



Flood Control Assistance Account Program

2025-2027 Grant Application Instructions

Shorelands and Environmental Assistance Program

Washington State Department of Ecology

Olympia, Washington

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Related Information

- [Flood Control Assistance Account Program Website](#)¹
- [Flood Control Assistance Account Program 2025-2027 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*

Contact Information

Shorelands and Environmental Assistance Program

P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6600

Website⁵: [Washington State Department of Ecology](#)

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

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/2406023.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

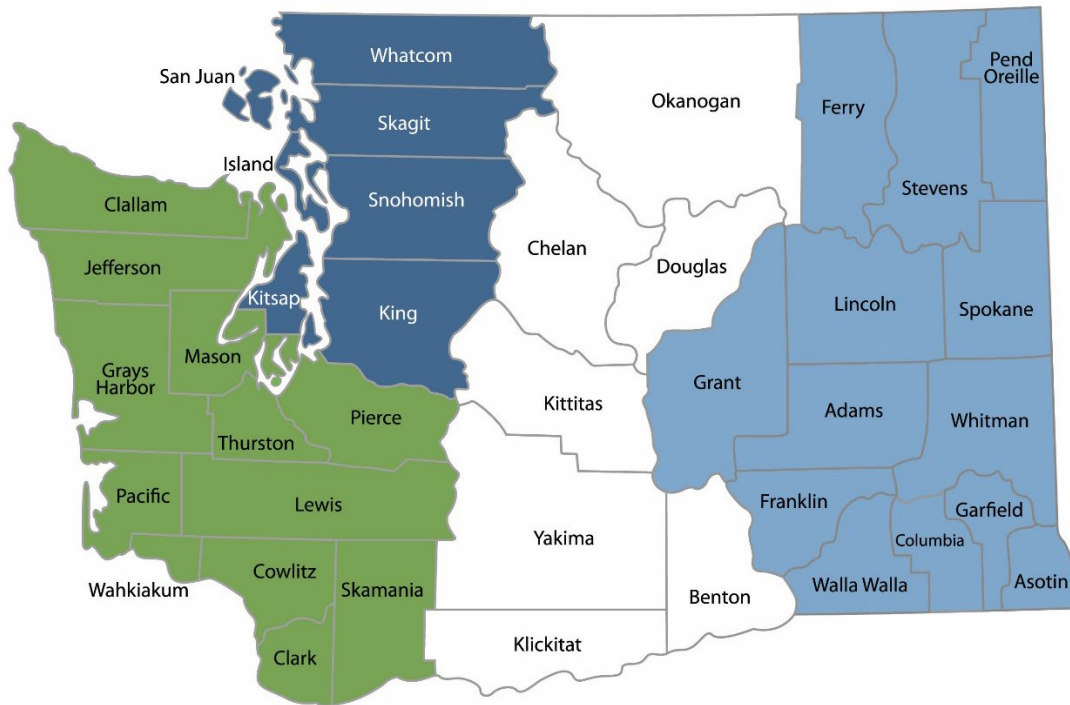
Ecology Contacts

Headquarters Office	Contacts
FCAAP Fund Coordinator	Kayla Eicholtz 425-429-4545 Kayla.Eicholtz@ecy.wa.gov
Floodplain Planner	Amelia Petersen 360-480-3298 Amelia.Petersen@ecy.wa.gov
Flood Policy Lead	Jonathon Loos 425-725-0453 Jonathon.Loos@ecy.wa.gov
Financial Managers	Michele Boderck 360-764-6807 Michele.Boderck@ecy.wa.gov Samantha Cote 564-233-9306 Samantha.Cote@ecy.wa.gov Cindy James 360-280-8645 Cindy.James@ecy.wa.gov Layne Slone 360-867-8171 Layne.Slone@ecy.wa.gov

Regional Office	Project Manager
Central Regional Office	Sandra Floyd 509-571-5679 Sandra.Floyd@ecy.wa.gov
Eastern Regional Office	Jason Radtke 509-934-0838 Jason.Radtke@ecy.wa.gov
Northwest Regional Office	Lisa Nelson 425-213-4843 Lisa.Nelson@ecy.wa.gov
Southwest Regional Office	Matt Gerlach 360-584-2804 Matt.Gerlach@ecy.wa.gov Alex Rosen 360-810-0027 Alex.Rosen@ecy.wa.gov

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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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 ("planning projects") and implementing actions to mitigate flood hazards ("flood risk reduction projects" or "emergency projects").

Eligible applicants

Planning projects

The following organizations are eligible to apply for this grant funding:

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

Ineligible applicants

Planning projects

The following organizations are not eligible to apply for this 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:

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

For inquiries about emergency funding eligibility for federally recognized Tribes, please contact the FCAAP Fund Coordinator, Kayla Eicholtz (Kayla.Eicholtz@ecy.wa.gov).

Eligible project types

Planning projects

For the 2025-27 funding cycle, planning project proposals will be evaluated and ranked within the following three categories. Applicants must designate the most appropriate category for their proposal in the full application.

Category 1 – Developing a new Comprehensive Flood Hazard Management Plan (CFHMP), including studies and activities leading to a new CFHMP.

Category 2 – Updating an existing CFHMP, including studies and activities leading to an updated CFHMP.

Category 3 – Completing activities from an existing CFHMP that are included in the list of eligible activities below.

The scope of activities eligible for planning project funding has been expanded for the 2025-27 grant cycle to include flood hazard planning studies, mapping, permitting, and other activities identified within a community's CFHMP.

Eligible flood planning project activities include:

- Developing and writing, or updating, a CFHMP. *
- Planning work (e.g. watershed scale flood planning).
- Permitting work (e.g. for future projects, preparing permit applications, NFIP map revisions and applications).
- Feasibility and technical studies (e.g. hydraulic and hydrologic modeling, geomorphic study).
- Mapping projects, including detailed-level Channel Migration Zone (CMZ) delineations. (e.g. detailed level CMZ for ~10 river miles).
- Activities in support of project development (e.g. design).
- Community, tribal, and partner outreach and engagement efforts (e.g. workgroups, focus groups).

- Planning for future property acquisitions (e.g. engaging landowners, preparing acquisition strategies, appraisals for future acquisitions).
- Public flood risk communications (e.g. flood warning systems and public awareness programs).
- 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.

*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.

* Applicants proposing to fund a new or updated CFHMP are encouraged to discuss their proposal with Ecology staff. In some cases, it can be advantageous to complete the CFHMP planning process over multiple FCAAP funding cycles. CFHMPs require significant public outreach and multiple draft revisions, and Ecology wants to ensure applicants have adequate time to be successful in their planning efforts.

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. Payment of FCAAP funds for emergency projects will be based on project construction costs. Flood fighting costs may be included.
3. Payment for emergency work must be allocated on a first-come first-serve basis and may not be based on any priority system.
4. The maximum amount of emergency funds initially available for any one county is \$150,000 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 \$150,000, the county can request additional emergency funds.
5. The flood control assistance account contribution may not exceed 80 percent of the eligible project cost of an emergency project.
6. 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.

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>

Ineligible project types

Planning projects

Ineligible projects include on-the-ground implementation and construction for projects of any kind, including property acquisition. Planning and outreach for future acquisitions are eligible; however, property acquisition itself is not eligible. Eligible project activities may change in future FCAAP funding cycles.

Emergency projects

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

Grant award amounts

For the 2025-2027 biennium Ecology anticipates the Legislature will appropriate approximately \$1.5 million for all FCAAP projects. Additional funding may be available depending on legislative appropriations and how many grant requests we receive.

For planning projects, the maximum award amount per county in each biennium is \$500,000 ([WAC 173-145](#)).¹⁰ Ecology anticipates the award amount will not exceed \$250,000 for each planning project, though there could be more funds available if fewer applications are received. The average award amount for planning projects in the past two biennia is approximately \$212,000.

Grant timeline

Grant funding for the 2025-2027 funding cycle begins July 1, 2025, and expires on June 30, 2027. The grant effective start and expiration dates will be negotiated between the Recipient and the Ecology Project and Financial Manager. The grant expiration date cannot be extended past June 30, 2027. See the Funding Guidelines for more details of the funding cycle timeline.

Planning projects

The grant application period for these projects (SEAFCAAC-2527) opens on Wednesday, January 1, 2025, at 8:00 a.m., and closes on Thursday, February 27, 2025, at 5:00 p.m.

Emergency projects

Emergency grant (SEAFCAAP-2527) applications are accepted as soon as July 1, 2025, based on a first-come first-served basis and available funds. Grant applications cannot be initiated without prior approval by Ecology's FCAAP Fund Coordinator. Eligible applicants must contact

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

¹⁰ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-145>

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.

Chapter 2: EAGL

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 grants 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.

EAGL modernization

The Ecology Administration of Grants and Loans (EAGL) database modernization project is currently underway and expected to be completed by June 30, 2025. This has minimal impact on the grant application forms. Use these Application Instructions for more instructions on the grant application requirements or contact Ecology staff if you have any questions.

EAGL tips



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](#).¹¹

- 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](#)¹² 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. Web browsers,

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

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

such Google Chrome, Microsoft Edge Chromium, Mozilla Firefox, and Apple Safari, 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.
- **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 to 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**.



The screenshot shows the EAGL system interface. At the top, it says "DEPARTMENT OF ECOLOGY State of Washington" and "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT". Below this is a navigation bar with links: "My Home", "My Applications", "My Reports & Payment Requests", "My Reports", "My Administration", "My Training Materials", "My Organization(s)", and "My Profile". There are also buttons for "SAVE", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". A message box is displayed, stating: "Your information has been saved and the following Page Error(s) have been found." followed by a list of 14 error messages in red text:

- You must describe the flood hazard area, purpose for the planning efforts, and how the plan will address flood hazards.
- You must answer if your organization currently has a CFHMP and when it was last updated.
- You must describe the benefits, outcomes, and deliverables of the planning effort and how efforts will address flood hazards.
- You must describe local, state, or federal laws and requirements of the project.
- You must describe how the project benefits salmon, public health, or the environment.
- You must describe stakeholder outreach efforts.
- You must describe how the project benefits underserved or overburdened communities in flood risk areas.
- You must describe the project schedule and when milestones will be completed.
- You must describe if the project will be ready to proceed if funding is awarded.
- You must answer if your organization has existing staff capacity to manage the project, or if a consultant will be hired.
- You must describe the budget in detail.
- You must describe if the 25 percent match is secured, and the source(s) of matching funds.

- **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

Planning projects

EAGL home page

The **Welcome Page** is where applications are initiated, an inbox for communication between the applicant and the agency is located, as well as 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.

The screenshot displays the EAGL home page interface. At the top, the header includes the Department of Ecology logo, the text 'Ecology's Administration of Grants & Loans (EAGL)', and 'TEST ENVIRONMENT'. A navigation bar contains links for 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile', along with a 'SHOW HELP' button.

A 'Welcome' box identifies the user as 'Layne (SAW) Authorized Official'. Below this, 'Instructions' list tasks such as 'Applying for an Opportunity' and 'Using System Messages'. A red maintenance notice states: '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.'

A 'Public Disclosure Notice' section explains that information on the site is public and subject to inspection, citing Washington's Public Records Act (RCW 42.56). It provides contact information for Dawn Drake at Dawn.Drake@ecy.wa.gov.

The main content area greets the user: 'Hello Layne (SAW), please choose an option below.' It features a 'View Available Opportunities' button with a green callout box that reads: 'To apply for a FCAAC funding opportunity, click on the **View Opportunities** button; you will be taken to the **My Opportunities** screen.'

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 projects

Emergency grant funds are available beginning July 1, 2025, on a first-come, first-served basis.

Eligible applicants must contact the FCAAP Fund Coordinator 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

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 includes "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 box for "Layne (SAW) Authorized Official" is on the left. The main content area contains instructions, a maintenance notice, and a public disclosure notice.

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.

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

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

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 to submit a complete application.

The screenshot shows the EAGL (Ecology's Administration of Grants & Loans) interface. At the top, there is a header with the Department of Ecology logo and the text "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT". Below the header is a navigation bar with links for "My Home", "My Applications", "My Reports & Payment Requests", "My Training Materials", "My Organization(s)", and "My Profile". A "SHOW HELP" button is also present.

The main content area is titled "Application Menu" and includes a "Back" link. A red oval highlights the "Document Information: SEAFCAAC-2123-EcySEA-00006" link, with a callout box stating: "The Document Information number will be on all the EAGL forms and sub documents. Tip: Write down the number for future reference." Below this is a table with the following data:

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

Below the table, there are two main sections:

- View, Edit and Complete Forms**: Includes a "VIEW FORMS" button and a callout box stating: "Click on the **View Forms** button to go to the Application Menu – Forms screen." Below this is a description: "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."
- Change the Status**: Includes a "VIEW STATUS OPTIONS" button and a description: "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."



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










Application Menu - Forms

On the **Application Menu – Forms** page, you will find the Funding Guidelines Application Instructions, Application Prep Tool for planning projects, the Additional Application Form, and the list of standard 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 FCAAP Funding Guidelines, Application Instructions, Additional Application Forms, and Planning Projects Application Prep Tool are located here.

Find the Application Forms under the **Application Forms** ribbon. We recommend completing each form in the order they appear in this list.

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.

Status	Page Name	Note	Created By	Last Modified By
	Funding Program Guidelines			
	2123 SEAFCAAC Planning Grant Guidelines			
	2123 SEAFCAAC Planning Grant Application Instructions			
	Application Forms			
	General Information			
	Project Characterization			
	Mapping Information			
	Recipient Contacts			
	Scope of Work - Additional Tasks (2)			
	Scope of Work Summary			
	Uploads			

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 the forms are located.

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** (75-character limit, including spaces.): Enter a concise project title.
- ***Project Short Description** (500-character limit, including spaces.): Enter a short, one-paragraph summary of the project and its benefits.
- ***Project Long Description** (4,000-character limit, including spaces.): Enter a detailed description of the grant project, including background information, project purpose, project benefits, how the grant funds will be used, and other funding associated with the project.
- ***Total Cost:** Enter the Cost of entire project, including the FCAAP grant Total Eligible Cost, and other project costs.
- ***Total Eligible Cost:** Enter the total cost of the FCAAP grant, including Ecology’s share and Recipient’s match. Planning grants require 25% Recipient match and emergency grants require 20% Recipient match.
- ***Effective Date:** Enter “07/01/2025.” To be eligible for reimbursement, costs must be incurred between the effective start and expiration dates.
- ***Expiration Date:** Enter “06/30/2027.” To be eligible for reimbursement, costs must be incurred between the effective start and expiration dates.
- ***Project Category:** Automatically selected as “Planning” for planning projects or “Emergency” for emergency projects.
- **Will Environmental Monitoring Data be collected?** Choose yes or no.

Note: If projects involve the collection of environmental data or the analysis of existing data that will generate new results, they may trigger the need for preparation of a Quality Assurance Project Plan (QAPP). Ecology’s Executive Policy 22-01 requires the consistent application of quality assurance principles to environmental data collection studies/ activities conducted or funded by Ecology. Each environmental study conducted must have an approved QAPP. Project work cannot begin until Ecology’s Shorelands and Environmental Assistance (SEA) Program Quality Assurance (QA) Coordinator or their designee either approves your QAPP or confirms that a QAPP is not required or gives an approval to begin work. See [Ecology’s QAPP website](#)¹³ for more information. In general, a QAPP is required if your project will:

¹³ <https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

- Generate new environmental data.
- Analyze existing environmental data.
- Model environmental conditions.
- ***Overall Goal** (1,000-character limit, including spaces.): Describe the long-term goal of the project in 1-5 sentences.

SAVE CHECK GLOBAL ERRORS

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Be specific with your **Project Title**. There is a limit of 75 characters, including spaces.

GENERAL INFORMATION

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

Project Title

The **Project Long Description** should be detailed enough to allow Ecology to efficiently review and evaluate your application. There is a limit of 4,000 characters, including spaces.

Project Short Description

0 of 500

Project Long Description

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

0 of 4000

Total Cost Total Eligible Cost

Effective Date Expiration Date

Ecology Program

The **Project Category** is pre-populated as either "Planning" or "Emergency."

Project Category* Planning Emergency

Will Environmental Monitoring Data be collected?

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

Overall Goal

0 of 1000

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).¹⁴

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 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.

¹⁴ <https://apps.ecology.wa.gov/eaglmap/>

Project Characterization Form (Cont.)

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State of Washington

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SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

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PROJECT CHARACTERIZATION

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

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

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 three websites may be provided.

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

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

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** and click save.

Mapping Information

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

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My Training Materials
Click on the link(s) to open, view or print the training materials
My Training Materials
User Manual
Map Instructions (Recipient)

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to m...

No location data currently exists for this project. To add location data, please click the map button below.

Add/Modify Location(s)

- Click "Add/Modify Location(s)."
- Find and click on the link "Project area options."
- Click on one of the options (city, town, county, WRIA, parcel, or drawn polygon) to find and map the project boundary. Click "Go."
- In the search field, enter the respective information. Click "Add."
- You will see the newly added layer in the Project Areas below.
- Click "Next" below.
- After the map is finished calculating statistics, click "Save."
- After the page refreshes, and the Location table appears on the page, you will notice that the map is checked out in your name.

Checked Out By: Layne (SAW) Slone
Date Checked Out: 2021-07-27

Add/Modify Location(s)

- Click “Save” in the top right corner to check the map back in. You must check the map back in, or you will get an EAGL error that will prevent you from submitting the grant application.
- When you look at the Add/Modify Location(s) box, you shouldn’t see the map is checked out. The space should be blank above the Add/Modify Location(s) button.

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.

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.
- ***Billing Contact** (EAGL Role): The person responsible for completing and submitting payment requests and associated back-up documentation.
- **Other recipient signatories on printed agreement** (Not an EAGL role): If there are additional signatories that must appear on the signature page (as determined by each Recipient), the additional signatory's 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"/>

** 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](#)¹⁵ – Appendix 1 – Quick Steps for EAGL Processes (p. i) for Managing Roles at the Organization Level or Managing Roles at the Document Level.

¹⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Scope of Work – Additional Tasks form for Task 1

Task 1 is our program’s standard task outlining the scope of work and deliverables specific to managing the grant agreement. Task 1 is meant only for staff time (not consultants’ time) spent on general grant administration work (grant negotiations, quarterly Payment Requests/Progress Reports, and close out documents), and other work that cannot otherwise be associated with another task.

To add Task 1 in EAGL, from the list of Application Menu – Forms, find and click on the link to the Scope of Work – Additional Tasks form. See the Application Prep Tool for the standard Task 1 language you can copy and paste into the EAGL fields (Task Title, Task Description, Task Goal Statement, Task Expected Outcomes, and Deliverables). You will need to enter your own Task Cost and Recipient Task Coordinator. Then click the **SAVE** button.

Scope of Work – Additional Tasks

To add more grant tasks, you will need to add them manually by clicking the **ADD** button. The system automatically assigns the task number.

SAVE **ADD** **DELETE** **PRINT VERSION** **ADD NOTE** **CHECK GLOBAL ERRORS**

2 - 2. Task 2 title goes here (50 character limit) **GO**

SCOPE OF WORK - ADDITIONAL TASKS

Inst

Please
Next
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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.

Task Number 2

Task Title 2. Task 2 title goes here (50 character limit) *

Task Description Task Description goes here (3,500 character limit, including spaces).
69 of 3500

Task Goal Statement Task Goal Statement goes here (1,500 character limit, including spaces).
72 of 1500

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
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			

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.

Navigation Links

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

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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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

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

Uploads Form

Status	Page Name
Application Forms	
	General Information
	Project Characterization
	Mapping Information
	Recipient Contacts
	Scope of Work - Additional Tasks
	Scope of Work Summary
	Uploads

Attach the Additional Application form for planning and emergency projects, and other application 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.

Add Upload

Enter a description for the file

Select the **Choose File** button and select your file

To add an additional file, click the (+) or **Save** at the top of the page and a new line will appear

Click **Save** at the top of the page once all files are selected

Remove Upload

Remove the file's description

Select the **Delete** checkbox to the right of the file's name

Click **Save** at the top of the page

Description

Upload

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

For each file, enter a Description, click the Choose File button to find the file, click Open after you found the file, then click **SAVE**. Each file needs a Description. The files that you upload should appear on the EAGL Uploads page. Always add more uploads by starting from the bottom of the list. Don't delete files already in the list of uploads.

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. Provide a web link and the document page number that is relevant to your project.

Note: EAGL does not accept files larger than 35 MB and does not accept all file types. For information about the file types accepted by EAGL, see p. 17 of the [EAGL External Users' Manual](#).¹⁶


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

Chapter 5: Additional Application Forms

Applicants are also required to complete the Additional Application Form for Planning or Emergency projects (Word document) and upload it to the EAGL Uploads form. The Additional Application Form can be found on the **Application Menu – Forms** page near the Funding Guidelines. It will also be posted on the FCAAP website, or you can ask Ecology staff for a copy. The evaluation team needs this form to review the full application. If the completed form is not uploaded as part of the application, the application is incomplete, and Ecology will send the application back to the applicant.

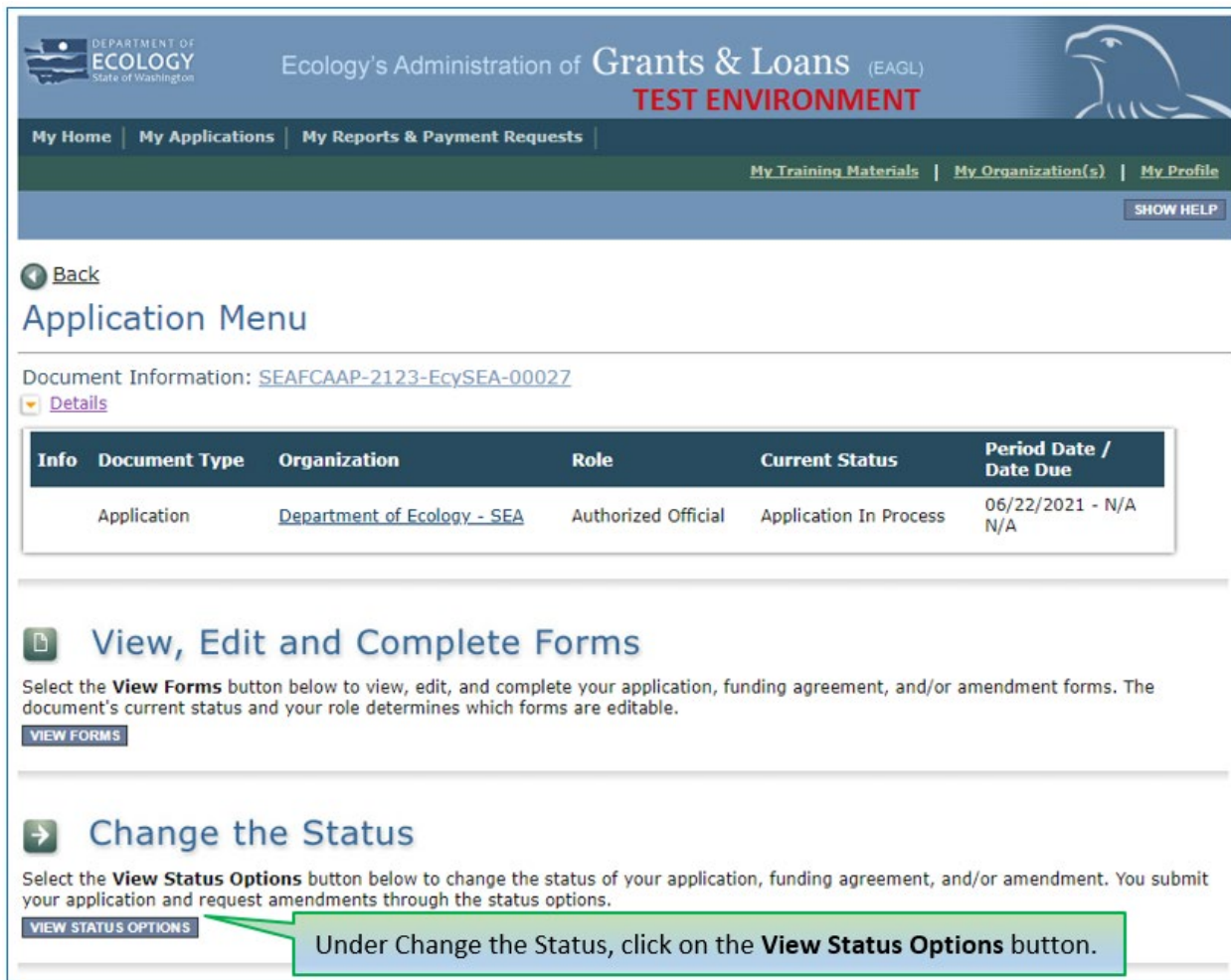
Chapter 6: Submit the Application

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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Application Menu

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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.

 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**.

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.

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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.

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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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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 can 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](#).¹⁷

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.

¹⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>