

PILOT COMPETITIVE DROUGHT PLANNING AND PREPAREDNESS GRANTS, 2024

GUIDANCE FOR PROJECT APPLICANTS



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Guidance for Applicants

WATER RESOURCES PROGRAM
WASHINGTON STATE DEPARTMENT OF ECOLOGY
OLYMPIA, WASHINGTON

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Table 1. Acronyms and abbreviations.

Acronym or Abbreviation	Meaning
EAGL	Ecology Administration of Grants and Loans
Ecology	Washington State Department of Ecology
LDPP	Local Drought Preparedness Plan
RCW	Revised Code of Washington
SAW	Secure Access Washington
WAC	Washington Administrative Code
WRIA	Water Resource Inventory Area

Definitions

Drought. For the purposes of Local Drought Planning and Preparedness, is an episode where climatological factors cause available water supplies to fall short of meeting the full suite of a community’s in-stream and off-stream water supply needs. Examples include but are not limited to access to drinking water and other domestic uses, impacts to water supplies for irrigation or other economic uses, low streamflows, and other environmental impacts.

Planning area. Is the geographic extent of a Local Drought Preparedness Plan.

Vulnerable population. Is a population of people that is likely to be at a higher risk than normal for poor health outcomes in response to environmental harms. Please see RCW 70A.02.010, for more detail.

Abstract

This guidance provides grant applicants the information they need to develop complete and competitive applications for Drought Planning and Preparedness grants. During this competitive pilot grant round, Ecology will provide up to \$1.8 million to successful applicants for preparing Local Drought Preparedness Plans. If the full amount is not awarded in this grant round, Ecology may hold another competitive grant round in a later biennia to award the remaining funds.

This pilot grant funding opportunity opens at 8:00am on January 16, 2024, and closes at 5:00 p.m. on March 14, 2024.



River flowing in a forest near the mountains.

Chapter 1: Introduction

The climate is changing. Washingtonians see the impacts of climate change all around, including on our water supplies. Washington State recognizes the need to invest in local climate resiliency and to ensure long-term water security in communities across the state. These competitive drought planning and preparedness grants are an important step towards that goal.

As our climate warms, Washington State is experiencing a range of impacts on our water supplies. Climate change will alter patterns of snowfall, rain, and snowmelt. This will shift how communities in our state receive and store water – impacting every aspect of life. Decreased snowpack, earlier snowmelt, and decreasing summer precipitation mean less water will be naturally available in the summer when we need it most. Drought preparedness plans developed with this grant funding will help our local communities prepare for and withstand the impacts of a changing climate on our water supplies.

Warmer winters will mean less snowfall and earlier snowmelt in the mountains. This means a stream that typically had peak flows in May or June may see peak streamflows in April or May in the coming decades. Most climate models also suggest that we should expect less rain in summer. The model predictions are more mixed for other seasons, but generally suggest slightly more rain in fall, winter, and spring.

Many communities in Washington State are unprepared to meet the challenges of increased drought impacts on local water supplies. Furthermore, community resilience to drought is unevenly distributed across the state, with low-income, tribal, and overburdened communities facing water security challenges earlier, and with greater frequency and severity.

Purpose, eligibility, and administrative requirements

Washington’s Drought Conditions law, as amended by [Substitute House Bill 1138](#), authorized Ecology to administer grants designed to increase our state’s water users’ resiliency, preparedness, and ability to withstand drought conditions. This grant initiative will incentivize, facilitate, and increase local drought preparedness and water supply security through the preparation of “Local Drought Preparedness Plans.” The grant funds offered during this pilot round are not available for other purposes.

This is a statewide pilot competitive grants initiative and Ecology expects demand for these grants will exceed available funding. If in doubt, you are encouraged to apply, especially if your proposed Local Drought Preparedness Plan will address low-income, tribal, or overburdened communities in the planning area. Ecology staff may also be able to assist you with identifying potential collaborators and other funding sources to support building your community’s water supply resiliency.

Ecology recognizes and appreciates that some communities around our state may already have various types of drought plans. Local Drought Preparedness Plans (LDPPs) developed with these grants are intended to add to that body of work (for those that have already done some drought planning) by:

- Assessing the factors that make the community vulnerable to drought;
- Assessing the community’s current level of drought preparedness;
- Identifying the specific water supply-side and water demand-side projects and actions to decrease the community’s drought vulnerability; and
- Estimating the costs and timing for these projects and actions, and potential funding sources.

These future investments will be made by a range of entities, including but in no way limited to Ecology. LDPPs will be prepared based on 1) the instructions provided in this guidance; and 2) details in the scope of work of the grant agreement itself.

In keeping with our State’s historic [2021 Healthy Environment for All \(HEAL\) Act](#), this first pilot grant round will prioritize funding to those Tribes and communities with environmental justice characteristics with an increased risk of drought impacts. This includes areas with low-income populations and people of color that face cumulative health impacts and are highly impacted by drought.

The limited funds for this pilot grant offering will solely focus on enhancing local drought and water supply planning capacity. Still, it is Ecology’s near-term goal to be in the position to support the work of our local communities as they implement projects that meaningfully increase water supply security. Any future funding from Ecology for projects identified in drought preparedness plans or further drought preparedness planning, is wholly dependent on new legislative appropriations and authorizations.

Applicant eligibility

Under [RCW 43.83B.415](#), the following entities are eligible to apply for this grant offering:

- Conservation districts, formed under Chapter 89.08 RCW,
- County, city, town County,¹
- Federally recognized Tribes,
- Irrigation districts, formed under Chapter 87.03 RCW,
- Port districts, formed under Chapter 53.04 RCW,
- Public utility districts, formed under Chapter 54.04 RCW,
- Water and sewer districts, formed under Chapter 57.02 RCW,
- Watershed management partnerships, formed under Chapter 39.34.200 RCW.

If you, or the entity you represent, is not on this list of eligible entities and are interested in participating in the preparation of a community’s LDPP, Ecology encourages you to

¹ State agencies are not eligible for these grants but are always welcome to inquire about opportunities for interagency collaboration.

coordinate with an eligible entity to ensure your community's needs are represented in the application pool Ecology receives.

Eligibility and competitiveness are distinct decisions and simply because an applicant is eligible does not mean their application is competitive. Please see Chapter 3: Competitive grant application evaluation criteria on page 14 for guidance on the competitiveness of an application.

Administrative requirements

If Ecology makes an offer to fund a given application, Ecology and the applicant will collaborate on preparing the scope of work and corresponding budget before issuing a grant. Ecology's intent is to ensure the scope of work and associated budget provide the grantee all reasonably necessary resources for the successfully preparing the LDPP. Due to the range of potential starting points of applicants, not all grants will have the same scopes of work, budgets, or timelines for completion.

Given that these grants are available exclusively to incentivize the preparation of LDPPs, successful grantees will not be required to undertake a cultural resources review during the production of their LDPP.

An application's budget should be prepared using the budget template on page 25. Also, while there is no match requirement or budget cap, Ecology expects all proposed budgets to reflect a judicious and responsible use of taxpayer funds that adhere to the specified requirements of this grant offering.

A final agreement's scope of work, timeline, and budget may differ from the original application. There is no guarantee of any funding until an agreement is signed by both parties and the grant is executed. All work done prior to signature on the grant agreement is done solely at the applicant's own risk.

Ineligible LDPP elements

The grants in this offering are available solely to fund LDPP preparation. The contents of an LDPP are described in Chapter 4: Contents of a Local Drought Preparedness Plan, starting on page 20.

Information on specific ineligible elements can be found in [Administrative Requirements for Recipients of Ecology Grants and Loans \(the "Yellow Book"\)](#).²

² <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Chapter 2: Applying for a competitive grant to prepare a Local Drought Preparedness Plan

Pre-application meetings

Potential applicants may request a preapplication meeting prior to submitting a grant application. These meetings offer potential applicants an opportunity to ask questions about drought planning and preparedness grants, the application process, requirements, criteria, and how to prepare a competitive application. While not required, Ecology strongly encourages all applicants to schedule a pre-application meeting.

To schedule a pre-application meeting, please send your meeting requests to DroughtPreparedness@ecy.wa.gov prior to February 1, 2024. When you send your request, please include three (3) or more of your preferred meeting dates and times. Meetings will be scheduled for 90 minutes. Meeting requests submitted after February 1, 2024, are not assured, but will be scheduled based on staff availability.

Please come to the meeting prepared to discuss:

1. Questions you have about the application and the LDPP you intend to prepare.
2. Description and location of the planning area the LDPP will be designed to address.
3. Potential overburdened communities and vulnerable populations in the planning area.
4. Any entities that will, or could potentially, collaborate on preparing the LDPP.

Application process

All Ecology grants and loans are administrated through Ecology's Administration of Grants and Loans (EAGL) online system. EAGL is a comprehensive web-based grant and loan management system that allows applicants to complete grant applications, and recipients to submit payment requests with progress reports, submit closeout and equipment reports, and request amendments online.

To gain access to the EAGL system, an applicant must first create a Secure Access Washington (SAW) account. Once a SAW account has been set up, applicants can log in and request access to EAGL. The EAGL account approval process can take up to three business days. Once the account has been authorized, applicants and recipients can log in and use EAGL to apply for and manage their grants. Only grant programs that are accepting applications will be displayed in EAGL.

SAW and EAGL video tutorials:

- [How to obtain a Secure Access Washington \(SAW\) account](#)
- [Applying for Ecology grants](#)

EAGL instructions with screenshots and helpful tips:

- EAGL Instructions for 2024 Drought Planning and Preparedness Grant Applications (2023)
- [EAGL External Users' Manual \(2017\)](#)

For help using EAGL:

- Shanyese Trujillo, Contract and Grant Planner; Shanyese.Trujillo@ecy.wa.gov

For help completing your application:

- DroughtPreparedness@ecy.wa.gov

Timing and materials requirements

- All applications must be submitted between 8:00 a.m., January 16, 2024, and 5:00 p.m., March 14, 2024.
- Applicants must submit their applications through the Ecology Administration of Grants and Loans (EAGL) system.
 - EAGL is an automated system for processing applications.
 - Applications without all mandatory elements are incomplete.
 - EAGL will not accept submittal of incomplete applications.
 - Therefore, incomplete applications will not be reviewed.
 - EAGL closes periodically on Mondays for system maintenance. Applicants should save their work and log out of EAGL during that time.
- All submitted materials should be easy to read and understand.
 - Address all relevant items identified in this guidance.
 - Write in complete sentences.
 - Give clear, complete, and concise answers to all questions and avoid ambiguous statements.
 - All supporting information and evidence requested must be provided. For large documents, upload only the relevant portions or provide clear information on where in the document the reference is located.
 - Provide documentation and citations as needed to support responses to application questions.

Application questions

A competitive application provides a thorough set of responses to the application questions below. They are organized for easy reference based on the Evaluation Criteria Scorecard on page 14.

1. Description of the community and planning area vulnerable to drought.

Background: Washington's Environmental Justice (EJ) law, the Healthy Environment for All Act ([HEAL; RCW 70A.02](#)) instructs agencies to plan for and address

environmental justice issues in a wide scope of agency activities. A competitive grant application shows priority of overburdened communities and vulnerable populations in their proposed LDPP.

Please follow the following two-step process to identify, if any, the overburdened communities where vulnerable populations are highly impacted by drought within the planning area(s).

These overburdened communities highly impacted by drought may be a portion or all your planning area and will vary across different planning areas. Both steps are required to determine your overburdened communities highly impacted by drought.

Questions for Step 1:

Step 1. Identify vulnerable populations:

1.1.a) Please select the environmental justice screen tool(s) you used to identify if any vulnerable populations are in your planning area(s):

- Communities with a 9 or 10 ranking on the [Washington State Environmental Health Disparities Map](#).
- OR an 80th percentile or above for the “People of color” and “Low income” socioeconomic indicators using the [EPA’s EJ Mapping](#) Tool (EJScreen).
- OR Tribal land.

b) Please select the vulnerable populations in your planning area(s), if any:

- Communities with a 9 or 10 ranking on the [Washington State Environmental Health Disparities Map](#).
- OR an 80th percentile or above for the “People of color” and “Low income” socioeconomic indicators using the [EPA’s EJ Mapping](#) Tool (EJScreen).
- OR Tribal land.
- None

c) Please list the census tracts or other geographic units of the vulnerable populations you identified in your planning area(s). If none identified, write “Not Applicable” in the textbox.

To satisfy Step 1, you must identify vulnerable populations using at least one of the above tools. We welcome the use of additional demographic or vulnerability factors.

Step 2. Of the vulnerable populations identified in Step 1, if any, determine if a portion or all are highly impacted by drought for your planning area(s):

- The impacts of drought will vary depending on the entity, geography, context, and type of conditions. Therefore, the impacts of drought are determined by the applicant. The impacts specific to your context and planning area(s) should be included in your answer.

The geographic areas that these vulnerable populations live or work in are your overburdened communities highly impacted by drought.

Question for Step 2:

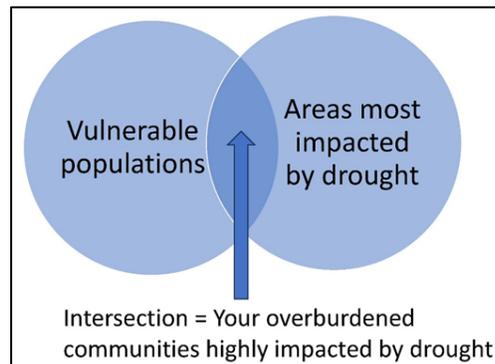
d) Please list the census tracts or other geographic units for your overburdened communities highly impacted by drought you identified in your planning area(s). If none were identified, write Not Applicable in the textbox.

1.2) Please explain the water supply insecurity faced by the identified overburdened communities highly impacted by drought found in section 1.1. If none were identified, write Not Applicable in the textbox.

Responses should include the data used and the reasoning specific to your context and planning area. This will allow Ecology to better understand your rationale, thus strengthening your application.

Summary: Step 1 + Step 2 = The intersections are your overburdened communities highly impacted by drought.

Figure 1. Visual description of overburdened communities highly impacted by drought for a planning area.



2. Capacity to complete an LDPP that can be implemented.

A competitive grant application will show the extent of the need for drought preparedness and planning. It will also show how the proposed LDPP will assess the water supply within a planning area to identify areas most vulnerable to drought and long-term climate change impacts, and identify specific actions and investments needed to build water system resiliency.

2.1) Describe the planning area and identify any coordinating entities as well as the role they will play in preparing the proposed LDPP;

2.2) Provide a list of the plans or documents, with hyperlinks/URLs, related to the current status of drought planning and preparedness for the planning area;

2.3) Detail the extent to which drought planning and preparation in this planning area has been completed, if any external support funding was provided and by whom,

and the implementation of any drought specific demand and supply management practices that are underway.

2.4) Identify the barriers this planning area faces when planning and preparing for drought and how these barriers intensify the area's water supply insecurity from drought;

2.5) Describe the resources needed to complete an LDPP and how these resources will meaningfully enable the area to increase its water supply security in the face of drought.

3. Proposed Scope of Work, Budget, and Schedule

A competitive grant application will show that the proposed LDPP reflects the priorities and meets the requirements of this grant offering:

3.1 Scope of Work. Please detail, in chronological order, the work to be undertaken when preparing the proposed LDPP and ensure the tasks includes all elements for the LDPP (see page 20).

3.2 Budget. Please detail, in the budget table (see page 255), a complete breakdown of all costs anticipated to prepare the proposed LDPP. Applicant Note: Ecology expects the proposed budget to reflect a responsible use of taxpayer funds that meets the specified requirements identified in the funding program guidelines.

3.3 Schedule. Please detail the timeline, with key milestones, for preparing and completing the proposed LDPP. Ecology anticipates a reasonable timeframe for completing the LDPP is within two years of signing the grant agreement.

4. Additional Considerations

A competitive grant application will identify additional relevant concerns or considerations not directly addressed in previous scoring criteria.

4.1 Additional considerations. Please detail any additional considerations and proposed solutions you feel further clarify your application. These considerations and solutions include but are not limited to legal or policy concerns, probable failure points potential permitting concerns, inter-programmatic comments, multiple environmental goals, and geographic considerations.

Evaluation of applications by Ecology staff

Beginning March 18, 2024, Ecology staff will evaluate all applications for eligibility and completeness.

All complete applications submitted by the deadline will be evaluated by Ecology staff for eligibility. Ecology staff will evaluate all applications deemed eligible for competitiveness using the evaluation criteria scorecard provided in Chapter 3 of this guidance.

Ecology's Funding Decisions and Follow Up Steps

The following brief description summarizes the lifecycle of a competitive grant. This is to be used for reference purposes only.

Notification of decision

Once Ecology has completed its evaluation and made its funding decisions, successful applicants will receive an offer letter introducing the Ecology Project Manager and detailing the immediate next steps. Unsuccessful applicants will be sent notice that their application will not be offered funding.

Offer letter

Applicants may accept or reject Ecology’s funding offer. If the offer is rejected, the Ecology Project Manager will switch the application in EAGL to the status of “Application Unfunded”.

If the offer is accepted, the Ecology Project Manager will approve the application in EAGL to begin agreement negotiation. When applicants consider whether to accept Ecology’s offer, an important consideration is the expected timeframe for agreement execution. Ecology expects the agreement will be signed by both parties within three months of the offer.

Agreement initiation and scope of work negotiation

Once an offer is accepted, the offeree and Ecology will collaborate on preparing the scope, budget, and schedule for the LDPP. As noted above, not all grants will have the same scopes of work, budgets, or timelines for completion. Ecology expects the agreement will be signed by both parties within three months of the offer. All relevant documents will be uploaded to EAGL after the agreement is signed by both Ecology and the recipient.

Grant agreement management

Ecology expects the grantee to use project management best practices (i.e., monitoring and controls) while preparing the LDPP to maintain the agreed upon scope, schedule, and budget. This includes regular communication with the assigned Ecology Project Manager, as well as timely payment requests and progress reports (PRPRs).

Funded projects are governed by the agreement General Terms and Conditions, any Agreement Specific Terms and Conditions, and [Administrative Requirements for Recipients of Ecology Grants and Loans \(the “Yellow Book”\)](#).³ Ecology encourages applicants to review the information in Appendix D: Grant Management Tips.

³ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Chapter 3: Competitive grant application evaluation criteria

Scoring overview:

All applications deemed eligible will be evaluated for competitiveness by Ecology staff using the evaluation criteria scorecard below. During its evaluation, Ecology reserves the right to conduct additional assessments, including but not limited to supplemental information collection and consultations with other entities.

Evaluation criteria scorecard

1. Description of The Community and Planning Area Vulnerable to Drought.		
Grant application demonstrates how the applicant is proposing to prioritize overburdened communities and vulnerable populations.		
Evaluation Criteria	Maximum Score	Earned
<p>1.1 The applicant identifies overburdened communities highly impacted by drought within their planning area(s): 5 POINTS: List of the overburdened communities highly impacted by drought in the planning area(s) this LDPP will prioritize is provided; OR 0 POINTS: List of the overburdened communities highly impacted by drought this LDPP will prioritize was not provided or no overburdened communities highly impacted by drought were identified in the planning area(s).</p>	5	
<p>1.2 The applicant explains the water supply insecurity these overburdened communities highly impacted by drought face: 25 POINTS: Explanation is thorough, clear, and actionable, leaving few if any open questions; OR 10 POINTS: Explanation contains vagueness and significant points that lack clarity; OR 0 POINTS: Application does not explain the water supply insecurity these communities face or no overburdened communities highly impacted by drought were identified in the planning area(s).</p>	25	
1.1-1.2 Total Possible Score	30	

2. Capacity to Complete an LDPP that can be Implemented.

Grant application demonstrates how the proposed LDPP will provide the necessary information to address the planning area's drought planning and preparedness challenges.

Evaluation Criteria	Maximum Score	Earned
<p>2.1 The applicant describes the planning area and identified coordinating entities, if any, and their roles:</p> <p>10 POINTS: The planning area has been described and coordinating entities, if any, as well as their roles, have been identified in detail, leaving little to no need for further clarification;</p> <p>OR</p> <p>5 POINTS: The planning area has been described and coordinating entities, if any, as well as their roles, have been identified in moderate detail, leaving the need for further clarification;</p> <p>OR</p> <p>0 POINTS: The planning area has not been described or the coordinating entities, if any, as well as their roles, have not been identified.</p>	10	
<p>2.2 The applicant provides a useful and representative list of plans and documents related to drought planning and preparedness for the planning area:</p> <p>5 POINTS: A useful and representative list of the plans and/or documents, with hyperlinks/URLs, related to the drought planning and preparedness for the planning area is provided;</p> <p>OR</p> <p>0 POINTS: A useful and representative list of the plans and/or documents, with hyperlinks/URLs, related to the drought planning and preparedness for the planning area was not provided.</p>	5	

Evaluation Criteria	Maximum Score	Earned
<p>2.3 The applicant describes the extent to which the planning area has benefited from drought planning and preparation:</p> <p>30 POINTS: Little to no drought planning and preparedness work pertaining to this planning area has been undertaken and information has been provided supporting the conclusion that this area faces drought vulnerability;</p> <p>OR</p> <p>20 POINTS: Some drought planning and preparedness work pertaining to this planning area has been undertaken, specific demand and supply management practices have been identified but no tangible drought specific implementation of those practices has occurred in this area;</p> <p>OR</p> <p>10 POINTS: Some drought planning and preparedness work pertaining to this planning area has been undertaken, specific demand and supply management practices have been identified and some tangible drought specific implementation of those practices has occurred in this area;</p> <p>OR</p> <p>0 POINTS: Extensive drought planning and preparation in this planning area has been completed, and tangible implementation of both drought specific demand and supply management practices are underway in this area.</p>	30	
<p>2.4 The applicant identifies the barriers this planning area faces when planning and preparing for drought, as well as the resources needed to complete an LDPP that will address the area’s drought planning and preparedness challenges.</p> <p>10 POINTS: The barriers this planning area faces when planning and preparing for drought have been identified, adequately described, and support the conclusion that these barriers intensify the area’s drought vulnerability;</p> <p>OR</p> <p>0 POINTS: The barriers this planning area faces when planning and preparing for drought have not been identified.</p>	10	

Evaluation Criteria	Maximum Score	Earned
<p>2.5 The applicant identifies the resources needed to complete an LDPP:</p> <p>10 POINTS: The resources needed to complete an LDPP that will address the area’s drought planning and preparedness challenges have been identified, adequately described, and support the conclusion that these resources will meaningfully enable the area to increase its water supply security in the face of drought;</p> <p>OR</p> <p>0 POINTS: The resources needed to complete an LDPP that will address the challenges of water supply insecurity and drought planning and preparedness in this planning area have not been identified.</p>	<p>10</p>	
2.1-2.5 Total Possible Score	65	

3. Proposed Scope of Work, Budget, and Schedule

Grant application demonstrates that the proposed LDPP will reflect the priorities and meet the requirements of this grant offering.

Evaluation Criteria	Maximum Score	Earned
<p>3.1 The applicant’s proposed scope of work includes all required elements and actions for the LDPP: 15 POINTS: All elements for the LDPP were identified, all actions needed to complete each element are detailed; OR 10 POINTS: Missing one or two actions needed to complete each element; OR 5 POINTS: Missing most actions needed to complete each element; OR 0 POINTS: Missing all actions needed to complete each element.</p>	15	
<p>3.2 The applicant’s proposed budget includes all relevant costs that will be incurred during the completion of the LDPP. 15 POINTS: The proposed budget was complete and adhered to the specified requirements identified in the funding program guidelines; OR 10 POINTS: The proposed budget was missing no more than three relevant costs, but otherwise adhered to the specified requirements identified in the funding program guidelines; OR 0 POINTS: The proposed budget was incomplete or did not adhere to the specified requirements identified in the funding program guidelines;</p>	15	
<p>3.3 The applicant’s proposed timeline for completing the LDPP is consistent with Ecology’s perspective that a reasonable timeframe for LDPP completion is two years. 5 POINTS: Timeline for completing the LDPP within two years of signing the grant agreement; OR 0 POINTS: Timeline for completing the LDPP within two years of signing the grant agreement was not provided.</p>	5	
3.1-3.3 Total Possible Score	35	

4. Additional Considerations

Grant application has identified additional concerns or considerations relevant to the proposal not directly addressed in previous scoring criteria.

Evaluation Criteria	Maximum Score	Earned
<p>4.1 The applicant has provided additional considerations and solutions that strengthen the application including but not limited to legal or policy concerns, probable failure points, potential permitting concerns, inter-programmatic comments, multiple environmental goals, geographic considerations as well as concerns identified by reviewers and other agency staff.</p> <p>20 POINTS: The application left no unaddressed considerations; OR</p> <p>15 POINTS: The application left no more than two unaddressed considerations; OR</p> <p>10 POINTS: The application left three or four unaddressed considerations; OR</p> <p>5 POINTS: The application left five or six unaddressed considerations; OR</p> <p>0 POINTS: The application left more than six unaddressed considerations.</p>	20	
4.1 Total Possible Score	20	
Total Possible Score for Entire Application		150

Chapter 4: Contents of a Local Drought Preparedness Plan

While not part of the grant application, the following information is intended to provide applicants with a comprehensive, yet flexible, understanding of Local Drought Preparedness Plan (LDPP) content and expectations. Specific LDPPs will be prepared based on 1) the information in this guidance document; and 2) the details in the grant agreement's scope of work. Ecology anticipates that drought preparedness plans will vary for different types of entities.

1. Introduction *(This section is no longer than a page)*

- a. Description of the projected impacts of a changing climate and drought on water supplies within the planning area.
- b. Description of the entity(s) authoring the LDPP. Includes an explanation as to why they are properly situated to accomplish the preparation of this LDPP for the project area.
- c. The extent to which this project area has existing plans or documents related to drought planning and preparedness.⁴ This item will include a list of documents with hyperlinks.

2. Planning process *(This section is no longer than a page)*

Description of the process for completing this LDPP. This includes the parties that participated, their roles (e.g., whether they were decision makers, or were responsible for providing or producing any LDPP content, or were consulted on content and or approach, or were they informed about content and or approach).

3. Community Profile *(This section is no longer than one page).*

- a. Describe your geographic jurisdiction, including the types of water users and uses.
- b. Include a key demographic table, at minimum to include population, number of households, race, income, gender, age, and employment.
- c. Describe the data used to identify the overburdened communities highly impacted by drought within your planning area. Explain your approach for prioritizing your overburdened communities highly impacted by drought in your planning process.
- d. If you coordinated with any other entities, describe the partnership structure and decision-making process between all entities.

⁴ Examples include but are not limited to drought management plans, climate resiliency plans, hazard mitigation documents, vulnerability assessments, water system plans with drought management elements, drought contingency plans, etc.

4. Risk assessment *(This section to be about two pages).*

- a. Describe the risks and vulnerabilities your planning area is facing regarding water security. In your explanation, include the categories of the risks and the rationale for risks (historical impacts, current conditions, future projections).
- b. Describe the water demand factors, including user characteristics, population and growth forecasts, drought impact on consumption and other factors.
- c. Summarize available information on water supply factors in your planning area. This may involve surface supply factors (e.g., streamflows, reservoir levels, lake levels, snowpack, surface water rights or other factors) and/or groundwater supply factors (e.g., static well levels, pumping water levels, soil moisture, groundwater table elevations, groundwater water rights or other factors).

If a water supplier: Use of source/water rights questions

- What is your per capita water use?
- Size of community (e.g., number of connections, users, acreage, etc.)?
- Use type(s)?
- Existing infrastructure (e.g., pumping, storage tanks)?

If a water supplier: Reliability on source(s) questions

- Regulated or not?
- Surface water, groundwater, or both?
- Seasonality?

5. Identify projects *(This section to be 1-2 pages).*

- In a table, list of current and potential projects and their intended benefit(s) areas to address each specific risk indicated in the risk assessment. Include projects that are in-progress, funded, and in need of funding.
- Format table to indicate the specific projects and total costs to achieve greater water security, including:
 - Column 1: Risk
 - Column 2: Mitigation approach
 - Column 3: Specific projects
 - Column 4: Costs (including total)
 - Column 5: Timeline for completion
 - Column 6: Timeline for benefits Project rationale
 - Column 7: For projects planned or in progress, indicate if they are funded, currently pursuing funding, or funding identified; and project readiness (i.e., not initiated, scoped a feasibility study, “Shovel-ready,” in progress).

- Column 8: For projects planned or in progress, include a reference to any that are included in existing plans, including capital plans or otherwise.
- Describe the selection process for the projects listed in your table. Include the rationale for projects (future projections, benefits).
- *Please see Appendix E on page 31 for a brief set of examples of effective Washington State drought preparedness projects and actions.*

Appendix A – Department of Ecology Regional Offices



Figure 2. Map of counties served by region.

Table 2 Regional contact information.

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 98133-9716	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

Appendix B – Budget Table

This is what the budget table will look like in your EAGL application. It must be completed as part of your competitive grant application. Please read all notes below to ensure your budget table has all necessary components.

By Task

- For the appropriate fiscal year please reference the fiscal year table

Task Title	Task cost	*FY 1	*FY 2	Additional Fiscal Years	Total
Project Administration/Management					
Insert Task Title					
Insert Task Title					
Insert Task Title					
Total					

By Element

Element	*FY 1 (2023)	*FY 2 (2024)	Additional Fiscal Years	Total
Salaries ¹				
Benefits ¹				
Salaries and Benefits Combined ¹				
Contracts				
Travel				
Equipment ²				
Goods/services ³				
Overhead ⁴				
Total				

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, its cost, and explain why the equipment is needed. Equipment is defined as tangible, personal property with a useful life of more than one year and an acquisition cost of more than \$ 5,000 per functional unit or system. Equipment will be tracked on the Equipment Purchase Report in EAGL.

3 Upload an itemized list of all Goods and Services

4 Overhead cannot exceed the rate identified in the Ecology publication –Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL, current version.

Appendix C – Additional Drought Resources

Ecology is pleased to offer this competitive pilot grant initiative to incentivize, facilitate, and increase local drought preparedness and water supply security through the preparation of “Local Drought Preparedness Plans.” Ecology also wishes to make potential applicants aware of other opportunities to receive funding for drought projects, planning and preparedness, and innovations in monitoring and measuring related to drought. These are a few examples of resources and not an exhaustive list.

1. NOAA Climate Resilience Regional Challenge

Funder: NOAA/Office for Coastal Management

[NOAA Climate Resilience Regional Challenge](#)

Full applications are due by February 13, 2024.

2. Coping with Drought Research Competition

Funder: NOAA/National Integrated Drought Information System

[NIDIS Coping with Drought Research Competition | Drought.gov](#)

Full applications are due on February 15, 2024.

3. WaterSMART Planning and Project Design Grants

Funder: Department of the Interior – Bureau of Reclamation

[WaterSMART | Bureau of Reclamation \(usbr.gov\)](#)

Full applications are due by April 2, 2024.

Appendix D – Grant management tips

Ecology encourages applicants to review the following grant management tips to understand the expectations of a potential grant offer. This is not an exhaustive list.

Payment Request/Progress Report

The Recipient must complete a progress report/payment request at a minimum each quarter throughout the lifetime of the grant. Progress reports describe actions and accomplishments in meeting project milestones. Ecology's Financial Manager and Ecology's Project Manager review progress reports to learn how the activities are proceeding, the reasons for any delays, and if any changes took place in the project, project staff, or contractors.

Ecology's Financial Manager and Project Manager cannot process a payment request without a progress report and proper documentation.

The Ecology Grant Financial Manager may only redistribute funds among the grant tasks or perform other amendments through a formal amendment process. If a change is needed, the Recipient can request an amendment through EAGL or by emailing their project's Ecology Project Manager and Financial Manager. Once approved, the amendment process can begin.

Ecology may allow a Recipient to deviate from the task budget by up to 10% of the total grant budget. At their discretion, the Ecology Grant Financial Manager may require an amendment when the budget is surpassed even if by less than 10%. If a payment request goes over the 10% threshold, the exceeding funds will be withheld until an amendment appropriately adjusts the budget and a new payment request is approved. The exceeding funds will automatically be dispersed along with the approved funds of the new payment request.

Closeout

When a grant is completely spent, eligible activities are completed, or the grant is otherwise finished, the Recipient will need to submit:

- **Outstanding deliverables.** All deliverables must be provided via EAGL or to the Ecology Project Manager as outlined in the grant agreement. Final payment and grant close out may be withheld if completed deliverables are not submitted appropriately to EAGL.
- **Final Payment Request and Progress Report.** Both of these EAGL forms will require the Recipient to identify it as the final payment request or progress report for the grant. Select "yes" on the final payment request and progress report to enable closing out the grant.
- **Close Out Report.** This is an EAGL form found in the Payment Request Menu where the Recipient summarizes the final achievements of the activities funded by the grant. The Close Out Report will be required with the final Payment Request and Progress Report.

Prior to closeout, the Ecology Project Manager will coordinate with the grantee and Ecology Financial Manager to ensure the work has been satisfactorily completed. Any closeout decisions and additional procedures required of the grantee will be communicated in a timely fashion by the Ecology Project Manager.

Cost Eligibility

The Recipient is responsible for understanding cost eligibility terms prior to incurring an expense and billing to the grant. Cost eligibility is outlined in the terms of the agreement, the grant rules, Ecology's "[Yellow Book](#)," and this Guidance.

Only Ecology's Grant Financial Manager can determine if a cost is eligible under the grant. Ecology Grant Financial Managers work with Ecology Project Managers, who supervise the actual grant related activities, to ensure the costs are reasonable, necessary, and applicable to the project. If there are any questions about whether a specific cost may be billed to the grant, the Recipient must ask the Ecology Grant Financial Manager responsible for the agreement.

The Recipient is fully responsible for paying any cost that Ecology's Grant Financial Manager does not allow. This remains true even if the Recipient did not understand the cost was not eligible, or a contractor or other representative approved or purchased the item without the Recipient's knowledge or approval.

If the Ecology Grant Financial Manager decides a cost is not grant-eligible, the item should not be included on any future payment requests. The Recipient is responsible for submitting accurate and properly documented payment requests for eligible expenses.

Only eligible cash expenditures are reimbursable. In general, an eligible cost is:

- **Necessary to complete the scope of work.** The scope of work must be approved by Ecology's Grant Financial Manager and Ecology's Project Manager.
- **Reasonable for the task.** Ecology reserves the right to reject costs as excessive, even when work is fully approved from a technical standpoint. As a result, some expenses may be reimbursed at less than the allowable percentages or not at all. It is important to communicate project needs, especially equipment, with Ecology's Grant Financial Manager prior to making large expenditures to ensure the expenditure will be reimbursed.
- **Timing.** Costs must be incurred after the effective date of the agreement and before the expiration date of the agreement.
- **Retroactive costs.** Costs incurred prior to the grant being written are at the sole expense of the Recipient.
- **Consistent.** Charged costs must be consistent with the standard business practices of the Recipient, contractor, or consultant. A cost is not eligible if it is computed differently than costs incurred in any other Recipient, contractor, or consultant activity. The Recipient, contractor, or consultant must compute the direct and indirect charges in the same way as those charges would be computed if the costs were related to any other activity. Consistency with standard business practices should be followed, except when grant billing or

other requirements necessitate variation. Receipt and use of state funding for reimbursement should not impact how costs are billed, calculated, or determined. Ecology may request additional documentation or explanation of costs being billed.

Appendix E. Examples of Effective Washington State Drought Preparedness Projects and Actions

The following non-exhaustive list represents examples of existing, on-going, and effective, drought resiliency and preparedness projects and actions. These do not represent Ecology's preferences and are provided only to support applicants as they develop the drought planning and preparedness concepts appropriate for their communities and planning areas.

Examples of Green Infrastructure Projects

- Implement floodplain-stream channel reconnection projects to manage peak streamflows, promote groundwater recharge, and improve habitat.
- Implement wetland restoration projects to manage peak streamflows, promote groundwater recharge, and improve habitat.

Examples of Water Demand Management Practices

- Conservation pricing strategies.
- Designation of essential vs. non-essential local water uses.
- Leak detection and repair program.
- Outdoor watering restrictions.
- Promoting efficient indoor and outdoor water usage through television and radio public service announcements, news articles, public water systems' bill inserts, or other means.
- Short-term emergency curtailment plans.
- Voluntary Conservation.

Examples of Water Supply Management Practices

- Decommissioning groundwater monitoring wells if they are no longer necessary.
- Development of new engineered water supply projects where needed and appropriate.
- Increasing the storage capacity of existing reservoirs or well fields.

Examples of Watershed Management, Technical Assistance, and Data Collection Projects

- Deploy technical and cost share assistance to support irrigation efficiency.
- Increase the coordination and enforcement of local floodplain and riparian regulations.
- Water use metering.
- Water withdrawal metering.