



Flood Control Assistance Account Program

2023-2025 Grant Application Instructions

Shorelands and Environmental Assistance Program

Washington State Department of Ecology

Olympia, Washington

November 2022, Publication 22-06-017



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Related Information

- [Flood Control Assistance Account Program Website](#)¹
- [Flood Control Assistance Account Program 2023-2025 Funding Guidelines](#)²
- [RCW 86.26](#)³ - *State Participation in Flood Control Maintenance*
- [Chapter 173-145 WAC](#)⁴ - *Administration of the Flood Control Assistance Account Program*

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ADA Accessibility

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To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at ecyadacoordinator@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Flood-control-assistance>

² <https://apps.ecology.wa.gov/publications/summarypages/2206016.html>

³ <https://app.leg.wa.gov/rcw/default.aspx?cite=86.26>

⁴ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-145>

⁵ www.ecology.wa.gov

Ecology Contacts

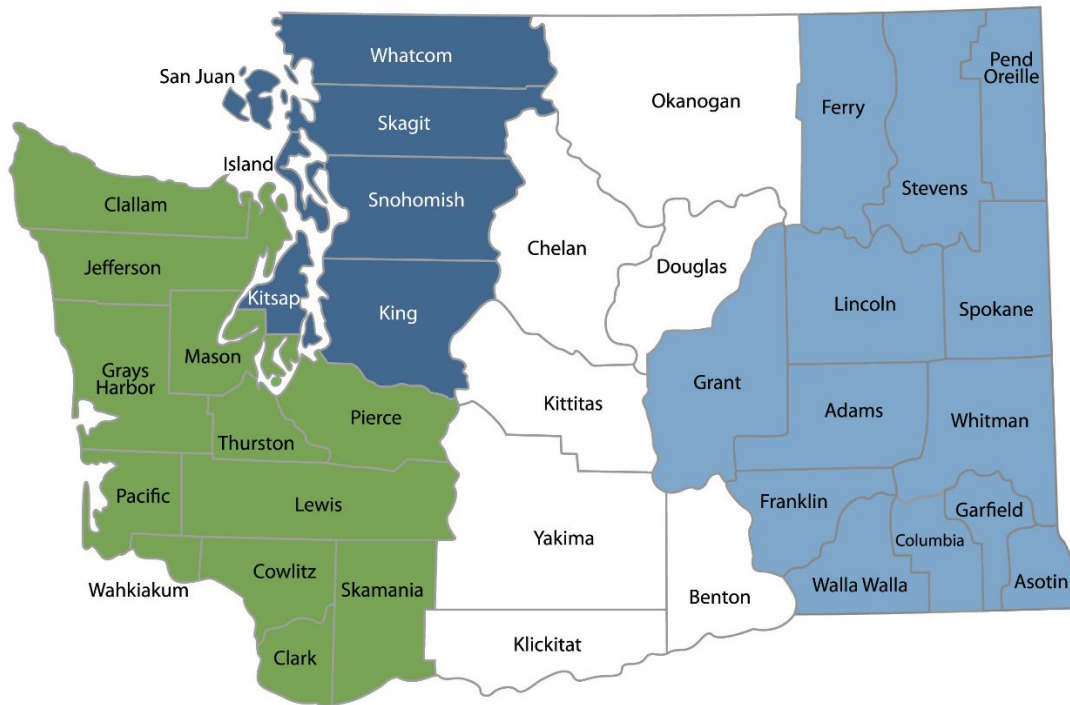
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Department of Ecology's Regional Offices

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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Washington State Department of Ecology
Olympia, WA

November 2022 | Publication 22-06-017



DEPARTMENT OF
ECOLOGY
State of Washington

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Chapter 1: Program Details

In 1984, the Washington State Legislature (Legislature) established the Flood Control Assistance Account Program (FCAAP). The Washington State Department of Ecology’s (Ecology’s) Shorelands and Environmental Assistance Program administers the FCAAP grant program. The FCAAP grant program assists local jurisdictions with comprehensive floodplain management planning (“competitive planning projects”) and implementing actions to mitigate flood hazards (“emergency projects”).

Eligible applicants

Competitive planning projects

The following organizations are eligible to apply for competitive planning grant funding:

- Federally-recognized Tribal governments
- Washington counties, cities, and towns
- Special Purpose Districts:
 - Conservation Districts
 - Flood Control Zone Districts

Emergency projects

The following organizations are eligible to apply for emergency funding:

- Washington counties, cities, and towns
- Special purpose districts:
 - Conservation Districts
 - Flood Control Zone Districts

Ineligible applicants

Competitive planning projects

The following organizations are not eligible to apply for FCAAP planning grant funding:

- State agencies
- Federal agencies
- Local health jurisdictions
- Ports
- Private entities
- Non-profit organizations

Emergency projects

The following organizations are not eligible to apply for FCAAP emergency funding:

- Federally-recognized Tribes
- State agencies
- Federal agencies

- Ports
- Local health jurisdictions
- Private entities
- Non-profit organizations

Eligible project types

Competitive planning projects

Priority funding for the 2023-2025 biennium are for flood planning projects in underserved communities. In future funding cycles, there may be funding available for implementation of flood risk reduction projects cited in Ecology-approved, completed Comprehensive Flood Hazard Management Plans (CFHMPs).

Eligible competitive planning projects include:

- Developing and writing, or updating CFHMPs. CFHMPs must be consistent with state regulations ([WAC 173-145](#)).⁶
- For more information, see Ecology’s [Comprehensive Planning for Flood Hazard Management Guidebook](#)⁷ that includes required and optional flood planning elements.
- Feasibility studies; community outreach and stakeholder engagement efforts; mapping/modeling projects, including Channel Migration Zone delineations; and other activities that will lead to updated CFHMPs.
- Match for federal projects that lead to CFHMPs. For example, federal General Investigations or Environmental Restoration studies by the U.S. Army Corps of Engineers, FEMA RiskMAP studies, etc.

Emergency projects

Below are the requirements for an emergency project, as stated in [WAC 173-145-100](#).⁸ Funds must be available for flood control projects in response to unusual, unforeseeable, and emergent flood conditions and must be allocated in amounts adequate for the preservation of life and property. The following criteria must be the basis of allocating the emergency funds:

1. Appropriations from the FCAAP fund for emergency projects will require the declaration of an emergency by the appropriate local authority.
2. Application for emergency funds must be made on the same form used for nonemergency fund applications.
3. Payment of FCAAP funds for emergency projects will be based on project construction costs. Flood fighting costs may be included.
4. Payment for emergency work must be allocated on a first-come first-serve basis and may not be based on any priority system.

⁶ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-145>

⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/2106019.html>

⁸ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-145-100>

5. At the discretion of Ecology, emergency funds may be made available for use on nonemergency projects.
6. The maximum amount of emergency funds initially available for any one county is one hundred fifty thousand dollars per biennium. If the total available emergency funds are not needed by other counties, and the amount of emergency funds needed in a county exceeds one hundred fifty thousand dollars, the county can request additional emergency funds.
7. The flood control assistance account contribution may not exceed eighty percent of the eligible project cost of an emergency project.
8. Emergency funds will only be made available to projects that have been given approval for matching funds by the Department of Ecology before construction work is performed.

Ineligible project types

Competitive planning projects

Ineligible projects include on-the-ground implementation and construction projects for floodplain restoration. In future FCAAP funding cycles, Ecology may begin to fund construction activities, but for now the focus will be on planning efforts.

Emergency projects

Ineligible emergency grant projects are projects that do not meet the requirements in [WAC 173-145-100](#).⁹

Grant award amounts

Competitive planning projects

It is anticipated the Legislature will appropriate between \$1.5-2.3 million for competitive planning projects in the 2023-2025 funding cycle. There is no maximum award amount. Ecology anticipates the award amount won't exceed \$250,000 for each planning project.

Emergency projects

It is anticipated the Legislature will appropriate \$150,000 for emergency flood response projects in the 2023-2025 funding cycle. The award amount for each emergency project varies on a first come, first served basis, and available funds.

Grant timeline

Grant funding for the 2023-2025 funding cycle begins July 1, 2023 and expires on June 30, 2025. If the project is chosen for funding, the grant effective start and expiration dates will be

⁹ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-145-100>

negotiated between the Recipient and the Ecology Project Team. The grant expiration date cannot be extended past June 30, 2025.

Competitive planning projects

The grant application period for FCAAP competitive planning projects (SEAFCAAC-2325) opens on Wednesday, February 15, 2023 at 8:00 a.m., and closes on Thursday, March 30, 2023 at 5:00 p.m.

Emergency projects

Emergency grant (SEAFCAAP-2325) applications are accepted as soon as July 1, 2023, based on a first-come, first-served basis, and available funds. Grant applications cannot be initiated without prior approval by Scott McKinney, FCAAP Fund Coordinator. Eligible applicants must contact the FCAAP Fund Coordinator to initiate a grant application in EAGL. Applicants will be assigned a grant application number, and then will be able to complete and submit the application.

Table 1. Timeline of the FCAAP 23-25 funding cycle.

Date	Important Event
January 11, 2023, January 19, 2023	Ecology hosts two virtual application workshops. Check the FCAAP website ¹⁰ for more information.
February 15, 2023	Grant application period opens at 8:00 a.m.
March 30, 2023	Grant application period for planning projects closes at 5:00 p.m.
April 4-28, 2023	Evaluation period for planning project applications.
Early May, 2023	Ecology finalizes proposed funding list of planning projects.
July 1, 2023	<p>Washington State Legislature anticipated to appropriate the 2023-25 biennium funding. Ecology notifies applicants of planning projects chosen or not chosen for funding and sends award letters.</p> <p>Grant application period opens for emergency projects. Applicants for emergency projects must contact Scott McKinney, FCAAP Fund Coordinator.</p> <p>Grant agreement start date. This date is negotiable but cannot be sooner than July 1, 2023, the start date of the biennium, to be eligible for grant reimbursement. Ecology and Recipients negotiate and finalize grant agreements, and begin projects.</p>
June 30, 2025	Grant agreement expiration date. The scope of work must be completed on or before June 30, 2025, the end date of the biennium, to be eligible for grant reimbursement.

¹⁰ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Flood-control-assistance>

Match requirements

Recipients are required to provide match for FCAAP grants. Recipients must provide 25 percent match for planning grants, and 20 percent match for emergency flood response grants.

Match can be shown in the form of other grant funds, time spent working on a project, and in-kind costs from a third party.

There are three different types of match: cash; in-kind other; and in-kind interlocal. Read below for more information about match.

Cash Match

Cash match includes any eligible project costs paid for directly by the Recipient that are not reimbursed by the Ecology grant or a third party. For more information, see p. 40 of the [*Administrative Requirements for Recipients of Ecology Grants and Loans \(2017 Yellow Book\)*](#).¹¹

Other Grants Used as Match

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

The scope of work on the matching grant must directly satisfy the portion of the scope of work on the Ecology grant where the work is contributed.

The date that the costs for the matching grant are incurred must fall within the effective dates of the Ecology grant.

The costs incurred under the matching grant must be eligible according to all criteria for the Ecology grant.

The matching fund source(s) cannot originate from the same funding source as the Ecology grant, the State Operating Budget - Flood Control Assistance Account.

The same funds, goods, or services cannot be used as match more than once.

In-Kind Match

In-Kind match is a donated or volunteer service, goods, or property contributed by a **third party** without direct monetary compensation. In-kind match does not include eligible project costs paid directly by the Recipient, such as paid staff services, considered a cash expenditure by Ecology (see Cash Match section above). In-kind contributions must be fully documented and identified as separate expenditures on payment requests.

Ineligible In-Kind Contributions

The following are examples of ineligible in-kind contributions for the FCAAP grant program:

- Donated, loaned, or purchased real or personal property.

¹¹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

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

Chapter 2: EAGL Tips



Ecology's Administration of Grants and Loans (EAGL) is an online grant and loan management system. Ecology grant and loan recipients use EAGL to manage grant and loans. All grant applications must be submitted in the EAGL online system. These application instructions can be used in conjunction with the Application Prep Tool.

Before you begin filling out each of the FCAAP application forms, please read through the following tips, as they will help you navigate the EAGL system a little easier. For more information, see the [EAGL External Users' Manual](#).¹²

- Familiarize yourself with how EAGL Roles are assigned at the Organization and Document levels – **only someone in the Authorized Official role can view available funding opportunities and initiate and submit an application.** The Contractor role may view available funding opportunities and initiate a new application, but the completed application must still be submitted by an Authorized Official.
- **Only the Authorized Official can change role assignments at the Organization or Document level.** Roles set at the Organization level serve as the user's default role on newly initiated applications. Please reference System Roles and Application Contacts on page 6 of the [EAGL External Users' Manual](#)¹³ for comprehensive guidelines on assigning staff roles in EAGL.
- **When you apply, a Document Information number is automatically assigned.** When the system generates your application-Document Information number, write it down so you can easily search for it later, while you complete your application forms.
- **SAVE regularly.** Both the SAW and EAGL systems have timeout features based on inactivity for security purposes. As you fill out your application in EAGL, remember to **SAVE** often to ensure your application data entry is secure. Once saved, you can exit the EAGL system, and revisit your application-Document Information number, and begin again where you left off earlier. The **SAVE** button is located at the top (right) in the EAGL system, found on each application form.
- **Spell check** – The EAGL system is not a word processing application. Please be sure to double-check for typos and grammar prior to submitting an application. Modern web browsers such as Internet Explorer 11 or later, Mozilla Firefox, and Google Chrome may offer spell check features to assist with your application.
- **Formatting** – The EAGL system is not a word processing application, which means it does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad or a Word document saved as plain text.

¹² <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

¹³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

- **Red asterisk *** – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.
- **Blue question mark**  – A blue question mark is a hover symbol, which indicates more information is available. Hover over it and will bring up text instructions (e.g. Refer to funding guidelines).
- **Global Errors**  – A hand on an orange stop sign indicates an error. Once you have filled out each of the FCAAP Application Forms *in order* it is recommended you run the “Check Global Errors” command. The **Check Global Errors** button is located at the top (right) in the EAGL system, found on each application form. If you do get global errors, go to the actual form the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**.



- **Scroll bars on forms** – Use the scroll bars for navigating on any of the forms. The right side scroll bar allows you to scroll up and down, and the bottom scroll bar allows you to scroll left to right.

Chapter 3: Initiate an Application

Competitive planning project applications

EAGL home page

The **Welcome Page** is where applications are initiated, where an inbox for communication between the applicant and the agency is located, and also a task list for items that need action.

NOTE: You must be in the role of an **Authorized Official** to apply for a funding opportunity. See [Appendix A: EAGL Role Permissions](#) for additional role information.

On the **My Opportunities** page, scroll down until you see the 'Shorelands FCAAP Competitive Planning Grant as shown in the screenshot below.

Shorelands FCAAP Competitive Planning Grant for Department of Ecology - SEA

Offered By:
Department of Ecology

Application Availability Dates:
07/08/2021-open ended

Application Period:
07/08/2021-open ended

Application Due Date:
not set

Description:

The Flood Control Assistance Account Program (FCAAP) Competitive Planning Grant assists local jurisdictions with comprehensive floodplain management planning and implementing actions to control flooding.

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

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

APPLY NOW **NOT INTERESTED**

From the **My Opportunities** screen, click on the **Apply Now** button.

If you meet the eligibility requirements, click the **Apply Now** button.

Emergency project applications

Emergency grant funds are available beginning July 1, 2023 on a first-come, first-served basis.

Eligible applicants must contact Scott McKinney, FCAAP Fund Coordinator, at scott.mckinney@ecy.wa.gov with project proposals. The Fund Coordinator will notify applicants if there are funds available, and if they are eligible to submit a full grant application.

Ecology will initiate a new grant application in EAGL. EAGL will assign an **Application/Document Information** number. Please write down the Document Information number because it will be your agreement number throughout the life cycle of the grant. Once a grant application is initiated, please follow the steps in the instructions below.

Chapter 4: EAGL Application Forms

4.1 EAGL home page

The EAGL home page has an inbox for automated messages from the EAGL system. There is also a task box for action items.

The screenshot shows the EAGL home page. At the top left is the Department of Ecology logo. The main header reads "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT" with an eagle icon on the right. A navigation bar contains "My Home", "My Applications", "My Reports & Payment Requests", "My Training Materials", "My Organization(s)", and "My Profile". A "SHOW HELP" button is in the top right. A "Welcome Layne (SAW) Authorized Official" box is on the left. The main content area includes "Instructions:" with a list of tasks, a red maintenance notice, and a "Public Disclosure Notice" box with legal text and contact information for Dawn Drake.

DEPARTMENT OF ECOLOGY State of Washington

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

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

SHOW HELP

Welcome Layne (SAW) Authorized Official

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

The system will undergo maintenance on Mondays from 2:00-3:00 PM.
Please save your work and exit the system prior to this time in order to avoid losing data.
Thanks for your patience.

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

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

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

Hello Layne (SAW), please choose an option below.

4.2 Application menu

To find your grant application in EAGL, click on the **My Applications** tab in the top, left corner. In the **Application Name** field, type in the grant application number, and click the **Search** button. After the page refreshes, scroll down to find and click on the application number in the search results. After you click on the grant application number, you will arrive on the main grant Application Menu.

DEPARTMENT OF ECOLOGY
State of Washington

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

My Home | **My Applications** | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SHOW HELP

Back

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types

Application Name

Person

Status

Organization

Year

Ecology Program

Include Tooltip

Search Results

Export Results to Sort By ASC

Number of Results 1

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		Department of Ecology - SEA	SEAFCAAC-2123-EcySEA-00006	Application In Process	2123

You will arrive on the main grant Application Menu.

4.3 Application Menu – View, Edit and Complete Forms

From the main grant Application Menu, click on the **View Forms** button, under **View, Edit and Complete Forms**. This will take you to the **Application Menu – Forms** screen. This is where you will find each of the necessary application forms that you will fill out in order to submit a complete application.

DEPARTMENT OF ECOLOGY
State of Washington

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

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SHOW HELP

Back

Application Menu

Document Information: [SEAFCAAC-2123-EcySEA-00006](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application In Process	07/08/2021 - N/A N/A

View, Edit and Complete Forms

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

VIEW FORMS

Change the Status

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

VIEW STATUS OPTIONS



The Document Information number and will be on all the EAGL forms and sub documents. Tip: Write down the number for future reference.

Click on the **View Forms** button to go to the Application Menu – Forms screen.

Helpful Tip: Note which EAGL **Role** you have (e.g. Authorized Official) and the **Current Status** of your application (Application In Process) throughout the application process. Always check your EAGL Role and the current status of the Document while working in EAGL.

4.4 Application Menu - Forms

On the **Application Menu – Forms** page, you will find the Funding Guidelines Application Instructions, Application Prep Tool (for competitive planning projects), and the application forms. Most of the application forms must be completed. Open and complete each form in the order they appear, and remember to **SAVE** each form before moving to the next one.

The screenshot shows the 'Application Menu - Forms' page in a 'TEST ENVIRONMENT'. The page header includes the Department of Ecology logo and navigation links like 'My Home', 'My Applications', and 'My Reports & Payment Requests'. A 'Back' button is visible at the top left. The main heading is 'Application Menu - Forms' with a sub-instruction: 'Please complete all required forms below.' Below this is 'Document Information: SEAFCAAC-2123-EcySEA-00006' with a 'Details' link. The 'Forms' section is a table with columns: Status, Page Name, Note, Created By, and Last Modified By. The table lists 'Funding Program Guidelines' and 'Application Forms'. The 'Application Forms' section includes: General Information, Project Characterization, Mapping Information, Applicant Contacts, Scope of Work - Project Admin, Scope of Work - Additional Information, Scope of Work Summary, Budget Task Cost, Planning Project Information, Deliverables Due Date, and Uploads. Three callout boxes provide additional information: 1. A blue box points to the 'Funding Program Guidelines' section, stating: 'The FCAAP Funding Guidelines, Application Instructions, and Application Prep Tool (for competitive planning projects only) are located here.' 2. A green box points to the 'Application Forms' section, stating: 'You will find the Application Forms, Under the **Application Forms** ribbon. There are ten application forms. It is easiest if you fill out and **SAVE** each form in the order they appear here.' 3. A blue box points to the 'Mapping Information' form, stating: 'Each application form has a paper icon  indicating it is a blank application form. Once you complete and **SAVE** each form, the icon will change to a pencil on paper  indicating the form has been edited.'

Helpful Tip: To navigate to each of the forms, click on your **Document Information** number, (at the top of the screen) this will take you to the **Application Menu**, then click on the **View Forms** button, under the **View, Edit, and Complete Forms** this takes you back to the Application Menu – Forms screen where all of the forms are located.

4.5 General Information Form

The **General Information Form** is the first form you will see. The information on this form and your SOW forms will be used by Ecology to screen, evaluate, and score your application. The red asterisk (*) indicates questions where an answer is required.

Enter the following information:

- ***Project Title:** Enter a concise project title. (50-character limit, including spaces.)
- ***Project Short Description:** Enter a concise description of the overall project and environmental benefits. (500-character limit, including spaces.)
- ***Project Long Description:** Enter a more detailed description of the project purpose, benefits, background information, and other funding associated with the project. (4,000-character limit, including spaces.)
- ***Total Cost:** Enter the total project cost. This includes the FCAAP grant funding, your share of match (which may include other funds associated with the project), and any other eligible or ineligible costs associated with the project.
- ***Total Eligible Cost:** Enter the total amount of the grant, including Ecology's share plus the Recipient's match. The ratios of Ecology's share and Recipient match for competitive planning grants are 75% Ecology's share and 25% Recipient's match; and emergency grants are 80% Ecology's share and 20% Recipient's match.
- ***Effective Date:** Enter the start date of the project (no earlier than 07/01/2023). To be eligible for grant reimbursement, the incurred project costs must occur within the grant effective start and expiration dates.
- ***Expiration Date:** Enter "06/30/2025."
- ***Project Category:** Automatically selected as "Planning" for competitive planning projects or "FCAAP Emergency Grant" for emergency projects.
- **Will Environmental Monitoring Data be collected?** Choose yes or no.
- Note: If environmental monitoring data is collected, Recipients must meet Ecology's requirements for a Quality Assurance Project Plan (QAPP). See [Ecology's QAPP website](https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees)¹⁴ for more information.
- ***Overall Goal:** Enter a concise paragraph describing the overall goal and environmental benefits. (1,000 character limit, including spaces.)

¹⁴ <https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

SAVE CHECK GLOBAL ERRORS

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Details

You are here: > Application Menu

GENERAL INFORMATION

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

Project Title

Project Short Description

Project Long Description

Total Cost Total Eligible Cost

Effective Date Expiration Date

Ecology Program

Project Category* Planning

Will Environmental Monitoring Data be collected?

Overall Goal

0 of 500

0 of 4000

0 of 1000

Be specific with your **Project Title**. There is a limit of 50 characters, including spaces.

The **Project Long Description** should be detailed enough to allow Ecology to efficiently review and screen score your application. The Long Description accepts up to 4,000 characters, including spaces.

The **Total Eligible Cost** is the amount including Ecology's share and the Recipient's match. Competitive planning grants are 75% Ecology's share and 25% Recipient's match. Emergency grants are 80% Ecology's share and 20% Recipient's match.

The **Project Category** is pre-populated and is identified as "Planning" for competitive planning or "Emergency" for emergency projects.

Explain the **Overall Goal** the project will achieve, including benefits.

4.6 Project Characterization Form

Use the drop down menu to select primary and secondary themes that are associated with the project type on the [statewide EAGL map of Ecology's grants and loans](#) (2014-present).¹⁵

Enter the following information:

- ***Primary Theme:** Select "Flood Hazard Reduction" from the drop down menu.
- ***Secondary Themes:** Select "Flood Control Assistance Account Program" from the drop down menu and **SAVE** the form.

Then for competitive planning projects, select "Planning" from the drop down menu, and **SAVE** the form; or, for emergency projects, select "Emergency" from the drop down menu and **SAVE** the form.

- **Project Website:** Enter project website address, if available then **SAVE** the form if a website is added.

¹⁵ <https://apps.ecology.wa.gov/eaglmap/>

Project Characterization Form (Cont.)

DEPARTMENT OF ECOLOGY
State of Washington

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

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back
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You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

PROJECT CHARACTERIZATION

Instructions:

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

Project Themes
Select a primary and secondary theme that best describes the work to be done.

Primary Theme
Flood Hazard Reduction *

Secondary Theme(s)
Flood Control Assistance Account Program *
Planning *
* * *

Project Website
If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to 5 websites can be entered.

Website Title/Name Web Address

+ [] []

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

Under **Secondary Theme(s)**, choose **Flood Control Assistance Account Program** then click save.

Then for planning projects, choose **Planning** and click save; or for emergency projects, choose **Emergency** from the drop down menu and click save.

4.7 Mapping Information

Click on Add/Modify Location(s) to enter the EAGL Project Map. Use the map to show where the project is located. Once you are done, click on Return to EAGL and then click **SAVE** on the Mapping Information page. After you click **SAVE**, the form pre-populates the location information. Click **SAVE** again to check the map back in. No one else will be able to access the EAGL Project Map until you do so.

For step-by-step instructions, please refer to the **Map Instructions (Recipient)** in EAGL under the **My Training Materials** tab.

The screenshot shows the EAGL web application interface. At the top, the header includes the Department of Ecology logo and the text "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT". The navigation bar contains links for "My Home", "My Applications", "My Reports & Payment Requests", "My Training Materials" (highlighted with a red circle), "My Organization(s)", and "My Profile". Below the navigation bar are buttons for "SAVE", "ADD NOTE", and "CHECK GLOBAL ERRORS".

The main content area shows a "My Training Materials" section with a list of links: "User Manual" and "Map Instructions (Recipient)" (circled in red). A green callout box points to the "Map Instructions (Recipient)" link with the text: "Locate the **Map Instructions (Recipient)** for complete instructions for Defining Project Area Features & Tips, Project Area Options, and Frequently Asked Questions."

Below the training materials section is the "MAPPING INFORMATION" section, which contains a list of instructions:

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

For more detailed instructions click "My Training Materials" in the top navigation.

At the bottom of the page, there is a message: "No location data currently exists for this project. To add location data, please click the map button below." and a large blue button labeled "Add/Modify Location(s)".

Helpful Tip: Only one person may check out and edit the map at a time. The identity of the person with the map checked out will appear above the Add/Modify Location(s) button. The map form must be checked in before the application can be submitted.

4.8 Recipient Contacts

Staff listed on this form must be Recipient staff, not consultants or contractors. Staff listed on the Recipient Contacts form can be changed later *if* the Application is selected for funding. The following staff contacts must be identified and have both Secure Access Washington (SAW) and EAGL user accounts to appear in the drop down menu:

- ***Project Manager** (EAGL Role): The person responsible for the overall project and for completing quarterly progress reports.
- ***Authorized Signatory** (Not an EAGL role, consider assigning in the role of Reader**): The person that has legal authority to enter the organization into an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature page of the agreement.

If there are additional signatories that must appear on the signature page (as determined by each Recipient), the additional signatory name(s) and title(s) can be manually added to the **Other recipient signatories on printed agreement** fields (see below). These additional signatories do not need SAW or EAGL accounts.

Other recipient signatures on printed agreement	
To Add a Row Enter a name and title When done, click the SAVE button After SAVE, a new row will appear	To Delete a Row In the row you want to delete, remove the information in the Name and Title textboxes When done, click the SAVE button After SAVE, the row will be deleted
Name	Title
<input type="text"/>	<input type="text"/>

- ***Billing Contact** (EAGL Role): The person responsible for completing and submitting payment requests and associated back-up documentation.

** Reader: EAGL users in the Reader role will not receive EAGL system generated emails throughout the life cycle of the grant.

Helpful Tip: See [EAGL External Users' Manual](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html)¹⁶ – Appendix 1 – Quick Steps for EAGL Processes (p. i) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

¹⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

4.9 Scope of Work – Task 1 Project Administration / Management

Task 1 is pre-populated, so the Task Cost and Recipient Task Coordinator are all that need to be entered. The Task 1 Cost cannot exceed 15 percent of the grant Total Eligible Cost. The Task 1 deliverable due dates can be left blank for now and negotiated with the Ecology Project Team, if the project is chosen for funding.


The screenshot shows a web application interface with a navigation bar at the top containing links for 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile'. There are 'SAVE' and 'CHECK GLOBAL ERRORS' buttons on the right. Below the navigation bar, there is a 'Back' button and document information for 'SEAFCAAP-2123-EcySEA-00027'. A breadcrumb trail indicates the user is in 'Application Menu > Forms Menu'. The main heading is 'SCOPE OF WORK - TASK 1 PROJECT ADMIN'. Under 'Instructions', it says 'Please enter Task Cost' and 'Required fields are marked with an *'. The form fields are: 'Task Number' (1), 'Task Title' (1. Project Coordination, Management and Administration Task Cost) with a value of '\$0*', and 'Task Description' (A. The RECIPIENT will provide Project Coordination... B. The RECIPIENT is responsible for conducting Project Management... C. The RECIPIENT will provide Project Administration...). A callout box on the right states: 'The Task 1 scope of work and deliverables are standard grant administration requirements. Recipients may choose to pay for this task with their own funds and allocate \$0.00 for this task in the grant budget.'

Task Goal Statement A properly managed project that meets ECOLOGY administrative requirements and provides open communication to all stakeholders.

Task Expected Outcomes Timely and complete submittal of requests for reimbursement, quarterly progress reports; a project that is on track and within budget and objectives of this funding opportunity are met, and a Recipient Close Out Report (RCOR).

Recipient Task Coordinator

Enter the name of the staff person responsible for this task.

 Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	
1.1	Quarterly Progress Report/ Payment Requests	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.2	Recipient Close Out Report	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can enter the end date of the biennium.

4.10 Scope of Work – Additional Tasks

If you need to add more than two tasks to the application, you will need to add them manually. New tasks are not pre-populated in the application. To enter additional tasks, select the **ADD** button. The system automatically assigns the task number.

The screenshot shows a web application interface for adding tasks. At the top, there is a navigation bar with buttons for **SAVE**, **ADD**, **DELETE**, **PRINT VERSION**, **ADD NOTE**, and **CHECK GLOBAL ERRORS**. Below this is a header area with a dropdown menu showing '2 - 2. Task 2 title goes here (50 character limit)' and a **GO** button. The main section is titled 'SCOPE OF WORK - ADDITIONAL TASKS'. It contains several input fields: 'Task Number' (value: 2), 'Task Title' (value: '2. Task 2 title goes here (50 character limit)'), 'Task Description' (value: 'Task Description goes here (3,500 character limit, including spaces)'), and 'Task Goal Statement' (value: 'Task Goal Statement goes here (1,500 character limit, including spaces)'). Each of these fields has a character count indicator below it: '69 of 3500' for the description and '72 of 1500' for the goal statement. Two callout boxes provide instructions: one points to the **ADD** button, stating 'To enter additional tasks click the **ADD** button. The system automatically assigns the task number for you. As you enter a new task, click the **SAVE** button. Complete the required fields and save often.'; the other points to the dropdown menu and **GO** button, stating 'To locate and edit additional tasks, click on the drop down menu, choose the task, and click the **GO** button.'

Scope of Work – Additional Tasks (Cont.)

Task Expected Outcomes goes here (1,500 character limit, including spaces).

75 of 1500

Recipient Task Coordinator: Staff responsible for task.

Deliverables

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

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

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)
2.1	2.1 Tangible task deliverable (500 character limit, including spaces). 70 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>
	<input type="text"/> 0 of 500	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>

Provide details for each new task, including a Task Title, Cost, Description of proposed work, specific Goal Statement, quantifiable Expected Outcomes, Recipient Task Coordinator, and a list of Deliverables.

Add task deliverables as shown in the screenshot above, by clicking the plus sign. The system automatically assigns a number to each new deliverable.

Scope of Work – Additional Tasks (Cont.)

SAVE ADD DELETE PRINT VERSION ADD

Deliverables

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

Deliverable #	Description	Due Date	Priority	Status	Action
2.1	2.1 Tangible task deliverable (500 character limit, including spaces). * 70 of 500				
2.2	Task deliverable (500 character limit, including spaces). * 57 of 500				
2.3	Task deliverable (500 character limit, including spaces). * 57 of 500				
+	* 0 of 500				

Navigation Links

Status	Page Name	Note	Created By	Last Modified
	General Information		Slone, Layne (SAW)	7/6/2021 1:35:32 PM
	Project Characterization		Slone, Layne (SAW)	7/6/2021 1:11:31 PM

Each task must have a deliverable. The system allows multiple deliverables for each task.

The system has helpful tips to **add or delete deliverables**. Hit the **SAVE** button each time to get additional rows.

As you enter each deliverable description and due date the system automatically assigns a number to it. If you delete a row, the system automatically renumbers the remaining rows.

If your application is chosen for funding then you will negotiate your Scope of Work, task deliverables, and due dates with your Ecology Project and Financial Managers.

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

4.11 Scope of Work Summary Form

This form is pre-populated by EAGL and shows the overall list of tasks and task costs entered on the previous Scope of Work forms.

SAVEPRINT VERSION

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You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

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

SCOPE OF WORK SUMMARY

Instructions:

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

Click on the **Forms Menu** link to go back to the Forms Menu. There you can choose the next form to fill out.

Task Title	Task Cost
1. Project Coordination, Management and Administration	\$0
2. Task 2 title goes here (50 character limit)	\$100,000.00
3. Task 3 Title goes here (50 character limit)	\$25,000.00
<i>Task Total</i>	\$125,000.00

Total Eligible Costs
(from the General Information Form)

\$125,000.00

4.12 Budget Task Cost Form

Applicants are required to provide a budget by task and by element. Providing budgets by both tasks and elements allows evaluators to assess the thoroughness of a budget and track grant expenditures in the future. Applicants may also provide a narrative explaining the budget in the Additional Comments field, or by uploading an additional document.

The costs in this form should correspond to each budget in the previous Task forms. Enter \$0 if no funds will be spent. This will prevent an error message from showing up.

Emergency project applications must complete both the 1st Fiscal Year and the 2nd Fiscal Year columns for budget by tasks, and by elements.

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

- *Salaries* – wages for staff implementing project. Break down costs by staff type, rates, and hours. Where possible, identify the personnel who will be working on each task.
- *Benefits* – costs employers incur for providing benefits beyond salaries or wages.
- *Salaries and Benefits Combined* – total amount of staff salaries plus benefits.
- *Contracts* – amount budgeted for contractual work and basis for the estimate.
- *Travel* – include method used to calculate travel costs (e.g. mileage rate, estimated miles traveled) reimbursed only at current state-approved travel rates. See the [Office of Financial Management's travel website](#)¹⁷ for more information.
- *Goods/Services* – supplies and other material costs that are not equipment.
- *Overhead or Indirect Rate* – Recipients may charge up to 30 percent of staff salaries and benefits to the grant. The indirect rate amount on this Budget Task Cost form does not include the indirect rate charged by hired contractors. The indirect rate is shown on the grant agreement; therefore, the indirect rate must be negotiated before the grant agreement is fully signed.
- *Equipment (for emergency project applications)* – tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year. Examples are furnishings, equipment, and software.

¹⁷ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

Competitive planning projects

The Budget By Task table is identical to the information on the Scope of Work Summary form; this table cannot be edited.

Applicants must complete the Budget By Element table.

The Budget By Element table requires an amount in each field. Enter \$0 if no funds will be spent. This will prevent an error message from showing up.

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Total Eligible Costs (from General Information form)	bids, requests for proposals, selection of contractors, award of sub-agreements, and other
\$250,000.00	<ol style="list-style-type: none"> 1 Fill in either the "salaries" field and the "Benefits" field or fill in the "Salaries and Benefits Combined" field. 2 Upload an itemized list of all Goods and Services. 3 Overhead cannot exceed 30% of Salaries/Benefits.

By Task

Task Title	Task Cost
2.Task Title	\$0
1. Project Administration / Management	\$0
3. Task Title	\$250,000.00
Total	\$250,000.00

By Element

Element	*Cost
Salaries ¹	<input type="text"/>
Benefits ¹	<input type="text"/>
Salaries and Benefits Combined ¹	<input type="text"/>
Contracts	<input type="text"/>
Travel	<input type="text"/>
Goods/services ²	<input type="text"/>
Overhead ³	<input type="text"/>
Total	\$0

Please note: The budget by task, and by element, should include the Ecology 75% share and the Recipient's 25% required match amount.

Other funds can be identified through supporting documentation, in the Additional Comments field, or in the Project Long Description.

Emergency project applications

The Budget Task Cost form requires you to fill in both the 1st Fiscal Year and 2nd Fiscal Year columns. An amount is required in each field. Enter \$0 if no funds will be spent. This will prevent an error message from showing up.

Estimate your proposal's total budget needs by task and by element.

Fiscal Years run from July 1st to June 30th.

Total Eligible Costs (from General Information form)
\$125,000.00

Please note: Budgets by task, and by element, should include the Ecology 80% share and the Recipient's 20% required match amount.

Other funds can be identified through supporting documentation, in the Additional Comments field, or in the Project Long Description.

By Task

Task Title	Task Cost	*1st Fiscal Year	*2nd Fiscal Year	Additional Fiscal Years	Total
1. Project Coordination, Management and Administration	\$0	\$0	\$0		\$0
2. Task 2 title goes here (50 character limit)	\$100,000.00	\$100,000.00	\$0		\$100,000.00
3. Task 3 Title goes here (50 character limit)	\$25,000.00	\$25,000.00	\$0		\$25,000.00
Total	\$125,000.00	\$125,000.00	\$0	\$0	\$125,000.00

By Element

Element	*1st Fiscal Year	2nd Fiscal Year	Additional Fiscal Years	Total
Salaries ¹	\$0			\$0
Benefits ¹	\$0			\$0
Salaries and Benefits Combined ¹	\$25,000.00			\$25,000.00
Contracts	\$0			\$0
Travel	\$0			\$0
Equipment ²	\$0			\$0
Goods/services ³	\$100,000.00			\$100,000.00
Overhead ⁴	\$0			\$0
Total	\$125,000.00	\$0	\$0	\$125,000.00

You can add additional comments about the budget at the bottom of the Budget Task Cost form. You also have the option to upload detailed budget documentation.

If you receive a grant, you are responsible for procuring professional, personal, or other services using sound business judgment and good administrative procedures consistent with applicable 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.

- 1 Fill in either the "Salaries" field and the "Benefits" field or fill in the "Salaries and Benefits Combined" field.
- 2 Upload an itemized list of all equipment and explain why the equipment is needed. Equipment is defined as tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year. Examples are furnishings, equipment, and software.
- 3 Upload an itemized list of all Goods and Services.
- 4 Overhead cannot exceed 30% of Salaries/Benefits.

Upload Documents

Enter a description for your file, Click the Browse button

Select your file

Click Save, your file will appear in the List of uploaded documents

Repeat for each file

To Delete a file, Remove the file description, select the Delete checkbox next to the file and click SAVE

Upload Description

Attachment

Additional Comments

0 of 2000

4.13 Uploads Form

Attach relevant supporting documents such as:

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

For each attachment, enter a document title, then click the Browse button to attach the file. Then click SAVE. For information about the file types accepted by EAGL, see p. 17 of the [EAGL External Users' Manual](#).¹⁸

To make it easier for Ecology application evaluators to review uploads, please combine similar documents into one single PDF, such as maps or letters of support. Also, please upload documents only once in the application, not on multiple pages.


Last, please do not upload large documents that are already available online, such as watershed plans or research papers. Note: EAGL does not accept files larger than 35 MB. Provide a web link and the document page number that is relevant to your project.

¹⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Chapter 5: Competitive Planning Projects – Planning Project Information Form


This chapter applies to competitive planning project types only. Applicants are required to answer the following planning project questions.

The Application Prep Tool is a helpful document to use as a template to draft answers to the questions for the competitive planning application form.



DEPARTMENT OF
ECOLOGY
State of Washington

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



[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SAVE](#) [CHECK GLOBAL ERRORS](#)

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PLANNING PROJECT INFORMATION

Instructions:
Planning project grant applications will be evaluated and scored using the answers provided to the questions below. See the Funding Guidelines for more information how evaluators will assign scores. There is a maximum character limit, including spaces, allowed for each answer. You don't have to use all the character limits.

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

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

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

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

* **1. Describe the flood hazard area and flood risk the plan or activity intends to mitigate. Include a map to identify water body names, stream river mile, and section-township-range. Include a description of previous, present, and expected future planning efforts.**

0 of 1000

Upload a map that includes water body names, stream river mile, and section-township-range.

[Choose File](#) No file chosen

*** 2. Does your organization currently have a Comprehensive Flood Hazard Management Plan (CFHMP)? If yes, when was it last updated, and is the CFHMP integrated into the hazard mitigation plan?**

0 of 1000

*** 3. Describe the benefits of the planning effort and anticipated outcomes or deliverables, including a new Comprehensive Flood Hazard Management Plan (CFHMP), an updated CFHMP, or a technical study that will lead to a CFHMP. Describe how planning efforts will address flood hazard(s) or mitigate flood damages. Also describe how planning efforts will implement specific elements of the new Comprehensive Planning for Flood Hazard Management Guidance and/or meet other planning requirements, such as hazard mitigation planning requirements.**

0 of 3000

*** 4. Describe local, state, federal, and other laws and requirements that will have an impact on the planning work (e.g. National Flood Insurance Program requirements).**

0 of 1000

*** 5. How does the project benefit salmon recovery or other Endangered Species Act-listed species? Describe other public health or environmental benefits of the project.**

0 of 1000

*** 6. Describe the outreach to and support from local, state, and federal stakeholders. Describe outreach efforts to other stakeholders that have not been involved with the planning efforts in the past. What is your strategy for reaching consensus with potentially affected stakeholders on the elements of the final CFHMP?**

The governing state regulations contain the following expectations in WAC 173-145-080(5):

Where a CFCMP is being developed or has not been initiated, the following will be considered:

(a) Evidence of multijurisdictional cooperation necessary for development of a comprehensive county or multicounty comprehensive flood control management plan (CFCMP);

(d) Other planning efforts undertaken or proposed within the planning jurisdiction and their relationship to flood control management;

(f) Existing and proposed participation of community groups, private industry, professional organizations, the general public, and others toward the development and implementation of the proposed comprehensive flood control management plan.

0 of 1000

*** 7. Describe benefits to overburdened or underserved communities in flood risk areas.**

Overburdened communities are defined as "communities that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors." (Washington State Environmental Justice Task Force Report, 2020)

a. Provide a narrative and supporting documentation how underserved or overburdened communities in the floodplain area are currently supported.

b. Do you currently have resources to manage the floodplain, i.e., staff and workload capacity or available funds? Explain.

c. Will the planning process serve communities where flood risks intersect with poverty, or other economic or underserved community measurements?

d. Describe how you identified your underserved or overburdened communities. Also describe the outreach process you used to connect with those communities.

e. Include quantitative data and references to the data sources. Upload any supporting documentation below.

Below are a few examples of mapping resources that show where underserved communities are located, and how they are impacted. We encourage you to use the mapping resources below to help describe how the project will benefit underserved communities.


- [Senate Bill 5141 - Healthy Environment for All \(HEAL\) Act](#)
- [Washington Environmental Health Disparities Map](#)
- [Washington State Employment Security Dept. Distressed Areas Map](#)
- [Washington State Environmental Justice Task Force Final Report \(2020\)](#)
- [US Environmental Protection Agency Environmental Justice Screen](#)

0 of 3000

* 8. Describe the proposed project schedule, include project milestones and when the milestones will be completed. Give more details if the grant proposal is part of a bigger project.

0 of 1000

Upload a project schedule or other supporting timeline documentation.

 No file chosen

* 9. Describe the readiness to proceed with the scope of work as soon as funding is awarded. Describe the deliverables that will be completed by the end of the biennium. If not will you be applying for additional funding in the next grant round? Explain.

0 of 1000


* 10. Describe the ability and capacity to manage and complete the scope of work with current staff, project partners, or hired consultant(s).

0 of 1000

* 11. Provide a detailed budget, including reasonable cost estimates for the scope and size of the proposed effort. Include all the important elements of the planning process or study.

0 of 1000

Upload a budget or other supporting documentation.

 No file chosen


* 12. Describe how the required 25 percent match funding will be secured and the source(s) of match funding, or whether the match funds are not yet secured (e.g. waiting to see if another grant is awarded). See the Funding Guidelines for more information about match requirements.

0 of 1000

13. Describe any additional project information.

0 of 1000

Upload other supporting documentation.

 No file chosen

Chapter 6: Competitive Planning Projects – Deliverables Due Date Form

This chapter applies to competitive planning projects only. Task deliverables due dates will be managed through the **Deliverable Due Date form**. The form keeps track of all of the deliverable due dates, allowing for greater flexibility and eliminating 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 reports.

Fill out the dates and remember to save before submitting your application. This form does not print out with the agreement.

SAVE
PRINT VERSION
ADD NOTE
CHECK GLOBAL ERRORS

Document Information: [SEAFCAAC-2123-EcySEA-00006](#)
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You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

DELIVERABLES DUE DATE

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	Due Date
1.1	Quarterly Payment Request / Progress Report (PRPR)	Quarterly
1.2	Recipient Close Out Report (RCOR)	06/30/2023

Additional Task Steps	Additional Task Description	Due Date
2.1	Task 2 Deliverable	12/31/2021
3.1	Task 3 Deliverable	06/30/2023
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If you have additional tasks, the task titles and due dates will need to be manually entered on this form. Please contact your Project Manager if you have any questions.

Chapter 7: Emergency Projects – Additional Project Information Form

This chapter applies to emergency project types only. Applicants are required to answer additional emergency project questions as they pertain to [WAC 173-145-100](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-145-100)¹⁹ – Emergency Fund Administration.

If you answer No to any of these questions, you are not eligible to receive funding. Do not submit this application.

* 1. Is the project a declared emergency by the appropriate local authority? Yes No

Upload the declaration:

As the form indicates, if you answer no to any of the questions, you are not eligible to receive funding and ask you not to submit the application.

* 2. Is this project required to mitigate a hazardous condition to health and safety? Yes No

* 3. Will this project protect public (vs. private) property? Yes No

* 4. Is the jurisdiction a participating member of the National Flood Insurance Program (NFIP)? Yes No

Upload verification:

* 5. Will the project meet or exceed NFIP standards? Yes No

* 6. Have emergency permissions been secured, such as a Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW)? Yes No N/A

Upload documentation (PDF or Word file types preferred):

* 7. Twenty percent cash matching funds are required. Are matching funds readily available? Yes No


* 8. Will your project be completed by the end of the biennium? Yes No

9. Upload supporting documents and/or photos

¹⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-145-100>

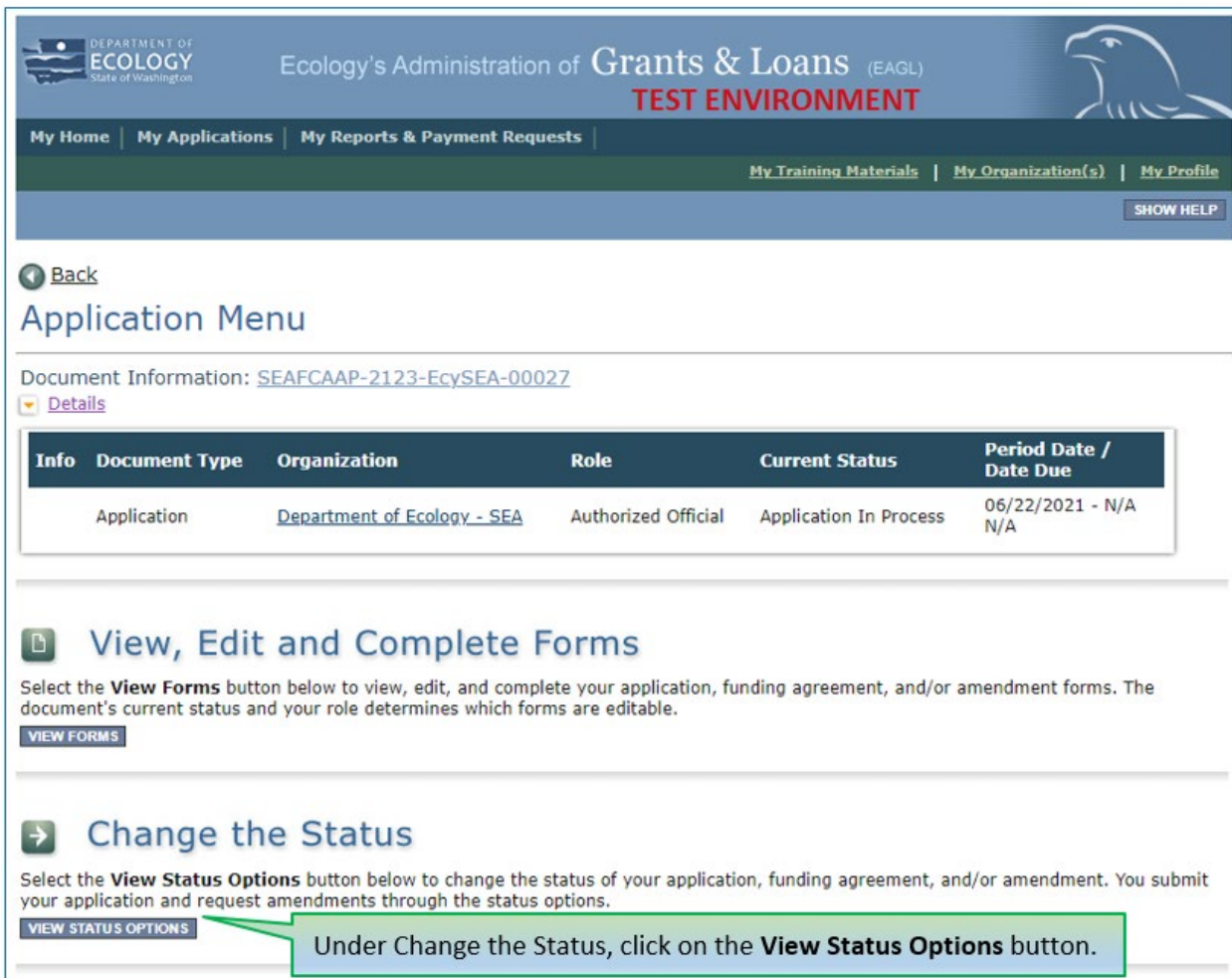
Chapter 8: Submit the Application

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

 If you have a **Global Error** icon you will need to go back to the form, edit, and save your edits so the error disappears.

After confirming there are no Global Errors, click on the link to the **Document Information number/Application number**, which takes you back to the main **Application Menu**.

From the main **Application Menu** page, click on the **View Status Options** button located under **Change the Status**.



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Document Information: [SEAFCAAP-2123-EcySEA-00027](#)
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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application In Process	06/22/2021 - N/A N/A

View, Edit and Complete Forms

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

[VIEW FORMS](#)

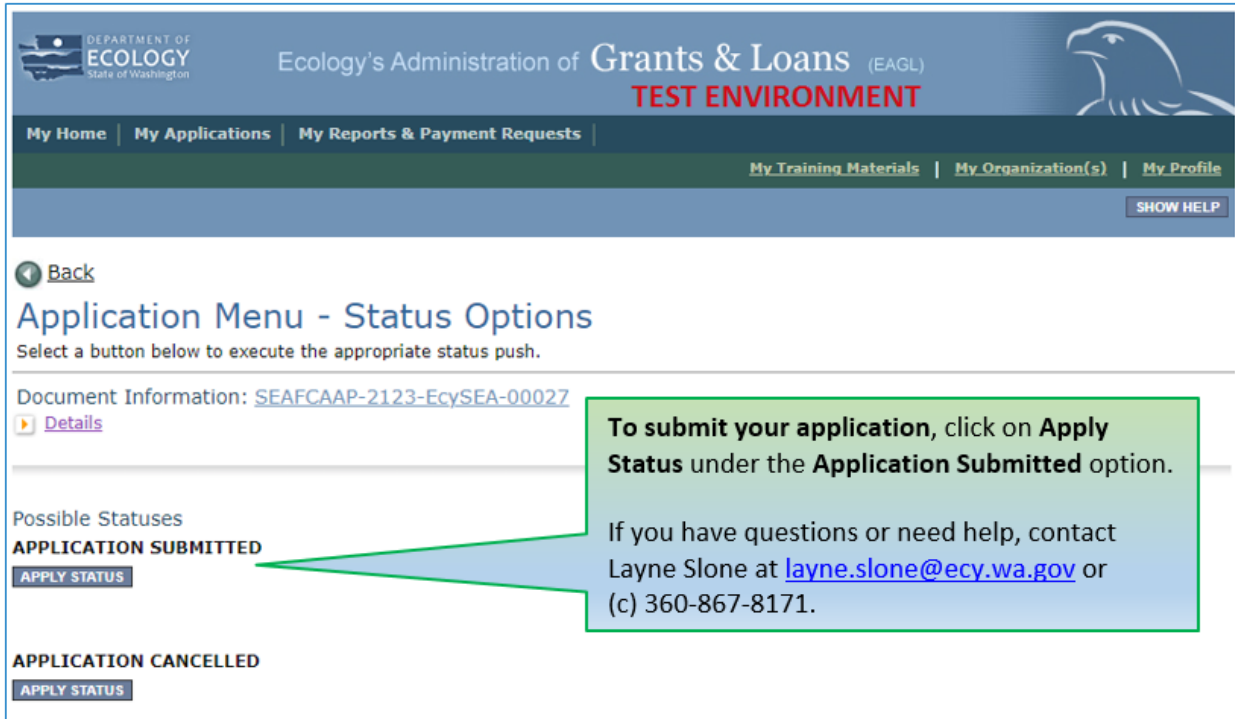
Change the Status

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

[VIEW STATUS OPTIONS](#)

Under Change the Status, click on the **View Status Options** button.

You must be on the **Application Menu – Status Options** page to submit your application.



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Application Menu - Status Options

Select a button below to execute the appropriate status push.

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Possible Statuses

APPLICATION SUBMITTED
[APPLY STATUS](#)

APPLICATION CANCELLED
[APPLY STATUS](#)

To submit your application, click on **Apply Status** under the **Application Submitted** option.

If you have questions or need help, contact Layne Slone at layne.slone@ecy.wa.gov or (c) 360-867-8171.

 If you get **Global Errors**, EAGL will note which form has the error(s). Go back to the respective application form(s) noted in the error message, then edit it to fix the error. Resave each of the forms in the order the forms are listed in the **Forms Menu**.



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PRINT VERSION | ADD NOTE | **CHECK GLOBAL ERRORS**

You can also click on the **Check Global Errors** button while in one of the application forms to see if there are any errors before trying to submit the application.

The screen shown below confirms if you are authorized on behalf of your organization to submit the grant application. There is an optional text field if you would like to enter comments about the status change.

There are two options:

I Agree. After clicking on this button, you are confirming you have the authority to submit the grant application on behalf of your organization. The application will be submitted and you will receive a system-generated email confirming Ecology has received the application.

I Do Not Agree. After clicking this button, the application will not be submitted, and the EAGL status will remain as Application In Process.

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

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PRINT SHOW HELP

Agreement

Please make a selection below to continue.

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

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

0 of 2000

I AGREE I DO NOT AGREE

If you have chosen **I Agree**, then congratulations – your Application has been successfully submitted! The current status will change to **Application Submitted**.

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Application Menu

Document Information: [SEAFCAAP-2123-EcySEA-00027](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SEA	Authorized Official	Application Submitted	06/22/2021 - N/A N/A

Ecology will contact applicants after applications are submitted and will work with funded applicants during the grant agreement negotiation process and next steps.

For any questions or if you need help submitting your application, please contact Layne Slone at layne.slone@ecy.wa.gov or (c) 360-867-8171.

Appendix A. EAGL Role Permissions

EAGL is a workflow system. The actions you are able to perform depend on your role and the current status of your document. The options available to you will change as a document progresses through the workflow.

Everyone from your organization who needs to do work in EAGL must:

- Have a Secure Access Washington (SAW) account.
- Be associated with the EAGL service in SAW.
- Register for EAGL and be granted access by Ecology (may take up to three business days).
- Be associated with your organization by an EAGL Administrator from Ecology (if working with multiple organizations).
- Be granted appropriate document access by the organization’s Authorized Official.

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

Figure 1. EAGL Role Permissions table.

This table can also be found on the last page of the [EAGL External Users’ Manual](#).²⁰

From the *EAGL External Users’ Manual*, also see Appendix 1 – Quick Steps for EAGL Processes (p. i) for:

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

²⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>