projections-for-washington-state/>

⁵⁸ <https://wacoastalnetwork.com/research-and-tools/slr-visualization/>

⁵⁹ <https://coast.noaa.gov/digitalcoast/tools/slr.html>

⁶⁰ <https://coast.noaa.gov/digitalcoast/tools/flood-exposure.html>

⁶¹ <https://resiliencemetrics.org/sites/default/files/files/Resilience-Metrics-Job-Aid-Identifying-and-Effectively-Engaging-Stake-and-Rights-holders.pdf>

⁶² <https://resiliencemetrics.org/sites/default/files/files/Resilience-Metrics-Job-Aid-Getting-the-Right-People-in-the-Room.pdf>

⁶³ <https://resiliencemetrics.org/sites/default/files/files/Resilience-Metrics-Job-Aid-Drawing-Bounds-Around-Your-Adaptation-Effort.pdf>

⁶⁴ http://www.adaptingtorisingtides.org/wp-content/uploads/2015/10/ART-GPG-StakeholderEngagement_web-aligned_V1.pdf

methods for coordination and input. This is in accordance with [WAC 173-26-201\(3\) \(B\) \(iii\)](#).⁶⁵ We plan to contact the Northwest Indian Fisheries Commission for a list of the affected Indian tribes to be notified. Tribal engagement and input in this planning effort will be guided by tribal preferences.

Environmental Justice: The proposed project has a significant nexus to environmental justice. The project will be designed with a goal of creating an inclusive planning team that includes representatives from minority and low-income communities.

During recruitment for the planning team, the City will identify strategies to eliminate barriers to participation by carefully considering meeting location, time of day, transportation needs, accessibility, and translation needs, etc.

Creating an inclusive process is important because sea level rise will likely result in disproportionate environmental and health impacts on vulnerable populations and overburdened communities. These impacts might include the following:

- Some adaptation measures, like sea walls, damage habitat important to tribal treaty right resources like salmon and shellfish.
- Access to cooler coastal temperatures will increasingly become a public health imperative for inland residents as the climate warms.
- Some adaptation measures, like sea walls, may reduce access to coastal recreation areas, particularly for lower income residents.
- Higher vulnerability to water quality and supply issues from contamination and seawater intrusion.
- Displacement due to increased living expenses for sewer and water services.
- Displacement due to flooding.

5. Additional eligible projects – project descriptions proposal

Scoping and engagement for a channel migration zone study

Project description: Tyler County is proposing to do pre-planning and scoping work for a future channel migration zone study for the upper Tyler River and Tyler Creek. The scoping effort would bring together key stakeholders to evaluate the need for a channel migration zone (CMZ) study. In Tyler County, river migration has washed homes downstream, undercut banks, destroyed roads, and sent trees toppling onto homes. Climate change has increased the threat of wildfire in Tyler County and with it, the potential for flash flooding. The County does not have the information needed to give current and future property owners certainty as to the level of risk posed by channel migration. As part of this project, Tyler County would convene a series of stakeholder meetings led by our Floodplain Manager with the purpose of:

- Increasing the level of understanding about CMZ studies
- Learning about the regulatory outcomes of a CMZ study
- Learning about other CMZ studies around the state and the outcomes of those studies

⁶⁵ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-26-201>

- Identifying key stakeholders to be part of a future planning/project team
- Establishing project cost estimates
- Identifying historical data sources
- Identifying effective strategies for community engagement around CMZ studies
- Identifying funding opportunities

Grant funds are requested so that our Floodplain Manager can devote between 80 and 100 hours per month to this effort over a 6-month period. Grant funds will cover some costs associated with holding stakeholder meetings.

Bank stabilization guidebook project

Project description: Tyler County proposes to develop a bank stabilization guide that helps implement the policies and regulations of the SMP. The project is in response to new development and high rates of erosion along the Tyler River and Tyler River Reservoir that have resulted in an increased number of hard shoreline stabilization projects. The bank stabilization guide would be developed to help shoreline property owners and consultants select the best method of shoreline stabilization and will focus on appropriate alternatives to “hard” stabilization solutions. The guide would contain tables, illustrations, and design graphics to help landowners identify the most environmentally appropriate design options for addressing riverbank erosion. The document will align with the policies, regulations, and permitting procedures of the SMP.

The guide will include information on shoreline functions, site assessments, design guidance, and the permitting process. The guide will also include tools like a site assessment checklist, diagrams of different stabilization techniques, and a native plants list. The guide will be modeled on Pend Oreille County’s [Shoreline Bank Stabilization Guide](#)⁶⁶ and will use location-appropriate information from guidance documents published by federal and state agencies on stream bank stabilization and riparian restoration.

Shoreline public access plan project

Project description: The City of Portview proposes to create a Shoreline Public Access Plan that will identify new public access opportunities as well as opportunities to improve existing facilities. During the SMP Comprehensive Update planning process, residents of Portview made it clear that there was high demand for new and expanded public access to the shoreline. However, increasing public access is challenged by long stretches of shoreline that are cut off by railroad lines, active and historic industrial sites, roadways, and private ownership. The purpose of the Shoreline Public Access Plan is to both establish a vision for shoreline public access and address implementation strategies. The plan will 1) articulate the community’s vision for shoreline public access; 2) identify different access improvements through the use of maps, drawings, photographs, and descriptions; and 3) identify implementation challenges and opportunities associated with the different access improvement identified in #2. Similar plans have been developed for other Washington cities and these documents will be reviewed by the

⁶⁶ https://pendoreilleco.org/wp-content/uploads/2016/04/PendOreilleShorelineStabilizationGuide_2016_April-8.5x11.pdf

consultant team hired. The project will be guided by input from the public and a planning team. A public engagement strategy will be developed with the intent to eliminate barriers to participation by carefully considering meeting location, time of day, transportation needs, accessibility, and translation needs, etc. The planning team will be identified through a stakeholder mapping exercise and will be inclusive and diverse. Grant funds will pay for consultant services and cover some costs associated with public engagement and planning team meetings.

Appendix C: Grant Tips and Resources

Tips

A few tips for managing a grant agreement successfully include:

- Review Ecology’s Terms and Conditions of the grant agreement before you begin applying for the grant. This includes the Special Terms and Conditions. For a summary of these conditions, see Chapter 6, above.
- Periodically review and update the Deliverable Due Date Form in EAGL for all reporting deadlines and note any date changes on your quarterly progress report.
- Add deadlines and important dates to your calendar.
- Communicate proactively with your Ecology Project and Financial Managers when deviating from a task budget or if you need to change deliverable due dates. Effective communication will lead to successful management of your grant agreement.
- If contracting for third-party services, follow the same scope of work and applicable budget and tasks for these as seen in the Ecology agreement.
- Review tutorials and trainings for preparing payment requests, progress reports and closeout reports.

Resources

- [Administrative Requirements for Recipients of Ecology Grants & Loans \(2017 Yellow Book\)](#).⁶⁷ The Yellow Book establishes the administrative requirements for Recipients of all Ecology grants and loans. Topics include financial management, expenditure and income reporting, contracting, and record retention.
- [EAGL External Users’ Manual](#)⁶⁸ for general EAGL guidance.
- [Ecology’s Grants and Loans Resources Webpage](#)⁶⁹ for general Ecology grant and loans guidance, including EAGL training tools and resources.
- [SMP Grants Webpage](#)⁷⁰
- [SMP Planners Toolbox Webpage](#)⁷¹
- **Environmental Data.** If grant and loan projects involve collecting and monitoring environmental data, Recipients may be required to create QAPPs and enter information in the EIM database per Ecology’s standards. Recipients are responsible for ensuring the QAPP and EIM processes are complete if applicable. Grant reimbursement may be withheld if these requirements are necessary and incomplete.
 - Quality Assurance Project Plan (QAPP). If grant projects involve collecting environmental data, Recipients are required to create QAPPs per Ecology’s

⁶⁷ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

⁶⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁶⁹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

⁷⁰ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Shoreline-Master-Program-grants>

⁷¹ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

standards. See [Ecology's QAPP guidance](#)⁷² for grantees website for more information.

- Environmental Information Management (EIM). If grant projects involve environmental monitoring data, Recipients are required to submit data in the EIM online database per Ecology's standards. See Ecology's [EIM website](#)⁷³ for more information.

⁷² <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

⁷³ <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database>

Appendix D: Frequently Asked Questions

General questions

Who is the best contact for questions?

- Assistance with project proposals - Contact your Ecology regional shoreline planner. Find your assigned planner on Ecology's [Shoreline management contacts page](#).⁷⁴
- EAGL application process - Amy Krause, amy.krause@ecy.wa.gov or (360) 742-7789.
- General questions - Carolyn Chase, carolyn.chase@ecy.wa.gov (360) 706-4981.

Can I view a recording of the July 13, 2021 pre-application workshop?

Yes, the July 13, 2021 pre-application workshop will be available on the [Shoreline planner's toolbox](#)⁷⁵ web page. We have also included responses to questions raised during the first workshop as part of this FAQ sheet.

Is a local match required?

No local match is required.

Can a project span multiple eligible project "buckets?"

Yes, it is possible that a proposal could fit within multiple buckets (i.e., local planning priority, permit monitoring and adaptive management, and sea level rise planning). It is also possible that a project will have multiple tasks and that those tasks will fit within different buckets. Importantly, Ecology will not require applicants to define which category (i.e., bucket) their project falls into during the application process. The Pilot Program does not have financial set asides (i.e., a guaranteed portion of the total funds) for the three eligible project categories. Instead, we will award the \$827,000 available to top scoring projects regardless of which bucket(s) these proposals fall into.

What if multiple local jurisdictions want to collaborate on a project?

Applying under a single proposal will often be the best course for partnership efforts that involve multiple jurisdictions collaborating on a project. It will reduce redundancies, administrative time, and cost. For cooperative projects, the partnering jurisdictions will need to identify a lead entity that will apply for and manage the grant. Participating jurisdictions will often establish interlocal agreements to formalize roles and expectations amongst partners. In some cases, local governments other than the lead agency will become sub-recipients of funds.

⁷⁴ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Contacts>

⁷⁵ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

Is the \$100,000 maximum award per applicant or per project?

The maximum award possible is \$100,000 per application. This cap applies to all applications, including those proposed by a lead government entity for a collaborative, multi-jurisdictional project.

Can we combine SMP Competitive Grant funds with other funding sources?

Yes. Applicants in this situation should briefly explain how their proposal is part of a larger effort in the project narrative. The remainder of your application will focus only on work you will complete using SMP Competitive Grant funds. Importantly, your tasks, task deliverables, and budget must be specific to work you will be accomplishing with SMP Competitive Grant funds. For example, SMP Competitive Grant funds could be requested to complete the sections of a climate change impacts study that focus on shoreline issues (e.g., flooding, public access, drought and riparian ecosystem health, etc.) while other sections of the climate change impacts study are completed using other funding sources.

My community will be getting SMP Non-Competitive Grant funds during the 2021-23 biennium to complete our periodic review. Can I still apply for an SMP Competitive Grant?

Yes, however we encourage you to check with your Ecology regional shoreline planner first. It is possible that you will be able to fund your project using [SMP Non-Competitive Grant](#)⁷⁶ funds (e.g., periodic review grants). Local governments are often able to complete supplemental shoreline planning work within the scope of the periodic review or under an additional task. Determine whether you can complete your supplemental planning project using funds automatically awarded to you through the Non-Competitive Grant. If not, we encourage you to apply for the SMP Competitive Grant Pilot Program.

The following counties, and the cities and towns within these counties, will receive SMP Non-Competitive Grant funds in 2021-23: Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman.

I have two separate project ideas. Should I submit two applications or consolidate the projects into one proposal?

Both approaches can work and the best path will depend on several factors. Applicants considering two or more distinct project ideas are encouraged to contact their regional shoreline planner for advice on submitting one or two applications. Our goal is to make the application process as efficient as possible for local governments. A few considerations are:

- One application can include multiple tasks that are not directly connected. For example, a local government could propose a project to complete an SMP user

⁷⁶ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Shoreline-Master-Program-periodic-review-grants>

guide and create new application materials under a single application. Each task will have its own goal, deliverable(s), cost, coordinator, etc.

- Two separate applications will be necessary if the overall cost of a combined proposal will be over the \$100,000 maximum threshold.
- Two separate applications may be desirable when one of the two project ideas may lower the overall score of an application based on the evaluation criteria.
- Two separate applications may be desirable when work will be completed by different project teams.

What type of support will Ecology provide for projects?

Our goal with this pilot program is to work with local governments throughout the lifecycle of projects to support your efforts and learn how we can improve the program. We will help connect you to other resources like subject matter experts, published documents, case studies, mapping tools, data, and additional funding opportunities. Ecology regional shoreline planners can advise you on project development, and will provide technical and logistical support for funded projects.

Can a jurisdiction apply multiple years in a row?

The Pilot Program uses biennium funding that is available on a two-year cycle. If the SMP Competitive Grant Program continues, receiving an award during the 2021-23 biennium would not preclude a community from applying for and receiving funds in future grant cycles. Previously awarded applicants could apply for funding for a new project or to advance work completed using Pilot Program funds.

Will there be an opportunity for Ecology to provide applicants with feedback on draft proposals?

There is no formal process for giving applicants feedback on draft proposals. However, our goal is to help all local governments address local priorities for shoreline management. Applicants are encouraged to contact their Ecology regional shoreline planner early in the process with their proposal idea to get advice on developing a strong application.

Is Ecology targeting the Competitive Grant towards coastal communities?

Ecology is not targeting any particular communities with the Pilot Program. The three eligible project categories (i.e., local planning priority, permit monitoring and adaptive management, and sea level rise planning) represent areas where Ecology has identified unmet planning needs. While sea level rise planning is only available to communities with marine shorelines, the other two eligible project categories (i.e., local planning priorities and permit monitoring and adaptive management) are available to all towns, cities, and counties with an SMP. The local planning priorities bucket is particularly broad and will accommodate many shoreline planning and planning-related efforts regardless of whether the project relates to climate change.

What is environmental justice and how will it be scored?

Ecology is trying new strategies to integrate environmental justice into the work we do, including the administration of grant programs.

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This includes addressing disproportionate environmental and health impacts by prioritizing vulnerable populations and overburdened communities, equitably distributing resources and benefits, and eliminating harm.

The SMP Competitive Grant has ten evaluation criteria and a possible maximum score of 75 points. Environmental justice is one of the criteria and is worth up to 10 points. All applicants can get up to five points for their environmental justice narrative. Additionally, Ecology will automatically assign up to five points based on your community's mapped demographic and environmental health data. Communities unable to score the automatically assigned points based on mapped information can choose to provide a narrative describing why their community is overburdened and/or how the proposal will benefit an overburdened subpopulation. For more detail, please see the [Appendix A](#), Form 5 (Project Description Questionnaire) of the funding guidelines.

You might have questions about how environmental justice relates to your project. We encourage you to watch the video recording of the July 13th pre-application workshop where Ecology discusses connections between environmental justice and shoreline planning projects. Additionally, see [Appendix B](#) of the Funding Guidelines for sample responses to the environmental justice scoring criteria.

Agreement questions

I'm trying to apply for our grant in EAGL but I don't see the name of my jurisdiction. What should I do?

First, someone at your jurisdiction needs to register with Secure Access Washington (SAW), and then an EAGL User Account, in the role of Authorized Official. Only those with the Authorized Official role in EAGL for the particular grant (SMP Competitive Grant, in this case) can see the funding opportunities for their jurisdiction, initiate, complete, and submit the grant application.

EAGL is a form and process system and the activities a person can perform are based on an assigned system role. Each member of an organization must have their own separate SAW and EAGL accounts. Organization Members roles to consider and assign, are as follows:

- **Authorized Official** – Allows a user to manage organization information, assigned organization user roles, initiate, edit and submit applications, payment requests, amendments, and reports.
- **Contractor** – Allows a user to initiate and edit applications but cannot submit an application on the organizations behalf.

- **Recipient Project Manager** – Allows a user to edit applications, and initiate and submit payment requests and progress reports.
- **Recipient Financial Officer** – Allows a user to initiate and submit payment requests and progress reports.
- **Writer** – Allows a user to edit applications throughout the life of the grant.
- **Reader** – Allows a user to only view applications and reports. (Note: An **Authorized Signatory** is not a designated role in EAGL but the Authorized Signatory must have their own separate SAW account and be registered to use EAGL for the Organization’s Authorized Official to add them to their Organization. In addition, this is what triggers the system to add signature blocks to the agreement. We suggest the **Authorized Signatory** be assigned in the role of **Reader** so they do not receive all of the EAGL system generated email notices.)

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology’s [Grants and Loans](#)⁷⁷ web page.

After you register as the Authorized Official, select “View Available Opportunities” on the EAGL Welcome Page. That link will take you to the “My Opportunities” Page. Type “Shoreline Master Program” or “SMP” in the Document Instance text field, select the Filter button and the **SEASMP-21-23** funding opportunity will appear.

What if more than one signatory needs to sign the grant agreement?

The primary signatory, which EAGL refers to as the Authorized Signatory, must register with SAW and EAGL. The Authorized Signatory should be the individual who is primarily responsible for authorizing and signing the agreement and amendments.

Once you select the Authorized Signatory from a drop-down list on the Recipient Contacts form, you can add more signatories in the fields on the bottom of the Recipient Contacts form. Enter the name and title of each additional signatory. Press the Save button to save your work and add rows, as necessary.

Does the EAGL application represent the agreement itself or will a separate agreement need to be created and signed?

The EAGL application becomes the funded agreement; a separate agreement is not needed.

After an application is selected for funding, Ecology’s Project Manager/Regional Planner will negotiate the draft agreement with the applicant. During the negotiation process, changes can be made to the Recipient contacts, scope of work tasks, budget, and Deliverables Due Date forms.

The Ecology Financial Manager will prepare a draft agreement in the EAGL format and, once approved by all parties, will send a final agreement to the grant Recipient with signature instructions.

⁷⁷ <https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans>

The grant Recipient must either 1) add wet signatures, scan the signed agreement, and email it back to Ecology for signature; or 2) add digital signatures and send an email approval to Ecology. (Note: Ecology may soon be using DocuSign software for easy signature processing. If and when that happens, your Ecology Financial Manager will send instructions.)

After Ecology adds a digital signature, the Financial Manager will upload the final signed agreement in EAGL, and change the status to Executed. Then a fiscal analyst in our Fiscal Department will process it and change the status to Active and the project can move forward.

What percentage of the total cost can we charge to grant administration?

Applicants can charge a maximum of 15% to project administration under Task 1.

Is a formal grant amendment required to shift the task budgets?

It is important to establish an accurate budget during the agreement negotiation process, and stay within budget during the grant.

Ecology allows up to a 10% deviation of the total grant amount to shift between tasks. For example, for a \$10,000 grant, up to \$1,000 can be shifted between tasks without requiring a formal amendment. Please note the overall grant amount will not increase.

EAGL will allow a deviation to occur once or twice, but the Ecology Financial Manager may require a formal amendment to realign the task budgets (showing the credit/debit of actual task expenditures) before submitting the final payment and closing the grant.

Payment Request/Progress Report (PRPR) questions

How often can PRPRs be submitted?

Recipients are required to submit progress reports once per quarter and should not submit them more often than once per month. Payment requests are not required with each progress report. We encourage you to watch [Ecology's 10-minute PRPR](#)⁷⁸ video.

How is grant money disbursed to recipients?

SMP Competitive Grants are reimbursement grants. Recipients must submit backup documentation, such as copies of consultant invoices and payroll records or signed timesheets, as well as progress reports, with each payment request. Funding must generally be aligned with work progress (i.e., no work progress, no reimbursement). As stewards of public funds, Ecology's objective is to assure that funds spent align with work accomplished.

How much detail do we need to provide to invoice for staff time? How much detail is needed to invoice for work completed by a consultant?

⁷⁸ <https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8BmI4b96dKa-%20HHPVPWkuWuPNiU4nCO90>

The recipient should include as much detail as possible for both staff and consultant hours and costs. For example, in the table below the item category shows salaries/benefits. Under item description, the staff’s work completed, hours worked, and hourly rate are shown. The payee is the staff person’s name. Overhead/indirect must be on a separate line. Ecology allows Overhead/Indirect up to 30 percent of staff salaries and benefits.

Each PRPR must have backup documentation such as receipts, invoices, timesheets, payroll records, and meeting and travel expenses uploaded to EAGL. It is best to scan and upload the PRPR supporting backup documentation in the order it is entered in EAGL, making the review and reconciliation process much easier and quicker for your Project Manager and Financial Manager.

Table 4. Example of the detail needed for staff and consultant hours and costs.

Task title	Item category	Item description	Payee	Invoice #	Date incurred start	Date incurred end	Amount
Project oversight	Salaries / benefits	Negotiate agreement – 10 hours@\$50/hr.	Joe Joseph	Payroll	07/01/2021	09/30/2021	\$500
Project oversight	Overhead / indirect	30% overhead/indirect	Joe Joseph	Payroll	07/01/2021	09/30/2021	\$150
						TOTAL	\$650

Does EAGL automatically send quarterly PRPR reminders?

Currently, EAGL doesn’t send automatic reminders. It is the responsibility of the recipient to understand when the PRPRs are due and comply with these requirements. Ecology’s Project and Financial Managers may send reminder notices.

PRPRs are due 30 days after the end of the quarter.

- The January - March PRPR is due by April 30.
- The April - June PRPR is due by July 30.
- The July - September PRPR is due by October 30.
- The October - December PRPR is due by January 30.

Close out questions

When are final PRPRs due?

The grant agreement expires on June 30, 2023. Unfortunately, Ecology cannot extend the grant expiration date and grant funds.

Final PRPRs, payment request backup documentation, scope of work deliverables, and the EAGL Recipient Close out Report are due within 30 days of the June 30, 2023 expiration date, or July 30, 2023. The final reimbursement must show work completed on or before the June 30, 2023. We encourage you to watch the [SMP PRPR Video for](#)

[Recipients](#)⁷⁹ this tutorial walks through the process of how to fill out a PRPR. Even though it is for our Periodic Review grants, the process steps and concept are the same.

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<https://watech.webex.com/recordingservice/sites/watech/recording/playback/55590e410f4d4aad9d7213907035ec15>