



Floodplains by Design Grant Program

2027-2029 Funding Guidelines

Washington State Department of Ecology
Olympia, Washington

November 2025 | Publication 25-06-020

Publication Information

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

<https://apps.ecology.wa.gov/publications/SummaryPages/2506020.html>

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Northwest Region
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Central Region
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Eastern Region
509-329-3400

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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
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DEPARTMENT OF
ECOLOGY
State of Washington

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Summary of Changes from Prior Guidelines

- Added information about Washington State’s Climate Commitment Act and the Natural Climate Solutions subaccount from which FbD has received funding in previous funding cycles. More details are provided about the requirements associated with receiving funding from this subaccount (page 19).
- Removed requirements for Recipients to provide match. The match requirement is fully eliminated for FbD grants moving forward, starting with the FbD 2025-27 funding cycle (page 23).
- Added more details on eligible project activities (page 24).
- Added prevailing wage requirements for construction and demolition activities (page 47).
- Added a new restriction on eligible travel costs. Lodging at vacation rentals, such as AirBnB or VRBO, are ineligible costs and are not approved for grant reimbursement (pages 46 and 48).
- Removed ‘Outcomes & Public Benefits’ as a scoring category.
- Added evaluator scorecards as a new section to Appendix A: Application Scoring Guidance (page 53).
- Added new ‘Appendix E: Fee-Simple Acquisitions’ to provide more guidance to Recipients who are planning for fee-simple acquisitions (page 75).
- Added new ‘Appendix F: Easements’ to provide more guidance to Recipients who are planning for easements (page 83).

Chapter 1: Program Overview

Floodplains by Design (FbD) is a partnership of local, state, federal, and private organizations focused on coordinating investment in and strengthening Integrated Floodplain Management (IFM) throughout Washington State. Floodplains are vital to the ecological health of the state. They are critical to the economic vitality, cultural heritage, and quality of life provided by our region—from salmonids to farmland to commercial development and recreational opportunities.

As part of this overall effort to strengthen IFM, the Washington State Department of Ecology's (Ecology) Shorelands and Environmental Assistance Program administers the FbD grant program under a biennial funding cycle to incentivize and fund this work. Ecology awards grants on a competitive basis to eligible entities for collaborative and innovative projects throughout Washington State that support the integration of flood hazard reduction with ecological protection and restoration, as well as the viability of and improvements to agriculture. Proposals may also address other community needs, such as improved recreational access or community resilience, provided they are part of a larger strategy to reduce flood hazards and restore or protect ecological functions. This document describes the intent of the program and how to apply for funding, meet program requirements, and manage funded projects.

Grant program intent

The FbD grant program seeks to advance IFM strategies that reduce flood risk; improve, protect, or restore ecosystem habitat and natural functions; and support other community and/or ecosystem needs in the project area. Floodplain management strategies that integrate multiple community benefits are more likely to garner the necessary community support and public funding.

Integrated floodplain management description

IFM considers floodplains as more than just areas of risk. IFM brings together multiple interests to create shared local visions for floodplain management strategies that achieve multiple benefit outcomes. The success of IFM is rooted to local partnerships and trust that are built through thoughtful outreach and collaborative planning processes. It is not uncommon for IFM projects to grow from years of local engagement and planning before being prepared for implementation. FbD supports IFM planning and projects that reduce flood damage, enhance the ecological health of rivers and floodplains, support salmon recovery, and preserve farms and open spaces to create more resilient futures for Washington communities and Tribes.

Multi-benefit IFM outcomes may include:

- Reduced flood risks and minimized flood damage for communities, individuals, infrastructure, commerce, and agriculture.
- Improved natural floodplain functions.

- Enhanced or protected floodplain ecosystems, with benefits for floodplain-dependent species.
- Meaningful outcomes and benefits for agricultural viability.
- Safe and sustainable flood hazard planning.
- Jobs and sustainable livelihoods.
- Access to culturally important places, recreation, and open space.
- More resilient communities and ecosystems.

Characteristics of FbD projects

Successful FbD projects are part of an integrated strategy to manage floodplain landscapes within a watershed or specific reach of a river. FbD supported strategies must include planning or actions that will reduce adverse flood impacts to communities; protect, improve, and/or restore floodplain ecosystems; and be driven by collaborative local partnerships. FbD projects may also seek to generate meaningful outcomes and benefits for agriculture or aquaculture within a watershed.

The scope of work for an FbD project may involve numerous elements, including community engagement, project planning, acquisition, and/or construction; however, all elements must directly support an IFM capital project. Applicant teams should demonstrate how all project elements are related and integrated across scales. FbD projects may occur within one site location that will generate multiple benefits, or they may support a broader strategy that includes numerous project sites that will collectively achieve multiple benefits. Deep community partnerships are core to all FbD projects, and applicants must demonstrate how all project elements are supported and informed by affected communities and Tribes.

Flood hazard risk reduction

FbD projects must be part of a strategy to reduce flood risk to communities, individuals, and/or infrastructure. Flood-related hazards are expected to increase in severity statewide due to climate change and Washington's growing population and development pressures. FbD projects must include actions that reduce existing or future risk from flood related hazards.

FbD projects may seek to address numerous types of flood-related hazards including flooding along waterways and floodplains driven by precipitation, storm events, snowmelt, or underperforming flood control structures. FbD projects may also address flood-related erosion or channel migration that poses risk to people or infrastructure. Applicant teams will describe the specific flood hazards and associated adverse flood impacts that an FbD project is designed to reduce. The highest scoring projects will address flood hazards that pose extensive risk to communities including loss of life, property, and/or critical public services.

FbD projects often involve integrated flood reduction strategies that use a variety of approaches to reduce risk and future impacts on communities from flood-related hazards. Moving people and infrastructure away from flood hazard areas to create more space to convey floodwaters is a highly effective means to reduce future flood loss, and a common FbD

funded strategy. However, FbD projects may implement multiple types of flood reduction actions that together advance community needs for flood resilience. For instance, those actions might include levee breaches and setbacks, home elevations, and river channel adjustments to better convey water and sediment. Applicant teams must make a compelling case for how proposed actions will result in meaningful reductions in risk or impacts from flood hazards. Actions should result in no adverse impacts in flood safety elsewhere, and projects should not encourage new land development or result in increased future flood risk.

FbD projects should be guided by the most current and pertinent sources of information, datasets, and knowledge. Applicant teams should consider the effects of projected changes to watershed hydrology, sediment delivery, development, and other factors that may influence future flood hazards in a project area. Expected outcomes and benefits from flood reduction actions should be clearly understood and comprehensively supported by pertinent sources of information, data, and knowledge. The highest scoring projects will make a compelling case that communities, individuals, and/or infrastructure will benefit from project outcomes. For instance, through improved safety to life, property, or critical public services.

Floodplain ecosystems

FbD projects must be part of an integrated strategy to enhance or conserve floodplain ecosystems. Applicant teams will describe the current conditions of floodplain ecosystems within the project impact area, including details of the specific stressors on floodplain habitats, natural functions, and/or key species. FbD projects should include one or more actions designed to address ecosystem stressors and benefit floodplain ecosystems. FbD ecosystem projects involve actions that conserve, enhance, or reestablish natural ecosystem functions and processes to produce long-term, self-sustaining outcomes and benefits. Typical project actions include removing/breaching flood control structures to reconnect floodplains to stream channels, returning in-stream habitat complexity to support diverse aquatic species, or restoring riparian habitat functions.

High scoring projects will make a compelling case that proposed actions will result in meaningful outcomes for protecting, improving, and/or restoring floodplain ecosystem habitats, natural functions, and/or key species (including ESA listed species if present). Applicant teams should use pertinent information, datasets, and knowledge to demonstrate that project actions are likely to be effective and produce the outcomes expected. Projects should be designed to perform under future climate conditions and related impacts to hydrology, sediment delivery, and other factors that affect ecosystem function and habitat formation (see Climate Change section). Ecosystem actions should not increase the risk of flood damage to existing structures and floodplain land uses.

Agricultural viability and benefits

Applicant teams may choose to develop FbD proposals as part of an integrated strategy to support agricultural viability, in addition to providing flood and ecosystem benefits. FbD projects that advance agricultural benefits must be developed in partnership with local

agricultural interests, and applicant teams must describe how the project was shaped by those partners. Agricultural elements of FbD projects can vary widely depending on unique local needs and priorities. Successful agricultural FbD projects have included actions that improve drainage or irrigation infrastructure, promote enhancements to irrigation or fertilizer practices, or protect farmland with easements.

Agricultural elements of FbD proposals should include a description of the specific challenges and/or limits to agricultural viability in the project area. Proposed actions should be described for how they will support local agricultural needs, and highest scoring proposals will make a compelling case that actions will result in meaningful outcomes and benefits for agricultural viability.

Tribal rights and floodplain management

Floodplain management activities affect many tribal rights, including treaty rights, due to the link between floodplain habitat, salmonid populations, and access to rivers for spiritual and cultural practices. The 1974 federal court ruling, *United States v. Washington* (commonly known as the Boldt decision), affirmed tribal treaty rights and established Tribes as co-managers of fishery resources in Washington State (Treaty Indian Tribes in Western Washington, 2011). Tribes are critical partners to floodplain management today and central to the success of the FbD program.

While floodplains play an important role in supporting salmon populations, the management of floodplains to reduce flood risks can pose challenges for salmon recovery. The long legacy of structural flood control along Washington rivers continues to cause daily harm to aquatic habitat and salmonid populations. As human populations increase in Washington State, so too do the development pressures on floodplains.

Ecology upholds a deep commitment to supporting tribal engagement with FbD. Non-tribal applicants must incorporate tribal plans, priorities, and input into planning and are encouraged to engage Tribes as early in the process as possible. All FbD applicants must notify Tribes that hold management interests within a project impact area during the project application process. Ecology created a template notification letter and guidance that is available on the [FbD grants webpage](https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/floodplains-by-design-grants)³.

Public participation

National studies have shown that flood hazards disproportionately affect overburdened communities. Not only are lower income individuals more likely to live in neighborhoods that are susceptible to flooding, but they are also significantly disadvantaged in recovering from flood losses (Sherwin, 2019). Applicant teams are encouraged to be cognizant of economic,

³<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/floodplains-by-design-grants>

racial, and cultural considerations within project areas and identify, within planning processes, mechanisms to hold themselves accountable to overburdened communities.

Applicant teams can amplify a project's benefits and reduce harm by reaching communities who may not be engaged through current public processes and prioritizing investments in areas with historic environmental concerns, in consultation with communities themselves. In 2021, the Washington State Legislature passed the [Healthy Environment for All \(HEAL\) Act](#),⁴ which directs Ecology to establish an agency-wide goal of "directing 40 percent of grants and expenditures that create environmental benefits to vulnerable populations and overburdened communities" (RCW 70A.02.080(e)).

"Overburdened community" means a geographic area where vulnerable populations face combined, multiple environmental harms and health impacts, and includes, but is not limited to, highly impacted communities as defined in RCW 19.405.020 (RCW 70A.02.010).

"Vulnerable populations" means population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to: (i) Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms; and (ii) sensitivity factors, such as low birth weight and higher rates of hospitalization. "Vulnerable populations" includes, but is not limited to: (i) Racial or ethnic minorities; (ii) Low-income populations; (iii) Populations disproportionately impacted by environmental harms; and (iv) Populations of workers experiencing environmental harms (RCW 70A.02.010).

Below are a few examples of mapping resources that may help applicant teams consider how projects will impact overburdened communities. Please note that these resources are not typically developed at a scale suitable for identifying vulnerable populations and attributes specific to flood risk, and applicants are encouraged to prioritize direct engagement.

- [Washington Environmental Health Disparities Map](#)⁵
- [Washington State Employment Security Dept. Distressed Areas Map](#)⁶
- [Washington State Overburdened Communities Mapping Tool](#)⁷

Bringing a variety of perspectives to the table, especially those reflecting historically overburdened individuals and communities, is foundational to IFM. Floodplain landscapes often support numerous communities, jurisdictions, and ecosystems that come with a diversity of

⁴<http://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530>

⁵<https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/InformationbyLocation/WashingtonEnvironmentalHealthDisparitiesMap>

⁶<https://esd.wa.gov/labormarketinfo/distressed-areas>

⁷<https://ofm.wa.gov/budget/budget-related-information/environmental-justice-and-heal-act/identifying-overburdened-communities-heal-cca-investments>

management needs, and perspectives that must be integrated. Consider how historically overburdened community representatives could provide their perspectives on proposed projects and what they might know through lived experience. A community work group, advisory board, or engagement with culturally relevant organizations could support improved planning. Consider budgeting for ongoing engagement in your application.

Other community needs and benefits

Strong FbD applications may also include actions to address other community needs and benefits that are compatible with flood risk reduction and ecological protection or restoration. What these other benefits look like will depend on the needs of a particular community and actions they determine are best suited to address their needs. Project applications that demonstrate community engagement and efforts to address other community needs in an inclusive and equitable manner will likely be scored higher.

Partnerships

Deep local partnerships and collaborative processes are core to the success of IFM projects. Applicants should build partnerships with other organizations and jurisdictions working within shared floodplain watersheds, including impacted communities and Tribes. FbD partnerships are likely to involve the following types of groups and/or organizations:

- Tribes.
- Conservation districts.
- Flood/floodplain management authorities.
- Ecosystem restoration and salmon recovery entities (e.g., Lead Entities, Local Integrating Organizations, Fishery Enhancement Groups, etc.).
- Agricultural interests and organizations.
- Dike, drainage, and irrigation districts or watershed improvement districts.
- Community recreation departments and organizations.
- Local governments, such as cities, towns, and counties.
- Economic development organizations.
- Environmental organizations.
- Culturally relevant community groups.
- Federal and state natural resources agencies.

It is critical that partnerships form early in the project development process. Applicants should identify the organizations, individuals, and/or groups that may have an interest in the proposal and reach out to them early and often so that interests are represented, needs and concerns are heard and addressed, and the resulting project is supported by affected parties. Excluding required tribal notifications noted below, it is up to the applicant to determine the organizations and groups that are relevant to a particular watershed, river reach, or project. In the project narrative of the full application, applicants should describe the outreach done and specific involvement of affected parties related to the proposal. Ideally, applicants will receive

and submit written support from those affected parties, though this is not a requirement for submittal.

Applicants need to demonstrate the proposal is consistent with the intent and sequencing of local work plans and priorities, as well as aligning with watershed recovery work. (Elements of the proposal may have been developed through more than one planning process. Please identify the planning process used for each major element if they are not from a common plan.) All applicants should describe the process they used to engage partners; how partner interests, concerns, and input were incorporated; and level of support from each partner/interest group for the proposed actions. This will be particularly important in areas without existing floodplain management or habitat recovery plans.

Salmon Recovery Lead Entities are key groups supporting watershed-based habitat restoration across the state. It will be very important to ensure your FbD project is in harmony with the habitat recovery objectives of the Lead Entity (LE). Engagement of LEs is expected if there is one in your area. Letters of support from LEs are strongly encouraged but not required in the grant application. For background and contact information, see the [State Recreation and Conservation Office website on Lead Entities](#).⁸

Project partners may bring opportunities to leverage additional funding for FbD projects. While FbD no longer requires match, there is still a requirement to demonstrate leverage (see the Leverage section in Chapter 2). FbD projects typically leverage federal, state, or local grants, such as with the Salmon Recovery Funding Board, the National Oceanic and Atmospheric Administration, local flood control districts, counties or cities, and/or the United States Army Corps of Engineers, among other sources.

Climate change

FbD supports integrated approaches that consider climate impacts on floodplain systems. Climate change is projected to alter floodplain hydrology, sedimentation, and sea levels throughout Washington State and poses a significant concern to all aspects of floodplain management. FbD projects that integrate climate considerations into planning and design are more likely to have meaningful and lasting outcomes. High scoring FbD applications will be those that utilize pertinent sources of climate knowledge and information to inform all elements of a project proposal.

Applicants may gather pertinent climate change knowledge and information from numerous sources. Many Washington communities and jurisdictions have completed vulnerability assessments or climate action plans that provide valuable information and planning. In regions where these plans have not been completed, applicant teams can use the available regional data to make a best assessment of key impacts to a watershed.

⁸<https://rco.wa.gov/salmon-recovery/managing-organizations/lead-entities/>

Statutory and administrative requirements

The FbD grant program is guided and administered by several state statutory requirements, administrative rule uses and limitations, and program and agency policies. Those statutes, rules, and policies include:

- [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (*Ecology's Yellow Book*)⁹
- [Senate Bill 5141](#)¹⁰ - *Healthy Environment for All (HEAL) Act*. This Act relates to reducing environmental and health disparities and improving the health of all Washington state residents.
- [Governor's Executive Order 21-02](#)¹¹ The Executive Order reflects the requirement that state agencies using capital funds consider how proposed projects may impact cultural and historic resources.
- [Climate Commitment Act \(CCA\)](#)¹² - This Act created a market-based program to help reduce greenhouse gas emissions over the next few decades. A portion of the revenues are directed into the Natural Climate Solutions Account and were distributed into several standing grant programs, such as FbD. Funding comes with specific reporting, assessment, and tribal consultation requirements that includes information on the direct and meaningful benefits of the project to vulnerable populations within the boundaries of overburdened communities.

Notification requirements: Applicants must notify the state Department of Archaeology and Historic Preservation, state Department of Fish and Wildlife, and all affected federally recognized Tribes within the project area prior to submitting the FbD pre-application. Washington Revised Code § 70A.65.305(2)(a) from the CCA states the following notification requirements for projects:

(2) At the earliest possible date prior to submittal of an application, applicants for funding from the accounts created in RCW [70A.65.250](#)¹³, [70A.65.260](#)¹⁴, and [70A.65.270](#)¹⁵ shall engage in a preapplication process with all affected federally recognized tribes within the project area.

(a) Project applicant must also notify the Department of Archaeology and Historic Preservation and the Department of Fish and Wildlife. Notification must include the project's geographical location, scope, preliminary application details available to federal, state, or local government jurisdictions, and all publicly available materials, including public funding sources.

⁹<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

¹⁰<http://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530>

¹¹<https://dahp.wa.gov/2102>

¹²<https://app.leg.wa.gov/RCW/default.aspx?cite=70A.65>

¹³<http://app.leg.wa.gov/RCW/default.aspx?cite=70A.65.250>

¹⁴<http://app.leg.wa.gov/RCW/default.aspx?cite=70A.65.260>

¹⁵<http://app.leg.wa.gov/RCW/default.aspx?cite=70A.65.270>

(b) The applicant must also offer to discuss the project with the department of archaeology and historic preservation, the department of fish and wildlife, and all affected federally recognized tribes within the project area. Discussions may include the project's impact to tribal resources, including tribal cultural resources, archaeological sites, sacred sites, fisheries, or other rights and interests in tribal lands and lands within which a tribe or tribes possess rights reserved or protected by federal treaty, statute, or executive order.

The FbD pre-application requests information needed to satisfy Ecology pre-application review and CCA notification requirements. A tribal notification letter template, located on the [FbD grants webpage](#)¹⁶, may be used by applicants in drafting tribal notification.

Ecology's General Terms and Conditions are nonnegotiable, and failure to accept these conditions or any attempt to alter these conditions can result in revocation of grant awards. Contact Ecology if you would like a copy of the most recent Agreement Terms and Conditions.

Applicability of the FbD Funding Guidelines

The FbD program strives for continual improvement. As such, funding guidelines and other aspects of the program will be routinely updated. These funding guidelines apply to all FbD grants awarded for the 2027-29 biennium. They will be applied to all grant agreements completed and signed after publication. Certain elements of the guidelines may need to be incorporated into the Special Terms and Conditions of the grant agreements, as determined by the FbD grant program.

¹⁶<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/floodplains-by-design-grants>

Chapter 2: Funding Program Details

This chapter provides a basic overview of the funding program, including grant cycle timing, applicant and project eligibility, and funding provisions. Ecology manages the Floodplains by Design (FbD) program funding under a biennial funding cycle. Applications are due in the spring of even-numbered years. Applications are reviewed and scored by an evaluation team and then ordered into a ranked list by the FbD Operations Team. Ecology submits the final ranked project list to the state Office of Financial Management for consideration in the Governor's budget. Funds, if appropriated by the State Legislature, are available starting in July of odd-numbered years. The grant negotiation process between Ecology and Recipients can take three or more months.

Entities eligible to apply

- Federally recognized Tribes
- Special purpose districts, such as conservation, flood control, and port districts
- Counties, cities, and towns
- Municipal or quasi-municipal corporations
- Not-for-profit organizations that are recognized as tax exempt by the Internal Revenue Service

Note: Ecology will issue a grant to a single eligible Recipient per proposal that will be responsible for, and manage, all Ecology grant-required actions, expenses, and grant deliverables. FbD grant Recipients may enter into a formal agreement with other organizations and partners in a watershed. The FbD grant Recipient is responsible for expenses and billing, communication, and coordination of work with any contractors and/or project partners. Ecology is not responsible for contracted work and expenses between the Recipient and their contractors and/or project partners unless special circumstances require Ecology guidance through approved protocols or other challenges the Recipient may not understand.

Timeline and schedule for projects

All FbD grant agreements are made with a four-year period of performance. Applicants are encouraged to develop a schedule, budget, and scope that can be completed within a four-year timeline once funding is awarded. However, Ecology understands timelines for complex planning, acquisition, and construction projects may be subject to various changes and challenges. Recipients are permitted to request up to a two-year grant extension if needed. Grant timeline extensions should be discussed with Ecology Project Managers at the earliest possible notice to ensure they can be approved and included in agency reappropriations requests. Ecology cannot guarantee that a grant extension will be approved. All grant funding extensions must be reappropriated each biennium by the state Legislature upon request by Ecology.

Funding levels

Total funds appropriated by the Washington State Legislature for FbD have varied, as noted in Table 1. The amount of funding available on a competitive basis for each State biennium is based on legislative directives. Ecology does not know the exact amount of funding available at the time a particular funding cycle begins. The amount of funding will not be known until state appropriations are made.

Funding for Ecology's FbD grant program is provided through capital budget appropriations every two years. FbD funding normally comes from the State Building Construction Account; however, the Legislature may allocate funding from other accounts. In the prior two biennia, this program was funded in part by Climate Commitment Act (RCW 70A.65) associated funding.

Table 1. Funding appropriated for FbD projects in previous biennia.

Fiscal Year	Range of Funding Awarded	Funding Appropriated
FY 2013 Competitive Grants	\$50,000 to \$2,000,000	\$11,000,000
FY 2013 Proviso Grants	\$867,000 to \$7,881,000	\$33,000,000
2015-2017 Competitive Grants	\$560,000 to \$9,501,000	\$35,560,000
2017-2019 Competitive Grants	\$415,000 to \$7,750,000	\$35,388,073
2019-2021 Competitive Grants	\$516,000 to \$9,402,000	\$50,400,000
2021-2023 Competitive Grants	\$341,000 to \$10,000,000	\$50,900,000
2023-2025 Competitive Grants	\$236,900 to \$10,438,969	\$67,392,000
2025-2027 Competitive Grants	\$2,000,187 to \$10,000,000	\$75,783,438
TOTAL ALLOCATIONS		\$359,423,511

Fund request limit

The FbD grant program has a soft cap of \$10 million per grant application. Considering total previously available funding and the significant needs that exist across the state, Ecology has historically not funded more than approximately \$10 million to any applicant per FbD grant round. Note that the total project cost may exceed this amount, including leverage and past/future phases. If an application is submitted that requests more than \$10 million, Ecology

may ask the applicant team to consider phasing the project over time, reducing the scope of work, seeking other funding sources, or otherwise reducing their funding request.

For more information about Total Project Cost and other grant definitions, see [Appendix C: Grant Agreement Definitions](#).

No match requirements

Match is no longer required for any FbD grants, effective for all awards executed on or after July 1, 2025. Although match is no longer required, applicant teams are still required to describe the source(s) and amount(s) of any leveraged funds also invested in the project. Leverage requirements are described below.

Grant leverage requirements

Leverage is the total amount of funding and funding sources for the entire project or integrated effort. For purposes of the FbD grant application, leverage does not include Ecology's share of the 2027-29 FbD grant request.

Applicant teams must demonstrate they have project leverage in the grant application (pre-application and full application). Leverage can be demonstrated in the form of funding from Flood Control Zone District, city, town, county, or federal sources; other grant funding; value of previously acquired land if the land is used for implementation of the project; time spent working on a project; or in-kind costs. It can also include investments in adjacent or linked projects that significantly leverage or benefit project outcomes. If questions arise regarding leverage, please contact the FbD Program Coordinator for more information.

Chapter 3: Eligible Project Activities

This chapter outlines common activities eligible for Floodplains by Design (FbD) funding. Information on ineligible project activities and project scope changes is also included. For more information about eligible costs, please see Chapter 5: Agreement Development, Management, and Conditions. Please note that FbD is mainly funded through the State Building Construction Account, which means any project activities must relate to capital project implementation. For example, this could include data acquisition or measuring project effectiveness, if the intent is to inform future project design.

Examples of eligible activities

- Community engagement and/or integrated planning committee support
- Project planning, such as studies and/or modeling
- Conceptual, preliminary, and/or final designs
- Permitting, construction, and/or planting
- Acquisitions of property and/or easements
- Demolition, home elevations, and/or home relocation
- Maintenance, monitoring, and adaptive management plans for either a new project being proposed for funding or for previous FbD funded projects

These activities are described in further detail below. Please contact your regional Ecology Project Manager if you have questions about eligible project activities.

Community engagement and/or integrated planning committee support

Project-specific or reach/watershed-scale public engagement and education efforts are eligible uses of grant funding, as part of the larger project. Applicant teams are encouraged to consider that the public has different levels of educational background, knowledge of flooding, ecological conservation and/or restoration issues, tribal rights (including treaty rights), private property rights, and legal issues, as well as different socioeconomic, linguistic, and cultural backgrounds. Therefore, applicant teams should consider a multi-pronged approach to project engagement and education efforts.

The applicant team is encouraged to design and implement planning and other project phases with the understanding that those who may be the most impacted may not be readily able to participate in project engagement and education efforts. Applicant teams should demonstrate thoughtful and culturally relevant efforts to engage those impacted by the project, which may include working with or providing capacity funding for appropriate community-based organizations. Be sure to incorporate accessibility requirements and consider the language access needs of the communities being engaged. This work will help the public to understand the project and its impacts so that concerns may be addressed before the project begins.

Applicant teams are encouraged to consider establishing integrated planning committees for agricultural, tribal, and small city representation in the floodplain integration process to update

flood hazard plans and advance specific integrated projects to design and construction. This could include providing appropriately timed meetings with compensation.

Project planning

As part of a larger FbD project, applicant teams may request as part of their grant applications, funding to complete studies and modelling to examine existing conditions and future conditions of alternative designs, such as hydraulic and geomorphic modelling; habitat assessments; flood risk assessments; debris flow risk assessments; and sediment transport assessments. Costs of preparing planning documents, including reach studies and other area-specific assessments of floodplain conditions and needs; engineering reports; environmental review; and related work that leads to the identification of capital projects may also be eligible for FbD program funding.

Project assessment both before and after project completion are important for tracking project results. Ecology may allow the use of grant funds for project assessments if the assessment takes place within the grant period. Typically, a Recipient undertakes pre- and post-project assessments to characterize, identify, or quantify the existing conditions present at/on a particular site/area.

Prior to generating, collecting, analyzing, and/or using environmental data, Recipients are required to create and submit a Quality Assurance Project Plan (QAPP). Recipients should assume a QAPP is required unless Ecology can confirm otherwise. Project work should not begin until the QAPP requirements are completed. See [Ecology's QAPP website](#)¹⁷ for QAPP examples, a general QAPP template, and more information; also review the QAPP section in Chapter 4 under *Quality Assurance Project Plan Requirements*.

Conceptual, preliminary, and/or final designs

Recipients with a design project should submit preliminary designs / design reports to Ecology's Project Manager prior to the final designs and ensure there are no adverse impacts to future restoration in priority habitats. Final design plans and specifications, stamped and signed by a Washington state-licensed engineer, must be submitted as a grant deliverable prior to the start of a construction phase. As-built plans and specifications, stamped and signed by a Washington state-licensed engineer, must also be submitted as a grant deliverable after the construction phase is complete.

Permitting, construction, and/or planting

Applicant teams may apply for a combined design and construction project. All applicable requirements for both design and construction projects apply. See the project timeline and schedule discussion in Chapter 2.

¹⁷<https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-hoassurance/Quality-assurance-for-grantees>

The Recipient of a construction grant must ensure the project complies with the approved (signed and sealed) plans and specifications prepared by an engineer licensed in the state of Washington. Competent and adequate construction management and inspections are required. Construction projects require that the Cultural Resources Executive Order 21-02 process be completed. For more information, see [Appendix B: Cultural and Historic Resources Review Guidance](#).

Projects that contain final design and construction, or construction-only elements, must be ready to start construction in the first few years after agreement start date and within an appropriate fish window. That means acquisitions, preliminary and conceptual designs, and some permitting, etc., may need to be completed prior to the award as part of a separate award. The project may need to be “phased” into discrete, timely actions if construction is not timely with the grant agreement end date.

Post-construction planting and subsequent maintenance are eligible grant components. This may include purchasing native plants, labor expenses, and small equipment. If the project includes planting, Recipients must provide a planting and maintenance plan.

Acquisitions and/or easements

This includes purchase of conservation, agricultural, flood, or channel migration zone easements, as well as the purchase of fee-simple title to land. Ecology encourages planning contingencies to account for potential rapid increases in acquisition costs. Ecology can work through an escrow process, if needed, to assist the Recipient in the land acquisition process. See Appendix F for more details on easements, and Appendix E for acquisitions.

Where the purchase of an entire parcel is necessary, the application should clearly describe management plans for all acquired areas. Acquired land must be managed consistently with FbD objectives and should not lead to new residential or commercial-type development in flood-prone areas. Additionally, FbD funds can be applied/used for a comprehensive river reach-based approach to land acquisition should multiple riverfront parcels become available.

Ecology highly recommends all acquisitions be accompanied by a stewardship plan. A plan helps the Recipient ensure they meet the project objectives by maintaining and monitoring the site in perpetuity. Preparation of a stewardship plan is eligible for reimbursement.

Land purchase usage and restrictions

See [Appendix E: Fee-Simple Acquisitions](#) for more information about the standard required property acquisition documentation and considerations when planning and budgeting for acquisitions. Eligible land costs are subject to the following limitations, in addition to other requirements of the agency:

- **Public access** – Appropriate opportunities for public access should be provided for land acquired with FbD funds where public access is welcome and safe. Ecology recognizes this is not always the case and does not have a requirement for public access.

- **Condemnation or eminent domain** – FbD land acquisitions are by willing sellers only. Acquiring land by condemnation or eminent domain is not eligible for FbD grant reimbursement. Regarding use of FbD funds within projects that include a property acquired through non-voluntary means:
 - Ecology requests that Recipients take deliberate measures to separate the use of FbD funds from any non-voluntary property acquisitions and to prevent using FbD funds to leverage a non-voluntary acquisition.
 - In the case that a property acquired through non-voluntary means is the planned site of FbD-funded construction activities, Ecology requests that all property acquisition transactions are completed, and any potential legal disputes resolved, prior to pursuing FbD grant funding for that site.
 - In the case that a property acquired through non-voluntary means is the planned subject of FbD-funded design activities, Ecology requests that all property acquisition transactions are completed, and any potential legal disputes resolved, prior to the use of FbD grant funds for project design.
 - Ecology is averse to creating any scenario where FbD funds are used to leverage, or motivate, the use of non-voluntary acquisitions, even if FbD funds are not used within the acquisition transaction.
- **If relocation of residents is needed** – FbD follows the federal [Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended \(URA\)](#),¹⁸ and will cover costs associated with relocation of renters/tenants, if needed. Providing relocation assistance will be required if the property has residential or business tenants residing on site. Relocation costs will not be covered for willing property sellers.

The Recipient must conduct administrative services needed to comply with the URA, such as preparation of a relocation assistance plan, relocation cost estimate, and relocation services. Examples of cost estimates to include:

 - Moving expenses (i.e., moving personal items).
 - Replacement housing payment [[49 CFR § 24.402](#)]¹⁹ – This is based on “calculating the total monthly cost of a comparable replacement dwelling and estimated utilities, less the actual total monthly rent and utilities paid by the occupant at the displacement dwelling (base monthly rent)” for 42 months.
 - Replacement housing of last resort [[49 CFR § 24.404](#)]²⁰ – This is the requirement to provide ‘decent, safe, and sanitary’ replacement housing. If a displaced person is moving from marginal or substandard housing, this may require additional money to fill the gap between what they were paying and what they will now owe. In these cases, modified methods of providing replacement housing may be

¹⁸<https://www.hudexchange.info/programs/relocation/overview/#overview-of-the-ura>

¹⁹<https://www.ecfr.gov/current/title-49/subtitle-A/part-24>

²⁰<https://www.ecfr.gov/current/title-49/subtitle-A/part-24/subpart-E/section-24.404>

considered. Upgraded yet different housing options, such as a smaller unit, may be allowable for purposes of calculating an entitlement.

Ecology strongly recommends using a relocation assistance contractor unless your organization has dedicated, in-house staff familiar with all the laws and policies governing this work. For more information and resources about relocation assistance or acceptable forms to be used in providing relocation assistance, we recommend reviewing the following links:

- [The Washington State Department of Transportation's \(WSDOT\) Real Estate Services Relocation Program](#).²¹
 - [Chapter 5 of the 2025 WSDOT Right-of-Way Manual](#).²²
 - [Chapter 8.26 RCW: Relocation Assistance – Real Property Acquisition Policy](#).²³
 - [Chapter 468-100 WAC: Uniform Relocation Assistance and Real Property Acquisition](#).²⁴
- **Conservation or agricultural easements** – Ecology will normally hold third-party rights to conservation and agricultural easements which must be written into the easement language. In cases where more than one state agency is funding a project, a unique resolution may be negotiated, for example. Ecology may defer third party rights to another state agency (e.g., the Recreation and Conservation Office) or another authority on a case-by-case basis. See Appendix F for more information.
- **Life estates** – A life estate is a real property interest in the form of a reservation on the deed that is held for the duration of a person's life. Ecology may approve a life estate when all the following conditions are met:
 1. The life estate does not unreasonably limit public use or achievement of the purpose of the FbD project agreement or FbD funding program.
 2. The life estate is for the owner(s) of the property only, not for successive generations.
 3. The impact of the reservation of the life estate is addressed in the valuation of the property. Appraisers must treat a life estate as an encumbrance.
 4. The terms or covenants of the life estate have been reviewed and accepted by Ecology, including any assessment of flood threat or other life safety hazards presented by continued occupation of the property. These conditions must be approved by Ecology prior to closing on the property. If those are not agreed to in writing prior to closing, the acquisition may be considered ineligible for FbD funding.
- **Acquisitions for more than the appraised value and appraisal waivers**

²¹<https://wsdot.wa.gov/business-wsdot/real-estate-services>

²²<https://wsdot.wa.gov/publications/manuals/fulltext/M26-01/Chapter5.pdf>

²³<https://app.leg.wa.gov/rcw/default.aspx?Cite=8.26>

²⁴<https://app.leg.wa.gov/wac/default.aspx?cite=468-100>

1. FbD reimburses for property costs based upon the property's appraised value confirmed by an appraisal review. The appraised value is just compensation for purchase of the property and the amount eligible for FbD funding. If negotiations with the property owner establish a higher price, the Recipient may agree to pay a higher price and only seek reimbursement from FbD based upon the appraised market value.

When the estimated property value does not exceed \$25,000, and the acquisition is not complex, the Recipient may be exempt from meeting appraisal and review appraisal standards. Such exemptions must be requested in writing and approved by the Ecology Project Manager before closing on the property. The Recipient must provide a value determination narrative and any additional documentation used to determine value estimation. The Recipient must follow the appraisal waiver standards in 44 C.F.R. § 24.102.

2. In limited circumstances, Ecology may approve paying up to 10 percent more than the appraised market value of the property. Approval to pay more than the appraised market value is not approval for additional grant funds or a grant cost increase. It allows Ecology to reimburse at the higher approved purchase price. Approval is made on individual properties, not for the entire scope of a project. Ecology must approve requests for reimbursement above 10 percent of the appraised market value in advance.
3. A Recipient must request approval to pay more than the appraised market value before closing on the property. Ecology will not approve a request to pay above the appraised market value if the request is submitted after the Recipient has closed on the property. The written request must address the questions below and include a copy of the appraisal, appraisal review, and draft Purchase and Sale Agreement or option agreement.
 - What was the appraised value of the property?
 - What is the proposed purchase price?
 - Explain how the appraised value may not reflect the property's market value. Include adequate market data to substantiate the purchase price.
 - How far back in time or how far afield did the appraiser need to go to find comparable values? Were there adequate comparable properties readily available?
 - Are there any proposed interim land uses on the property?
 - How will the additional property expense impact the project scope? Will the original scope of work still be completed even if a higher purchase price is approved?
 - Are there alternative properties in the project agreement that could be pursued or is this property unique in some way?

- **Income from properties purchased with FbD funds** – Properties purchased with FbD funding may generate income, for example through rental of a structure or land. Income generated from a property acquisition is a conditionally eligible project activity and must be discussed with the Ecology Project Manager. Income generated by these types of activities must be pre-approved by Ecology and may be used to support other eligible project costs.
- **Renting, leasing, sub-letting, or other use of properties purchased with FbD funds after closing** – Any future occupancy or use of the property should be discussed with the Ecology Project Manager prior to the Recipient entering into the said agreements. FbD funds are intended to reduce the potential for damage to property and the threat to human health and safety from flooding. As such, Ecology has a vested interest in ensuring that those goals are met and that any future use of the property during the life of the FbD grant does not undermine those goals.
- **Deferring to Federal acquisition processes and procedures** – In limited cases FbD may allow deferral to Federal acquisition processes and standards in lieu of our standard requirements. This is possible when there is a dedicated federal partner to the project that is providing funding or other direct support and has clearly defined acquisition procedures and processes that must be implemented by the Recipient for the project.
- **Completion of cultural resource reviews prior to using grant funds to pay for property acquisitions is required** – The FbD program is aligned to the language of the Washington State Governor’s Executive Order (EO 21-02) and will require successful completion of the EO 21-02 consultation process (i.e., Ecology issues a final determination authorizing the project) prior to the expenditure of the grant funds. For situations that require an escrow deposit be made by Ecology at the time of closing, Ecology must have successfully completed the EO 21-02 consultation process in order to fund the escrow deposit. The EO 21-02 process is not required if the acquisition is for purchase of an easement only.

In situations where a grant Recipient can close on a property with their own funding, the EO 21-02 consultation process doesn’t have to be completed prior to the grant Recipient closing on the property, but it must be successfully completed prior to Ecology reimbursing for the acquisition at a later date. Ecology recommends completing the EO 21-02 consultation process prior to closing on future acquisitions to avoid the risk that consultation may lead to determining the property to be ineligible for an FbD grant. However, there may be situations where grant Recipients are comfortable taking on the risk associated with closing prior to EO 21-02 consultation being completed, and that choice will be accommodated. Always allow enough time for the entire process to be completed, which includes defined review periods and formal decision by Ecology prior to the need to close on a property. Not allowing sufficient time for the process to be completed may jeopardize a timeline negotiated with the seller.

Land acquisition documentation

See [Appendix E: Fee-Simple Acquisitions](#) for a detailed list of the documents required if a project includes acquisitions or easements.

Demolition, home elevation, and/or home relocation

Demolition, home elevation, and/or home relocation are eligible project activities if the necessary permits, cultural resources review process, proper disposal, and other requirements are met. Demolitions are generally required when FbD funding is used to acquire property. However, if the house or structures are in good condition, they could be relocated outside the floodplain to safer ground. Home elevations are eligible expenses where they would benefit from additional flood risk reduction and meet standards of the National Flood Insurance Program and local floodplain management ordinance.

All the above trigger construction deliverables, so please reach out to your regional Ecology Project Manager with questions. Costs for completing these activities are often underestimated in project budgets. Ecology encourages applicant teams to carefully consider cost estimates for these activities to avoid potential grant amendments if awarded funding.

Maintenance, monitoring, and adaptive management

Activities under this category focus on providing long-term project support needs, learning from project successes and failures, and applying adaptive management. Proposed maintenance, monitoring, and adaptive management must be for either the current proposal/package or previous projects funded through FbD. Some of the possible activities could include invasive weed control, maintenance and monitoring plans, crew capacity to perform maintenance work, anti-trespassing fencing and signage, encampment cleanup, and beaver coexistence management activities.

Ineligible project types

The following are examples of ineligible project types/activities for FbD funding. Recipients should reach out to their Ecology Project Manager if there are any questions.

Remediation projects

FbD funds cannot be used for projects whose primary focus is remediation of toxic sediments or structures. Applicant teams can receive guidance and are encouraged to work with Ecology's Toxic Cleanup Program to address toxics on site prior to any application for FbD funding.

Comprehensive flood planning or mitigation projects

Projects that have a primary component of performing advanced flood hazard reduction or mitigation planning are not eligible in this grant program. Applicant teams who are interested in

developing or updating a flood hazard plan should refer to [Ecology's Flood Control Assistance Account Program](#)²⁵ (FCAAP) for information about grants for planning efforts.

Transfer of Development Rights (TDR) programs

It has been established that FbD funds cannot be used in TDR programs but can be used in Purchase of Development Rights (PDR) programs. In 2016, the FbD program received feedback from the Office of the Washington State Treasurer that concluded since FbD funds are public tax exempt and bonded funds, they are not appropriate for the TDR programs due to the potential of private gain with this public funding source. However, PDR is acceptable and an important tool in the FbD system.

Changes in project scope after funding award

A Recipient that significantly deviates from the original scope of work after the funding is awarded may have their grant award reduced or re-scoped after discussion and at Ecology's discretion. To be eligible for re-scoping, the adjusted project scope must be consistent with the over-arching strategy and elements described in the application that was evaluated during the scoring and ranking process. New scope elements not consistent with the original application cannot be funded in the applicable round. Ecology may decide to re-program the entire award to the next unfunded project on the funding cycle's ranked list based on the nature of the scope change and whether the project still meets the original intent.

Any discussion of a proposed re-scoping effort must include consideration of the impact on Tribes and invested partners, including but not limited to the local community, governmental agencies, elected officials, other funding agencies and sources that have invested in the project, agricultural interests, salmon recovery and ecosystem restoration interests, and floodplain management and emergency planning agencies and interests. The Recipient proposing the changes in scope must provide assurances that Tribes and partners are in support of the changes.

²⁵<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/flood-control-assistance>

Chapter 4: Developing Your Proposal and Applying for Funding

Elements of successful proposals

A successful proposal will compellingly describe the following elements:

- Integrated floodplain management action(s) that will result in meaningful reductions in risk or impacts from flood hazards, particularly at a reach or watershed scale.
- Project action(s) intended to have ecological benefits that will result in meaningful outcomes for protecting, improving, and/or restoring floodplain ecosystem habitats, natural functions, and/or key species (including ESA listed species if present).
- Engagement with partners and impacted communities to support and shape the project using collaborative processes and structures. Include documentation of the following activities that are planned or underway:
 - Collaboration among relevant authorities, Tribes, and/or partners to develop the proposal; and describe relevant staffing, collaborative meetings, and other processes sufficient to deliver the proposed outcomes.
 - Documented support for the proposal from affected parties explaining why it is a high priority for the affected community.
 - If your proposal impacts local flooding and flood control structures, document a robust process that involves the local floodplain managers in your region.
 - If your proposal impacts agricultural land, document a robust process that involves the agricultural community.
 - If your proposal impacts salmon habitat, document a robust process that involves Lead Entities in your region/watershed.
- Demonstration that the project integrates, or advances, timely strategies, projects, or goals from pertinent planning efforts and documents applicable to the project area.
- Demonstration of how local agricultural interests were incorporated into the project, and that actions will result in meaningful outcomes and benefits for agricultural viability.
- Demonstration of any other benefits the project will provide to support community and/or ecosystem needs in the project area.
- Demonstration that the project is ready to proceed through a comprehensive scope of work with clearly described objectives, tasks, schedule, and deliverables; that the project is timely and FbD funds are critical to supporting it; that there is appropriate staffing capacity of applicant organization and partners to complete project on time; and that there is contingency planning that offers reasonable assurance of project success.
- A comprehensive budget that clearly describes how budget and cost estimates are consistent with, and appropriate for, the project scope and location; and describes

additional sources of funding and/or investments that are expected to support this project.

- Demonstration of how the project is consistent with relevant plans, strategies, approaches, work plans, capital project lists, or working groups that address watershed management priorities within the project area, including salmon recovery, flood risk reduction, agricultural viability, climate change adaptation/mitigation, and/or other public priorities.
- If a proposal is construction ready, demonstration the project has a significant amount of engineering and design work already completed, such that final engineering and design can be completed and permits in place so that construction can commence within one year of the grant award or the next available fish window.
- If a proposal is design ready, demonstration the project has completed conceptual (feasibility) and preliminary design by the time of the grant award.
- If a proposal is acquisition ready, demonstration of positive discussions with landowners or a signed Landowner Acknowledgement form.
- Documentation of all permits needed for the project and whether they have been obtained or applied for.
- Maps, diagrams, and pictures of the proposed project areas and past projects (if any exist) to provide watershed or reach-scale context for proposed activities.
- Pertinent supporting information, knowledge, or data throughout the application narrative.
- Completed Metrics and Project Outcomes template that will be uploaded to EAGL IGX as part of the application. FbD applicants will estimate expected project outcomes using the Ecology metrics template in the full application. Ecology's project outcomes and metrics template will be used to communicate and track key measures of success for each FbD project. Applicants should do their best to provide accurate and honest estimates of project outcomes that can be achieved within the grant performance period. Funded projects will be assigned to an Ecology Project Manager that will verify these estimates while negotiating the grant agreement. Upon closing out of a grant, the Recipient must verify or update all project outcome metrics before receiving final reimbursement.

Consistency with the Puget Sound Action Agenda

Applicant teams in the Puget Sound basin must be consistent with the Puget Sound Action Agenda. See the Puget Sound Partnership's [Action Agenda for Puget Sound website](http://www.psp.wa.gov/action_agenda_center.php)²⁶ for the current version. The Puget Sound basin is defined as WRIs 1 through 19 (see [Ecology's Find your WRIA website](https://ecology.wa.gov/water-shorelines/water-supply/water-availability/watershed-look-up)²⁷ for a map of WRIs in Washington State).

²⁶http://www.psp.wa.gov/action_agenda_center.php

²⁷<https://ecology.wa.gov/water-shorelines/water-supply/water-availability/watershed-look-up>

At a regional scale, the Action Agenda is Puget Sound’s shared roadmap for ecosystem recovery. The plan outlines the regional strategies and specific actions needed to protect and restore Puget Sound. The Action Agenda is a collective effort informed by science and guides effective investment in Puget Sound protection and restoration.

At the local scale, communities around the Puget Sound coordinate efforts to advance the Action Agenda. Local governments, Tribes, non-profits, watershed, marine resource, and salmon recovery groups, businesses, educational organizations, and private citizens are collaborating to develop and integrate local actions that foster implementation of Action Agenda priorities through organizations called Local Integrating Organizations (LIOs). All LIOs have approved local ecosystem recovery plans, many of which include floodplain goals and strategies. The collective impact of local plans better moves the dial for overall floodplain targets. See the Puget Sound Partnership website for current LIO Plans.

Consistency with watershed or community-based plans

Describe how your work is based on, or relates to, your local watershed or community-based plans. Proposals should be consistent with watershed or community-based strategies and measures including local flood risk reduction plans, water quality improvement plans or [Total Maximum Daily Load](#),²⁸ agricultural plans, restoration plans, [Comprehensive Flood Hazard Management Plans](#),²⁹ [Shoreline Master Programs](#),³⁰ or other related planning documents.

Salmon habitat (riparian and wetland) restoration is a vital part of FbD projects located in salmon-centric areas. The design of habitat restoration components should be consistent with watershed-specific planning and conditions, as well as be based on best practices identified in various manuals and guidance. Salmon Recovery Lead Entities support watershed-based habitat restoration across the state. It will be very important to ensure your FbD project is in harmony with the habitat recovery objectives of the Lead Entity (LE). Letters of support are strongly encouraged but not required in the grant application. For background and contact information, see the [State Recreation and Conservation Office \(RCO\) website on LEs](#).³¹

Other sources of habitat information are the Washington State Department of Fish and Wildlife (WDFW) and tribal biologists familiar with your region. See the [WDFW website](#)³² or the [Governor's Office of Indian Affairs Tribes and Tribal Reservations Map](#).³³ Documents providing best practices for habitat project design include:

²⁸<https://ecology.wa.gov/Water-Shorelines/Water-quality/Water-improvement/Total-Maximum-Daily-Load-process>

²⁹<https://apps.ecology.wa.gov/publications/SummaryPages/2106019.html>

³⁰<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Shoreline-Master-Plan-handbook>

³¹<https://rco.wa.gov/salmon-recovery/managing-organizations/lead-entities/>

³²<https://wdfw.wa.gov/species-habitats>

³³<https://goia.wa.gov/resources/tribal-maps>

- [Northwest Indian Fisheries Commission Northwest Treaty Tribes website.](#)³⁴
- [The Stream Habitat Restoration Guidelines](#) (WDFW, 2012)³⁵
- [Restoring Wetlands in Washington: A Guidebook for Wetland Restoration, Planning & Implementation](#) (Ecology, 1993)³⁶
- [RCO Governor's Salmon Recovery Office](#)³⁷

Tribal engagement

As sovereign independent nations, each Tribe has its own governmental structure. Tribes may be impacted or interested in projects from a variety of perspectives, such as impacts on salmonid habitat and/or cultural or archaeological resources. Because tribal interests often lie outside any formal land boundaries, applicants should contact all Tribes in the region of the project. If you do not already have a relationship with the tribal government, Ecology recommends you notify the Tribal Chairperson and include the Tribal Natural Resources Department. Ecology created a letter template for this purpose, and it is posted on the [FbD grant webpage](#).³⁸

Partner engagement

Applicants are expected to engage partners early and often. This engagement and coordination should occur prior to applying for funding, as well as during proposal development and implementation after receiving an award. Robust ongoing partnerships and engagement is crucial to the success of a FbD project.

Successful FbD applications will be founded on robust interaction with partners:

- If your proposal impacts local flooding and flood control structures, contact the local floodplain managers in your region, including diking and drainage districts and flood control districts.
- If your proposal could impact salmon habitat, contact the Salmon Recovery Lead Entity in your region.
- If your proposal is in the Puget Sound (except for the Skagit), contact the LIO Coordinator in that area.
- If your proposal impacts agricultural lands, contact the local Conservation Districts, Drainage Districts, and/or farming organizations.
- If your proposal impacts water quality, contact Ecology's Water Quality Program staff and the local Conservation District for input.

³⁴<https://nwtreatytribes.org/habitatstrategy/#:~:text=As%20translated%20from%20Lushootseed%2C%20g,and%20waters%20that%20sustain%20us>

³⁵<https://wdfw.wa.gov/publications/01374>

³⁶<https://apps.ecology.wa.gov/publications/SummaryPages/93017.html>

³⁷<https://rco.wa.gov/salmon-recovery/governors-salmon-recovery-office/>

³⁸<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/floodplains-by-design-grants>

- If your proposal impacts recreation, contact local user groups and/or local or state parks departments.

Historic and cultural resources requirements

Many proposed projects have the potential to significantly impact culturally or historically significant locations or artifacts. All projects that disturb soil from its natural state or impact buildings 45 years or older that are on the historic register or eligible for it must comply with the applicable state or federal laws. Activities such as potholing, performing geotechnical borings, and grading are considered soil disturbance.

Applicant teams should address compliance with State and Federal cultural resource protection environments as part of the project work plan. All activities associated with site assessments for cultural and historic resources are grant eligible. For more information, see [Appendix B: Cultural and Historic Resources Review Guidance](#).

Quality Assurance Project Plan (QAPP) requirements

Many FbD projects involve collection or analysis of existing or new environmental data that will generate new results. Ecology's Executive Policy 22-01 requires 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. Recipients should assume a QAPP is required for their project, and should incorporate this into the project scope, timeline, and budget. Project work should not begin until Ecology's Shorelands and Environmental Assistance (SEA) Program Quality Assurance Coordinator or designee either approves your QAPP or confirms that a QAPP is not required for your project.

In general, a QAPP is required if your project will do any of the following activities:

- Generate new environmental data.
- Analyze existing environmental data.
- Model environmental conditions.

The QAPP describes the objectives of the study and the procedures to be followed to achieve those objectives. The QAPP is a product of a systematic planning process. The preparation of a QAPP helps focus and guide the planning process and promotes communication among those who contribute to the study. The completed plan provides directions to those who conduct the study and forms the basis for written reports on the outcome.

A QAPP is intended to ensure projects that collect or analyze environmental data, as well as those that model elements of the environment, develop plans for field, laboratory, and analytical activities that meet quality standards appropriate to the goals and scope of the project. Where relevant, applicant teams should include preparation of the QAPP within the scope of work and budget when completing the grant application.

The earlier in your project you begin the QAPP process, the easier it will be. Consider the following when designing your proposal and applying for your grant:

- The cost of creating a QAPP. This should be reflected in your proposed budget.
- The time it will take to create and have your QAPP reviewed and approved by Ecology's SEA QA Coordinator. This should be reflected in your project timeline.
- How the QAPP review and approval process fits into your scope of work.

In determining the level of documentation needed for the QAPP, consider the four scenarios below. The level of documentation increases as you move down this list:

- Project uses existing data sources with established methods or protocols without modification.
- Project collects new data following an established method or protocol without modification.
- Project collects new data or uses existing data following an established method or protocol with modification.
- Project collects new data or uses existing data following a new or unique method or protocol.

If you are unsure whether your project requires preparation of a QAPP, please contact your Ecology regional project manager and see the websites linked in [Appendix D: EAGL IGX and Additional Grant Resources](#). For detailed guidance on preparing a QAPP, applicant teams can review the [Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies](#)³⁹, and see [Ecology's website](#)⁴⁰ for QAPP examples.

³⁹<https://apps.ecology.wa.gov/publications/documents/0403030.pdf>

⁴⁰<https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-hoassurance/Quality-assurance-for-grantees>

The funding cycle

Table 2. FbD 2027-29 funding cycle milestones and expectations.

Date	FbD Program Milestones and Expectations
Early November 2025	Pre-application period opens. FbD grant webpage updated with all the new information and documents.
November 5-6, 2025	Applicant webinars held.
January 23, 2026	Pre-application period closes.
February 6, 2026	FbD Grant Program Coordinator provides pre-application review feedback.
Week of March 30, 2026	Applicant teams will give presentations of their proposals to the Evaluation Team.
March 12, 2026	EAGL IGX grant application period opens at 8:00 a.m.
May 13, 2026	EAGL IGX grant application period closes at 5:00 p.m.
May 18 - July 2, 2026	Application Evaluation period.
July 2026	FbD Grant Program Coordinator works with SEA Budget Manager and Ecology's Central Budget Office on Capital Budget Request (Due: August 1, 2026).
August 2026	The ranked project list is made available to the public.
April/May 2027	Legislature makes the final funding decision.
May/June 2027	FbD Grant Program Coordinator sends applicants a funding decision notice.
June 2027	SEA Program Manager sends award letters to funded applicants, identifying Ecology's Project Manager (PM) and Financial Manager (FM).
July 1, 2027	Grant funds become available.
July/August 2027	Ecology PMs and FMs will send draft grant agreements to funded applicants.
June 30, 2031	Expiration date for funded grant agreements.

The application cycle for the 2027-2029 Biennium begins in November 2025. Other important funding cycle dates or updates for the current Biennium will be outlined on the [FbD grant webpage](#)⁴¹. The application process begins with pre-application submission, followed by invitations to eligible applicants to give presentations on their proposals. All proposals invited to give presentations may submit full applications through Ecology's Administration of Grants and Loans (EAGL IGX) online grant and loan system. These are evaluated and scored by an evaluation team, and finally a ranked list is developed and submitted to the state Office of Financial Management for consideration during the funding appropriation process. The amount of funding available varies; it is determined biennially by the State Legislature.

Pre-applications

⁴¹<https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Hazards/Floods-floodplain-planning/Floodplains-by-Design>

In the pre-application, applicant teams must describe the overall scope of the proposed work and how the actions advance both flood hazard reduction and floodplain ecosystem benefits. Support (existing or in process) from project partners and affected parties should be described, including the partner groups identified, the nature of the interaction (e.g., advisory group, one-time contact with landowners, workshops, etc.), and any other process information around partner engagement.

The pre-application should describe any other community needs and benefits of the proposal. In addition, the pre-application must provide a preliminary funding request for the proposal. Pre-applications must be submitted in PDF form to Ecology and then will be reviewed by Ecology flood team staff. Following internal review, Ecology will provide applicants with a feedback form that confirms eligibility and provides high-level feedback on anticipated project competitiveness based upon available information and the total need reflected across all pre-applications. Applicants are encouraged to reach out to Ecology for additional feedback.

We encourage applicants to coordinate regularly with all partners, including other FbD applicants working within the same watershed, during the application process. Applicant teams are encouraged to submit a single, full application for activities within a watershed, defined for these purposes as a Water Resource Inventory Area (WRIA) and as pictured on [Ecology's Find your WRIA website](#).⁴² During the pre-application evaluation process, Ecology will flag multiple submittals from the same WRIA or sub-watershed area and encourage the applicants to discuss their proposals with each other if they have not already done so. Ecology recognizes this is not always feasible and does not limit the number of applications in a given area; the hope is to encourage coordinated planning and solutions.

Current and future development and climate pressures accentuate the need to integrate capital investments to enact long-term solutions. As you develop your application, consider what other capital investments, regulatory actions, and planning processes may be important to advance in tandem with your project.

Applicant presentations

Approved pre-applicants will be invited to provide a presentation to the FbD evaluation team. Presentations will be no longer than 25 minutes and should convey all elements of the proposed FbD project. Presentations will be followed by a 20-minute question-and-answer session with the evaluation team. Applicants are encouraged to invite key partners to attend or participate in presentations.

Full applications

The full application has been significantly revised for the 2027-29 FbD grant cycle. The full application includes a comprehensive project narrative response and several supporting application questions and materials. Applicants are encouraged to use the project narrative space to tell the story of their project and make a compelling case for how the project will

⁴²<https://ecology.wa.gov/water-shorelines/water-supply/water-availability/watershed-look-up>

generate meaningful and timely outcomes for impacted communities and ecosystems. The full application will include all necessary guidance and details for completing and submitting all required documents.

To help complete the full application, applicant teams are strongly encouraged to use the EAGL Prep Tool and Application Instructions, which will be provided to applicants who submit a pre-application. The EAGL Prep Tool is helpful to copy and paste answers in EAGL IGX. EAGL IGX will time out after 20 minutes, so the EAGL Prep Tool will help prevent losing information if this occurs. It may take many days to complete the input process for the full application in EAGL IGX, so we strongly advise that you begin the process early and do not wait to initiate, complete, and submit your application.

Evaluation and ranking process

The FbD scoring process is designed to identify high-quality proposals that meet the intent of the FbD program and will be prioritized for public funding. Ecology uses an evaluation (or review) team that includes both agency staff and external partner representatives to evaluate and score all eligible applications. Ecology assembles the evaluation team in advance of the pre-application deadline, and each round aims to ensure the evaluation team includes multiple individuals with expertise in the fields of floodplain management, natural hazards mitigation, salmon recovery, ecosystem restoration, agricultural practices, and general project management. Ecology also strives to have representatives on the team that bring local/regional expertise from watersheds in different parts of the state.

Evaluators are responsible for independently reading and considering every application in its entirety over the course of a month. Then, the evaluation team meets as a group to share their critiques, comments, and scores with one another. After this consultation, evaluators enter their final scores into EAGL IGX.

Advice to applicant teams: When writing your application and developing your presentation, do not assume evaluators hold previous knowledge of the issues in your watershed or the FbD projects you may have previously supported. Evaluators hold various types and levels of expertise and awareness, and some may be serving on the FbD evaluation team for the first time.

Following project scoring by the evaluation team, the FbD Operations Team will develop the final ranked list. The FbD Operations Team retains authority to adjust the order of scored projects on the final ranked list in consideration of other state, agency, and/or program policies and priorities. For the 2027-29 grant round, the main priority that will be considered in making ranking decisions is geographic diversity in FbD investments across the state.

The final 2027-29 ranked list will include all proposals for which full applications were submitted. Ecology anticipates releasing the final ranked list in August 2026, around the same time that the agency finalizes its FbD budget request (also known as a decision package) for the 2027-29 biennium.

Chapter 5: Agreement Development, Management, and Conditions

Agreement development

Ecology will make formal funding offers in late spring 2027 and assign a Project Manager and Financial Manager to each proposal receiving a grant funding offer. The Project Manager will contact the Recipient to schedule a time to discuss the funding offer and begin the process of developing a funded grant agreement.

The Project Manager and Financial Manager work together to develop and negotiate funded grant agreements. There may be several iterations of updates to the funding agreement before it is finalized. To help make the negotiation process more efficient, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions required by state or federal law.

The Project Manager and Financial Manager use information from the grant application to develop the initial draft grant agreement. Grant applications with clearly defined proposals that include a detailed scope of work, measurable objectives, and accurate budgets lead to less time needed to develop the grant agreement. If the Recipient makes significant changes to the scope of work after the award, Ecology may withdraw or modify a funding offer.

The Project Manager is the primary contact for technical assistance and day-to-day questions. The Project Manager works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, call the Project Manager for information. The Project Manager ensures compliance with the scope of work, as well as reviews eligible expenditures on payment requests. The Financial Manager approves eligible expenditures and ensures compliance with the agreement's budget and other agency financial criteria.

When the agreement is ready for signatures, the Financial Manager will route the agreement to the Recipient signatory/ies and the Shorelands and Environmental Assistance (SEA) Program Manager or authorized designee for electronic signatures using DocuSign. Please note, Ecology cannot send or receive hard copies. The Ecology Financial Manager will email a fully signed copy of the agreement back to the Recipient and upload a copy in EAGL IGX.

Terms and conditions

There are Agreement Terms and Conditions included in all signed Ecology grants and loans that detail the Recipients' responsibilities for agreements with Ecology, such as administrative requirements. There are also Special Terms and Conditions included in all Floodplains by Design (FbD) grants. These add FbD-specific requirements, restrictions, or conditions based on funding program guidelines. Contact Ecology if you would like a copy of the Terms and Conditions.

Tribal resolutions

When a tribal government is the applicant, Ecology's SEA Program requires a copy of a signed tribal council resolution for the grant agreement, prior to signing the grant agreement.

Project partners and interlocal agreements

Ecology recognizes that collaboration is a required aspect of FbD applications, and Recipients will formalize partnerships to complete different phases of the project. Recipients should have a formal, signed interlocal or interagency agreement, memorandum of agreement, or memorandum of understanding with project partners (local governments, Tribes, special purpose districts, or non-governmental organizations). The formal agreement with project partners does not have to be done through a competitive procurement process, as defined by Ecology's Yellow Book and RCW 39.26.125. The formal agreement with project partners should include and generally align with the FbD grant scope of work and budget between Ecology and the Recipient.

Interlocal agreements are between entities within local governments (city or county), such as Department of Public Works and Department of Resource Management. Interlocal agreements must be consistent with the terms of the grant agreement and [Chapter 39.34 RCW, Inter-local Cooperation Act](#).⁴³ Interagency agreements are used between state agencies or between state and federal agencies. Federally recognized Tribes, as sovereign governments, use inter-agency agreements with federal or state agencies ([RCW 39.34.080](#)).⁴⁴

Procuring contractors, goods, and services

When hiring a primary contractor or subcontractor, the Recipient is responsible for procuring professional, personal, and other services using sound business judgement and administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. The Recipient must follow procurement policies that follow state procurement procedures in [Chapter 39.26 RCW – Procurement of Goods and Services](#).⁴⁵ If a Recipient does not have procurement procedures in place, then they must follow Washington State's procurement policy. This includes issuance of invitation of bids, requests for proposals, selection of contractors, and other related procurement matters.

Contracts should include and align with the scope of work and budget of the grant agreement between Ecology and the Recipient. All contractors, primary and subcontractors, are required to comply with the terms of the grant agreement including, but not limited to, following the OFM travel rates, the Agreement Terms and Conditions, Ecology's Yellow Book, and these Funding Guidelines.

⁴³<http://app.leg.wa.gov/rcw/default.aspx?cite=39.34&full=true>

⁴⁴<https://apps.leg.wa.gov/rcw/default.aspx?cite=39.34.080>

⁴⁵<https://app.leg.wa.gov/rcw/default.aspx?cite=39.26>

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each PRPR.

A copy of signed contracts with primary and subcontractors are required as deliverables. A copy of the full invoice from primary and subcontractors are required backup documentation for grant reimbursement. With each PRPR, Recipients must complete Form D: Contractor Participation Report with the names of the primary and subcontractors whose services were used and the amounts paid for their services.

Important dates and timelines

The goal of the FbD grant program is to have all grant agreements fully signed and active within three to six months of award notice. Recipients should plan and allow extra time in the schedule for the negotiation process, which commonly takes longer than expected, especially if there are multiple drafts before the final, agreed upon draft is ready for signatures. The time period can be extended for cause and is subject to Ecology's approval.

Unless there is high confidence that grant work will be completed within the biennium that funds are provided, Ecology will write the grant agreement with a four-year expiration date. The four years begin with the start of the biennium in which funds are awarded (normally July 1 of odd-numbered years). Applicant teams are expected to submit a schedule, budget, and scope that can be completed in four years.

The expiration date of the grant does not guarantee funding will be re-appropriated at the end of the initial biennium. That is a legislative decision and is not guaranteed. Additionally, slow spending of awards and repeated re-appropriation of unspent funds may be interpreted as a lack of need for future legislative funding of the program. The Ecology Project Manager will monitor Recipient performance once the grant offer letter is sent.

Agreement management

The effective date of the agreement is the earliest date eligible costs may be incurred. Unless explicitly stated by the State Legislature in a budget appropriation, the effective date for grants is usually the beginning of the state fiscal year or biennial year, which occurs July 1. The applicant teams may incur project costs on and after the effective date of July 1 or the start date as determined by the Washington State Legislature and before Ecology's signature of the final agreement. Eligible expenditures cannot be reimbursed until the agreement has been fully signed by Ecology's SEA Program Manager or their designee. While applicant teams can incur eligible costs before the agreement is signed, they do so at their own risk.

The expiration date (of an agreement or amendment) is the last date on which costs may be incurred and be considered eligible. The project completion date is the date specified in the

agreement as that date on which the Scope of Work will be fully completed. If the project is not going to be completed by the grant expiration date due to unforeseen circumstances, the Recipient must notify Ecology as early as possible, at a minimum of three months, prior to agreement expiration date.

Grant budget management

Recipients must track the project budget by task. A budget by element, such as staff salaries and benefits, goods and services, equipment rental, and travel, is also required in the full application. The budget information is reviewed by evaluators to check if all costs have been considered by the applicant team, and Ecology will use the information through the agreement negotiation process and grant management. Recipients should contact their Ecology Project and Financial Manager if they anticipate they will exceed the original task budget because this may require a formal budget amendment.

Disbursements of grant funds

Ecology disburses grant funds to Recipients on a cost-reimbursable basis. The Recipient must incur eligible costs within the effective date and expiration date of the grant agreement. Cash advances of grant funds are not allowed, except for escrow payments arranged in advance following Ecology's property acquisition process. For more information about the acquisition requirements, see Appendix E: Fee-Simple Acquisitions.

Incurring eligible costs

The following information includes project costs that are eligible, conditionally eligible, and ineligible for grant reimbursement. For more information, also see Chapter 3: Eligible Project Activities.

1. Eligible costs include the following:
 - Costs directly related to the projects. If it's not clear, Recipients must show how expenses are directly tied to the grant project.
 - Staff salaries and benefits (e.g., staff working on the project).
 - Contracted consultant services (e.g., a Recipient/consultant signed contract is required).
 - Goods and services (e.g., marketing and outreach costs, video production, printing, and postage).
 - Travel following the OFM-approved rates and policies (e.g., number of miles staff traveled, calculated at state rate per mile).
 - Indirect/overhead (e.g., Ecology allows up to 30 percent of staff salaries/benefits). The indirect rate or overhead rate may include costs that are not directly related to the project.
2. Conditionally eligible costs require prior written approval from Ecology, such as:
 - Computer software (e.g., permit or geo-spatial software).
 - Equipment purchases (e.g., monitoring equipment).

- Conferences and meetings (e.g., facility rental costs and light refreshments).
- Training and education (e.g., that directly benefits the project).
- Travel out of state (e.g., incoming or outgoing, flights, meals, lodging).
- Technical Advisory Committees (for example, a group that provides direct advice about a specific task or tasks in the grant; consult your Ecology FbD Project Manager to discuss eligibility).

3. Ineligible costs:

- General expenses, beyond the scope of the project, required to carry out overall government responsibilities.
- Alcohol purchases.
- Lodging at AirBnB, VRBO, or other peer-to-peer rental locations. Lodging at non-commercial facilities is not allowed per OFM and Ecology's travel policies.
- Fines and penalties. See Ecology's Yellow Book for more details.

Indirect rate or overhead

The Recipient may charge an indirect rate of up to 30 percent of salaries and benefits to cover overhead or indirect rate costs. On a case-by-case basis, a higher indirect rate may be allowed. If the Recipient has a federally negotiated indirect rate above 30 percent that they would like to apply to the grant, they should contact the Ecology Financial Manager. Please note, even if a higher indirect rate is allowed, in the FbD grant program, indirect can only be applied to Recipient staff salaries and benefits; it cannot be applied to goods, services, travel, contracts, or other costs.

Indirect rate costs are administrative costs not directly associated with a particular task of the project, such as utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. These are items not directly attributable to the project yet required to conduct business. For more information about costs normally included in the indirect rate, see page 35 of Ecology's Yellow Book for more details.

If Recipients choose to charge an indirect rate to the grant, Ecology may request backup documentation, including the list of costs included in the indirect rate. The indirect rate must be negotiated before the grant agreement is finalized because the rate appears in the signed agreement. Indirect rate charges must be reported on a separate line item on the PRPR. For more information about costs normally included in the indirect rate, see page 35 of Ecology's Yellow Book for more details.

Public awareness

Recipients must inform the public and any affected parties about the project. Any site-specific project that is accessible to the public must have signs acknowledging project funding from Ecology. Ecology logos are available from Ecology's Project Manager for use on all signage and publications. Signage options may include:

- Standard signage (appropriately sized and weather resistant).

- Posters and wall signage in a public building or location.
- Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of the new or improved facility.
- Online signage place on community website or social media outlet.
- Press release.

Permits

If the project includes a complex permitting process, the Project Manager may consult with other Ecology staff or other agencies with jurisdictional authority to ensure requirements are met. Recipients must obtain any required permits and provide a copy of those permits as a grant deliverable. Time spent on permit preparation and permit fees for the FbD project are eligible costs for reimbursement.

Education and engagement

Recipients must provide Ecology with a final electronic version of educational products developed under the grant, such as brochures, manuals, pamphlets, video and audio files, curriculum, posters, media announcements, and web page links. If this is not practical, Recipients must provide Ecology with a complete description, including photographs or printouts of the products. Recipients must also provide Ecology with contact information for local project leads.

If there are a significant number of people in the community (5% or 1,000 people, whichever is fewer) that speak a language other than English, Recipients must produce all educational and public outreach materials in both English and the other most prevalent language.

Light refreshments

Light refreshment costs for meetings are eligible and must be pre-approved as permitted by Ecology's travel policy. Light refreshments, not meals, include coffee and any other nonalcoholic beverage, such as tea, soft drinks, juice, or milk, and snacks served at a meeting or conference. Check with the Ecology Project Manager for Ecology's Light Refreshment Form. Recipients must submit this form prior to the meeting, and it must be approved by the Ecology Project Manager prior to the meeting(s). After the meeting, Recipients must submit the roster of attendees and agenda for each meeting to be eligible for reimbursement. See also Payment Request back up documentation section.

Prevailing wages

The FbD grant program is state-funded, so all Recipients must comply with the state prevailing wage requirements in [Chapter 39.12 RCW](https://app.leg.wa.gov/RCW/default.aspx?cite=39.12)⁴⁶ for construction and demolition activities. For more

⁴⁶<https://app.leg.wa.gov/RCW/default.aspx?cite=39.12>

information, contact the Washington State Department of Labor and Industries (LNI) or go to the [LNI Prevailing Wages website](https://lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates/).⁴⁷

Travel costs

Travel costs must follow Washington State’s Office of Financial Management (OFM) travel policies and rates posted on [OFM’s travel website](https://ofm.wa.gov/accounting/administrative-accounting-resources/travel).⁴⁸ This policy applies to Recipients, consultants, and project partners that submit expenses for grant reimbursement, such as mileage, meals, and lodging.

Lodging at AirBnB, VRBO, peer-to-peer rental locations, and other non-commercial facilities are not allowed per OFM and Ecology’s travel policies and are ineligible for reimbursement. For OFM travel policies that allow each state agency to determine whether the activity is approvable, Ecology’s travel policy will take effect, and Recipients must use Ecology’s travel policy. For a copy of Ecology’s travel policy or if you have any questions, contact your Ecology Financial Manager.

For questions about potentially ineligible travel expenses, contact the Ecology Project and Financial Manager before incurring the costs and prior to the travel dates; otherwise, Recipients risk paying for expenses that are ineligible for reimbursement. It is Ecology’s discretion whether expenses are eligible for reimbursement or not.

Reimbursement backup documentation for mileage expenses must include the number of miles traveled and reimbursement rate per mile. The lodging backup documentation must include a copy of the hotel receipt, itemized by the room rate, taxes, and fees. The meal backup documentation can include either a copy of the itemized meal receipts (alcohol is an ineligible expense); or indicate reimbursement of the full meal rate. If seeking reimbursement for the full meal rate, indicate the employee’s name, which meal, the dates of travel, and the county or location of the travel destination. For more details about the required backup documentation, see the following PRPR section for a detailed list of travel documents required for grant reimbursement.

Payment Requests/Progress Reports (PRPRs)

Recipients are required to submit quarterly payment requests and progress reports (PRPRs) through EAGL IGX. After a Recipient submits a PRPR, Ecology reviews and approves it prior to disbursing the grant reimbursement. All PRPRs are reviewed by Ecology’s Project Manager for eligibility and compliance with the scope of work and deliverables. Both the Project Manager and Financial Manager review the Payment Request and associated deliverables for conformance to the budget and grant requirements. Recipients must submit PRPRs a minimum of once a quarter even if there are no expenditures to report. PRPRs are due 30 days after the last day of each quarter, as shown in the table below. If a Recipient is not claiming any costs for

⁴⁷<https://lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates/>

⁴⁸<https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

the quarter, a progress report is still required. On the other hand, FbD can offer more frequent billings for entities not able to carry large expenditures.

Table 3. Example due dates for Payment Requests/Progress Reports.

Quarterly Payment Request / Progress Report	Reporting Period	Due Date
Qtr. 1: JulSep2027	July 1 - September 30	October 30
Qtr. 2: OctDec2027	October 1 - December 31	January 30
Qtr. 3: JanMar2028	January 1 - March 31	April 30
Qtr. 4: AprJun2028	April 1 - June 30	July 30

PRPR expenditures are itemized for each cost incurred by task. Backup documentation is required for each line item. Backup documentation should be uploaded and appear in the same order as the expenditure line items. Backup documentation must clearly show how the expenditure line item is calculated. If an expenditure line-item cost is part of a larger cost, it is the Recipient's responsibility to detail which cost(s) Ecology is reimbursing and the source of funding for the other costs. Ecology's Financial Manager may require more backup documentation prior to approving the PRPR. Budget deviations are allowed between tasks (e.g., a Recipient may spend less funds on one task and more on another), but in no circumstance may the Recipient exceed the Total Eligible Cost. If the total of all budget deviations exceeds 10 percent of the entire project cost, an amendment will be required.

PRPR backup documentation and additional forms

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

- Cross check information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Track project progress. If a payment request is not submitted, simply check "No" in response to, "Are you submitting a payment request with this progress report?"

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

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

- General comments. Additional documentation to support the quarterly progress report can also be uploaded. Progress information includes such items not specified as a deliverable in the agreement and are specific to the time and date of the progress report.

Payment request expenditures require backup documentation before they are reviewed and approved for reimbursement. Recipients must upload backup documentation in the PRPR. Below is a list of common types of backup documentation.

- Receipts, including receipts from primary and subcontractors.
- Invoices, including invoices from primary and subcontractors.
- Timesheets or payroll records:
 - Form E: Monthly Timesheet (Ecology form or equivalent). Form E includes hours worked on the project by grant task; date; staff person; monthly wages earned; and is signed and dated by the employee and their supervisor.
 - Time accounting system report or ledger including staff costs by grant task or work completed; dates worked; staff name; and subtotals of wages earned.
- Meeting and travel expenses:
 - Form F: Record of Meeting Attendance (Ecology form).
 - If light refreshments (not meals) are deemed appropriate for a meeting, a Light Refreshments Approval Form must be approved by Ecology's Project Manager prior to the event and included with the payment request documentation. An agenda for the event and a roster of attendees must be submitted as backup documentation with the payment request.
 - Meals, mileage, lodging, and other travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. Travel documentation is required from Recipients, primary and subcontractors, and project partners. Travel costs cannot exceed the state travel rates and must follow OFM and Ecology's travel policies. For the state travel policies and per diem rates, visit [OFM's travel website](https://ofm.wa.gov/accounting/administrative-accounting-resources/travel).⁴⁹

Amendments

Modifications and changes to the funding agreement may become necessary. If an amendment is needed, the Recipient must submit any proposed amendments or changes in writing to their Ecology Project Manager. The Recipient and Ecology's project and financial managers will negotiate changes and document the changes as an amendment to the funding agreement. All proposed project changes are subject to approval by Ecology. To ensure timely processing, the Recipient must request extensions no less than three months before the funding agreement is due to expire.

Either the Recipient or Ecology may initiate the amendment process. If the Project Manager concurs with the written request, the Financial Manager prepares the amendment. Common reasons for amendments include:

⁴⁹<https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

- Increase or decrease to the budget, redistributing the budget between tasks.
- Scope of work and deliverable changes.
- Changes to required performance.
- Time extensions.

Non-performance of projects/re-assignment of funds

Recipients are encouraged to read the Termination section of the General Terms and Conditions of their grant agreement for more details on non-performance. Projects that do not perform in a timely fashion present a risk not only to the direct project itself, but also the entire FbD grant program, as timely performance is an expectation of the Legislature and the fund source. Ecology wants projects to be successful, so please reach out early and often to your Project Manager if you are concerned about timely performance.

If a funded project is not making progress, either in whole or part, Ecology may, at its sole discretion, or at the request of the project proponent, retain some or all the funding originally awarded to the project that has not already been spent. Discussions with the grant Recipient as to the cause and potential solutions to getting the project going again will be performed prior to any decision by Ecology. Discussions are likely to be unique to each project but may include input from the local community, governmental agencies and Tribes, elected officials, other funding agencies, and partners invested in the project.

If the decision is made to retain some or all the funding, the following steps will be considered as potential new uses for retained funds:

1. Ecology will work with the original grant Recipient to develop a revised proposed scope of work that is achievable and includes as many elements from the original proposal as possible. To uphold the integrity of the evaluation process, Ecology will need to see that the IFM outcomes in the revised proposed scope are comparable to the original.
2. If Ecology and the Recipient cannot agree on a revised scope, Ecology may reassign the funding to one or more projects on the ranked list or return the unused funds.

Project site visits and post-project assessments

Ecology staff may conduct site visits during and after completion to provide technical assistance and verify progress or payment information for projects. For property acquisition and easement projects, Ecology has the right to conduct a post-project assessment/site visit to verify compliance with the requirements outlined in the grant agreement and conservation covenants and easements.

Grant closeout

When the grant agreement expires, the final deliverables must be complete and submitted within 30 days of the expiration date. Final deliverables include:

- Deliverable 1.1 Final Payment Request/Progress Report (PRPR) with all backup documentation.
- Deliverable 1.2 Recipient Close Out Report.

- Deliverable 1.3 Project Outcomes Summary Report.

When the scope of work has been completed and the grant is closed out (or if the grant is terminated due to non-performance or other issues), Ecology Project Managers will complete a close out report that includes the following performance elements:

1. General responsiveness of Recipients in communicating in a timely way with Ecology.
2. Time to complete the initial grant agreement and any subsequent amendments.
3. Timeliness and completeness of Progress Reports and Payment Requests.
4. Amendments, their frequency, and significance of scope change.
5. Time of grant close out.
6. Results of any audit findings.
7. Completion of project relative to budget and schedule.
8. Management of overall project challenges.
9. Achievement of the overall goal.

Recipients must also complete a close out report, which specifically asks for outcomes of the project, lessons learned, and a list of documents prepared under the agreement. Recipients may also use this close out report as an opportunity to describe their experience communicating with and overcoming project challenges with their assigned Ecology Project Manager and Financial Manager. This close out report is due 30 days after the end of the agreement to ensure reimbursement.

Appendix A: Application Scoring Guidance

The evaluation team scores applications based on responses provided to all materials in the application. Each application's final score is the mean of all evaluator scores. Please refer to the [Floodplains by Design \(FbD\) grant program website](#)⁵⁰ for more application materials and guidance about the application process. Also, please refer to the discussion of integrated floodplain management (IFM) in Chapter 1 when filling out the full application. The discussion below is for the scored elements of the application.

Applications with no benefits to agriculture are scored out of 260 points possible, while applications that do include benefits to agriculture are scored out of 290 total points possible. In order to normalize scores between applications with or without agricultural benefits, Ecology uses a "percent of available score" system. For example, a proposal not located in an area where lands are in active agricultural production that scored 240 points would receive a score of 92.9% (240/260). A proposal located in an area where lands are in active agricultural production that scored 240 points would receive a score of 83.9% (240/290).

If your application includes elements in agricultural areas, describe how your proposal affects agricultural viability positively or negatively. Agriculture includes aquaculture; see [Appendix C: Grant Agreement Definitions](#) for a definition of agriculture. If your proposal is not in an agricultural area, do not try to score extra points by filling in the agricultural section in the application, as this could decrease your overall score. Keep in mind that overall score is not the only mechanism used for selecting the best proposals for funding.

Application scoring criteria

This section provides details of the FbD project scoring categories, criteria, and scorecards that will be used to evaluate each application. FbD applications will be evaluated using a structured and collaborative process led by the FbD Operations Team with the support of the evaluation team. Applications will be evaluated across seven sets of scoring categories:

1. Partnerships, collaboration, and strategies
2. Flood hazard risk reduction
3. Floodplain ecosystems
4. Agricultural viability and benefits

⁵⁰<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/floodplains-by-design-grants>

5. Other community needs and benefits
6. Readiness to proceed
7. Cost effectiveness and budget

Each scoring category has been distilled into a subset of scoring criteria that reflect the critical elements of FbD projects that will be evaluated and scored. The scoring criteria are organized into seven sets of scorecards and presented in the following pages. Each scorecard includes guidance on what is considered high, moderate, and low scoring responses for each category. Applicant teams should refer to these scorecards to understand how application documents and project narratives will be evaluated.

Partnerships, collaboration, and strategies (0-60 points)

IFM projects, by their nature, require a variety of interests and organizations coordinate and collaborate to develop proposals. Applications will be evaluated for the partnerships and collaboration they build, and for how they integrate or advance relevant watershed plans or strategies in the project area.

Table 4. Partnerships, collaboration, and strategies scoring criteria.

Partnerships, Collaboration, and Strategies	High Points: 28-40	Moderate Points: 16-27	Low Points: 0-15
1) Partnerships and Collaboration (40 points)			
a. Description of efforts to build partnerships and engage with impacted communities to plan and/or implement this project, including efforts underway and planned.	Applicant <i>clearly</i> describes <i>compelling</i> efforts and/or plans to: (1) build partnerships and engage with impacted communities;	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined in (1), (2), and (3) in high points column; AND/OR	Applicant <i>does not describe</i> all, or some, of the information outlined in (1), (2), and (3) in high points column, or descriptions are <i>uncompelling</i> .
b. Description of strategies, processes, and/or structures that will facilitate coordination, collaboration, and achieve project outcomes (as relevant).	(2) maintain engagement and partnerships throughout the project, including possible future partners; and (3) develop and implement strategies, processes, and/or structures to coordinate and collaborate with partners to achieve project outcomes.	applicant provides <i>moderately compelling</i> descriptions for all, or some, of the information outlined in (1), (2), and (3) listed at left.	

Partnerships, Collaboration, and Strategies 2) Strategies (20 points)	High Points: 14-20	Moderate Points: 8-13	Low Points: 0-7
a. Project integrates, advances, and/or is consistent with pertinent watershed and/or community plans, strategies, and/or processes.	(1) Applicant <i>clearly</i> describes how the project integrates, or advances, timely strategies, projects, or goals from pertinent planning efforts and documents applicable to the project area.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined in high points column (1).	Applicant <i>does not describe</i> the information outlined in high points column (1) or does so in a way that is unclear.

Flood hazard risk reduction (0-60 points)

FbD projects must include strategies that will lead to reduced or prevented flood risk to communities. The flood hazard reduction elements of FbD projects will be evaluated within three categories: the existing flood hazards/risks and impacts in the project area, the proposed flood reduction project actions, and the expected outcomes and benefits for communities.

Table 5. Flood hazard risk reduction scoring criteria.

Flood Hazard Risk Reduction 1) Flood hazard/risk and adverse impacts (20 points)	High Points: 14-20	Moderate Points: 8-13	Low Points: 0-7
a. Description of flood hazard(s) and/or risk(s). b. Description of adverse flood impacts to communities, individuals, and/or infrastructure. c. Pertinent knowledge/information/data is described and/or referenced.	(1) Applicant <i>clearly describes</i> flood hazard(s) and/or risk(s) that pose adverse impacts to communities, individuals, and/or infrastructure. AND (2) Applicant makes a <i>highly compelling</i> case that flood impacts are extensive (e.g., loss of life, property, and/or critical public services); AND (3) Applicant includes pertinent knowledge/ information/data to <i>comprehensively support</i> descriptions.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (1) in high points column; AND/OR Applicant makes a <i>moderately compelling</i> case for all, or some, of the information outlined (2) in high points column; AND/OR Applicant includes knowledge/ information/data that <i>moderately supports</i> descriptions.	Applicant <i>does not describe</i> the information outlined (1) in high points column; AND/OR Applicant makes an <i>uncompelling</i> case for all or some of the information outlined (2) in high points column. AND/OR Applicant <i>does not include</i> knowledge/ information/data to support descriptions.

Flood Hazard Risk Reduction 2) Flood hazard/risk reduction actions (20 points)	High Points: 14-20	Moderate Points: 8-13	Low Points: 0-7
a. Description of action(s) intended to reduce, or prevent, flood hazards and/or risk. b. Description of how action(s) will reduce impacts/risk from flood hazards. c. Pertinent knowledge/ information/data is included and/or referenced.	(1) Applicant <i>clearly</i> describes all actions that are intended to have flood reduction benefits; AND (2) applicant makes a <i>highly compelling</i> case that actions will result in meaningful reductions in risk or impacts from flood hazards; AND (3) applicant includes pertinent knowledge/ information/data to <i>comprehensively support</i> descriptions.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (1) in high points column; AND/OR applicant makes a <i>moderately compelling</i> case for all, or some, of the information outlined (2) in high points column; AND/OR applicant includes knowledge/ information/data that <i>moderately supports</i> descriptions.	Applicant <i>does not describe</i> the information outlined (1) in high points column; AND/OR applicant makes an <i>uncompelling</i> case for all or some of the information outlined (2) in high points column; AND/OR Applicant <i>does not include</i> knowledge/ information/data to support descriptions.

Flood Hazard Risk Reduction 3) Outcomes and benefits for communities, individuals, and/or infrastructure (20 points)	High Points: 14-20	Moderate Points: 8-13	Low Points: 0-7
a. Description of flood hazard/risk reduction outcomes expected from project action(s) planned in this application. b. Description of how expected outcomes will benefit the communities, individuals, and/or infrastructure at risk from flood hazards. c. Description of how vulnerable populations and/or overburdened communities were considered and how they are anticipated to benefit from the project. If not applicable, please explain.	(1) Applicant <i>clearly describes</i> the flood hazard/risk reduction outcomes expected from actions completed in this project phase; AND (2) applicant makes a <i>highly compelling</i> case that communities, individuals, and/or infrastructure will benefit from project outcomes (e.g., clearly improved safety to life, property, and/or critical services); AND (3) applicant <i>clearly describes</i> how vulnerable populations and/or overburdened communities were considered and what, if any, distinct benefits they should expect.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (1) in high points column; AND/OR applicant makes a <i>moderately compelling</i> case for all, or some, of the information outlined (2) in high points column; AND/OR applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (3) in high points column, if applicable.	Applicant <i>does not describe</i> the information outlined (1) in high points column; AND/OR applicant makes an <i>uncompelling</i> case for all or some of the information outlined (2) in high points column; AND/OR applicant describes <i>outcomes that are not consistent</i> with FbD program goals/objectives.

Floodplain ecosystems (0-60 points)

FbD projects must be part of an integrated strategy to enhance or conserve floodplain ecosystems. The floodplain ecosystem elements of each project application will be evaluated within two categories: Current conditions of floodplain ecosystems, and project actions and expected outcomes.

Table 6. Floodplain ecosystems scoring criteria.

Floodplain ecosystems	High Points: 14-20	Moderate Points: 8-13	Low Points: 0-7
1) Current conditions (20 pts)			
a. Description of focal floodplain ecosystem current conditions, including habitats, natural functions, and/or key species. b. Description of relevant stressors to floodplain ecosystems, and/or limits to floodplain habitats, natural functions, and/or key species. c. Pertinent knowledge/ information/data is included and/or referenced.	Applicant <i>clearly</i> describes: (1) current conditions of the floodplain ecosystem including the specific habitats, natural functions, and/or key species (including ESA-listed species if present) within the project area; (2) specific floodplain ecosystem stressor(s), and how they limit the health or value of ecosystem habitats, natural functions, and/or key species. AND (3) Applicant includes knowledge/ information/data that <i>comprehensively supports</i> descriptions.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined in (1) and (2) in high points column; AND/OR applicant includes knowledge/ information/data that <i>moderately supports</i> descriptions.	Applicant <i>does not describe</i> any of the information outlined in (1) and (2) listed in high points column, or does so in a way that is confusing; AND applicant <i>does not provide</i> pertinent supporting knowledge/ information/data.

Floodplain Ecosystems 2) Actions and expected outcomes (40 pts)	High Points: 28-40	Moderate Points: 16-27	Low Points: 0-15
a. Description of project actions intended to provide ecological benefits. b. Description of expected outcomes and benefits from actions for floodplain ecosystem habitats, natural functions, and/or key species. c. Pertinent knowledge/ information/data is included and/or referenced.	(1) Applicant <i>clearly</i> describes all project actions that are intended to have ecological benefits; AND (2) Applicant makes a <i>highly compelling</i> case that actions will result in meaningful outcomes for protecting, improving, and/or restoring floodplain ecosystem habitats, natural functions, and/or key species (including ESA listed species if present); AND (3) Applicant includes pertinent knowledge/ information/data to <i>comprehensively support</i> descriptions.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (1) in high points column; AND/OR Applicant makes a <i>moderately compelling</i> case for all, or some, of the information outlined (2) in high points column; AND/OR Applicant includes knowledge/ information/data that <i>moderately supports</i> descriptions.	Applicant <i>does not describe</i> the information outlined (1) in high points column; AND/OR Applicant makes an <i>uncompelling</i> case for all or some of the information outlined (2) in high points column. AND/OR Applicant <i>does not include</i> knowledge/ information/data to support descriptions.

Agricultural viability and benefits (in agriculture areas only) (0-30 points)

FbD projects that are proposed as part of an integrated strategy to support agricultural viability will be scored for agricultural viability and benefits. Those projects will be evaluated by the scoring criteria presented in the agricultural viability and benefits scorecard below.

Table 7. Agricultural viability and benefits scoring criteria.

Agricultural Viability and Benefits (30 points) <i>(in agriculture areas only)</i>	High Points: 21-30	Moderate Points: 11-20	Low Points: 0-10
a. Description of how local agricultural interests and/or partners shaped this project. b. Description of challenges and/or limits to agricultural viability in the project area. c. Description of project actions intended to support agricultural viability. d. Description of expected outcomes and benefits for agricultural viability from project actions.	Applicant <i>clearly</i> describes: (1) how local agricultural interests were incorporated into the project; (2) specific challenges or limits to agricultural viability; (3) all project actions intended to impact agricultural viability; AND (4) applicant makes a <i>highly compelling</i> case that actions will result in meaningful outcomes and benefits for agricultural viability.	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined in (1-3) in high points column; AND/OR applicant makes a <i>moderately compelling</i> case for all, or some, of the information outlined (4) in high points column.	Applicant <i>does not describe</i> the information outlined in (1-3) in high points column; AND/OR applicant makes an <i>uncompelling</i> case for all or some of the information outlined (4) in high points column.

Other community needs and benefits (0-30 points)

FbD projects are likely to provide additional benefits beyond those defined in the flood hazard reduction, ecosystem, or agriculture categories. Those additional projects benefits will be evaluated by the “other community needs and benefits” category. These types of project benefits may include watershed health benefits such as improved sediment flow, increased opportunities for public access and recreation (e.g., land acquisition; the development of trails, fishing access points, or other recreational infrastructure), unique educational or cultural contributions, or other needs specific to a particular community.

Table 8. Other community needs and benefits scoring criteria.

Other Community Needs and Benefits (30 points)	High Points: 21-30	Moderate Points: 11-20	Low Points: 0-10
a. Description of other benefits this project is designed to provide to communities and/or ecosystems.	(1) Applicant <i>clearly</i> describes other benefits that shaped the planning and/or design of this project; AND	Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (1) in high points column; AND/OR	Applicant <i>does not describe</i> the information outlined in (1) and (2) listed in high points column, or does so in a way that is confusing;
b. Description of how those other benefits will support specific community and/or ecosystem needs in the project area.	(2) applicant makes a <i>highly compelling</i> case for how those benefits will support community and/or ecosystem needs in the project area.	applicant makes a <i>moderately compelling</i> case for all, or some, of the information outlined (2) in high points column.	AND/OR applicant describes benefits that are unrelated to community and/or ecosystem needs in the project area.

Readiness to proceed (0-30 points)

Projects are scoped to do the next logical step(s) that can be completed in a four-year timeframe, and applicants have the capacity to complete the project successfully. Applicants should describe:

- Overall project process and how the steps proposed fit into the larger life of the project.
- Critical milestones for the project, such as receiving a permit or completing an acquisition.
- Schedules and deliverables in a clear and appropriate scope of work. All the necessary project work has been incorporated, and contingencies are identified and planned for.

Table 9. Readiness to proceed scoring criteria.

Readiness to Proceed (30 points)	High Points: 21-30	Moderate Points: 11-20	Low Points: 0-10
a. Completed scope of work (SoW), including description of critical project milestones (e.g. acquisitions, permitting) and draft schedules. b. Demonstration of how the project is timely and FbD funds are critical. c. Description of applicant and partner capacity to complete the project in four years. d. Description of contingencies for overcoming potential challenges (e.g. funding or capacity shortfall, permitting delays). e. Description of how the current project and SoW relate to past and/or future project phases, if applicable.	(1) Applicant provides a <i>comprehensive</i> SoW with clearly described objectives, tasks, schedule, and deliverables. (2) Applicant makes a compelling case that the project is timely and FbD funds are critical to supporting it. AND Applicant <i>clearly</i> describes: (3) organizational and staffing capacity of applicant organization and partners to complete project on time; (4) contingency planning that offers reasonable assurance of project success; (5) how the SoW relates to past and/or future project phases, if relevant.	(1) Applicant provides a <i>moderately comprehensive</i> SoW; AND/OR (2) applicant makes a moderately compelling case that the project is timely and FbD funds are critical to supporting it. AND/OR Applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (3-5) in high points column.	(1) Applicant <i>does not</i> provide a complete SoW; AND/OR (2) applicant makes an unconvincing case that the project is timely and FbD funds are critical to supporting it. AND/OR Applicant <i>does not describe</i> all, or some, of the information outlined (3-5) in high points column so that it's <i>uncertain whether the applicant will be ready to proceed if awarded funding.</i>

Cost effectiveness and budget (0-20 points)

Points are awarded for cost-effective proposals that represent a good investment of public funds to achieve flood risk reduction, floodplain ecosystem benefits, and other compatible community benefits.

Table 10. Cost effectiveness and budget scoring criteria.

Cost Effectiveness and Budget (20 points)	High Points: 14-20	Moderate Points: 7-13	Low Points: 0-6
a. Completed project budget. b. Description of budget justification. c. Description of other sources of funding and/or investments that will support this project.	(1) Applicant provides a <i>comprehensive</i> budget; AND applicant <i>clearly</i> describes; (2) how budget and cost estimates are consistent with, and appropriate for, the project scope and location; (3) additional sources of funding and/or investments that are expected to support this project.	(1) Applicant provides a <i>moderately comprehensive</i> budget; AND/OR applicant describes with <i>moderate clarity</i> all, or some, of the information outlined (2-3) in high points column.	Applicant <i>does not</i> provide a complete budget; AND/OR applicant <i>does not describe</i> all, or some, of the information outlined (2-3) in high points column so that it's <i>uncertain whether the project SoW can be completed with the proposed budget</i> .

Appendix B: Cultural and Historic Resources Review Guidance

This guidance provides information for projects funded by Ecology to meet either the [Governor's Executive Order 21- 02](#)⁵¹ or [Section 106 of the National Historic Preservation Act](#)⁵² requirements. Please note the cultural resources review process is for government-to-government communication. Cultural resources review can take anywhere from 30 days to many months, depending on the complexity of the review or concerns and issues that arise. Plan and budget accordingly. Requirements of this process will not be met until Ecology has provided information to the Tribes and the [Washington State Department of Archaeology and Historic Preservation \(DAHP\)](#)⁵³ about project activity.

Recipients must comply with all cultural resources review requirements prior to implementing any project that involves the acquisition of any properties, modification to cultural or historic resources, or ground-disturbing activities. Purchasing easements are exempt from this process. Federal and state laws and rules require the funding agency (Ecology) to contact DAHP and affected Tribes regarding the proposed project activities. Any prior communication between the Recipient, the DAHP, and the Tribes is not sufficient to meet requirements.

Another agency's cultural resources review may be used to meet [Ecology's requirements](#).⁵⁴ To do this, Recipients should submit the review documents to Ecology's Project Manager for review and approval.

Any actions that result in the acquisition of properties, in modification to cultural or historic resources, or ground-disturbing activities that occur prior to the completion of the cultural resources review process will not be eligible for reimbursement. Activities associated with cultural resources review are grant eligible subject to available funding. Any mitigation measures as an outcome of the process will be requirements of the agreement. Note: Modification to cultural or historic resources or ground-disturbing activities can include removal or modification to above-ground resources, such as culturally modified trees and petroglyphs.

For all projects involving potentially ground-disturbing activities, you will also need to complete an Inadvertent Discovery Plan (IDP) in the event of an unanticipated discovery of human remains or historic or prehistoric resources. This written plan must be always available onsite.

Section 106 versus Executive Order 21-02

If your project has a federal partner (Corps, NOAA, etc.) and is using federal funds or will implement federal actions and decisions, the federal partner is typically the lead on the cultural

⁵¹https://governor.wa.gov/sites/default/files/exe_order/eo_21-02.pdf

⁵²<https://www.achp.gov/protecting-historic-properties/section-106-process/introduction-section-106>

⁵³<https://dahp.wa.gov/>

⁵⁴<https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Area-wide-groundwater-investigation-grants/Cultural-resources-review>

resources review process to complete the Section 106 process of the National Historic Preservation Act. Ecology has delegated authority over ensuring Section 106 compliance when Recipients apply for grants under the FbD grant program. Note: The federal partner and the Section 106 process supersedes the Governor's Executive Order 21-02 process described below.

If your project has no Federal Partner, is not using Federal funds, and will not implement Federal actions, then cultural resource review will be completed by your Ecology Project Manager and will follow the Governor's Executive Order 21-02 process as it is required for all state-funded capital projects. Ecology is the lead for ensuring the Governor's Executive Order 21-02 compliance.

This process and reviews described above must be followed even if the Recipient has been working with Tribes on the project. Consider if there are any efficiencies of scale as you develop your cultural resource scope that may make for more efficiencies as your project moves forward.

The Recipient must complete [Ecology's Cultural Resources Project Review form](#)⁵⁵ (or conduct a site-specific survey). A site-specific survey is only required for areas where there is a high sensitivity and potential to discover cultural resources. If the project will alter a building that is 45 years or older, the Recipient must still complete an EZ-2 Form available from the DAHP website. The EZ-2 form and Survey Coversheet can be downloaded from DAHP's website. Ecology's Cultural Resources Project Review form can be downloaded from Ecology's website.

1) The Recipient must create an Inadvertent Discovery Plan (IDP). An IDP does not need to be site-specific; however, it can be a general procedure for all projects implemented by the organization. The IDP must be distributed and reviewed by all participating parties prior to any on-the-ground work so they are fully informed of the appropriate procedures. Reach out to your Ecology Project Manager if you would like to use an Ecology IDP template.

2) The Recipient must send an electronic version of Ecology's Cultural Resources Project Review form and/or the EZ-2 Form, any tribal communication, and identify the potentially interested Tribes to Ecology's Project Manager.

3) Ecology will initiate formal cultural resources consultation using the completed Ecology CR review form, EZ-2, and/or any surveys to affected Tribes and DAHP. The Tribes have an approximate 30-day comment period to initiate a more in-depth discussion about the project, submit any comments, or make an effect determination on the project. After the 30-day comment period, if there has not been a determination of impact by a Tribe, DAHP, or other interested party, Ecology will make a final determination and send out a formal letter to the above parties. The Ecology Project Manager will let the Recipient Project Manager know when the project may proceed as planned.

⁵⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070537.html>

Can Ecology “adopt” another agency’s Section 106 review or an Executive Order 21- 02 review?

If your project is state funded, Ecology can “adopt” Section 106 for state-funded projects that would normally go through the Executive Order 21-02 cultural resource review process. Ecology has a review in place to verify the Section 106 documents are applicable. Please contact your Project Manager to verify if a review can be adopted.

If your project involves federal funds, Ecology may still use another agency’s documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

For Executive Order 21-02 adoption:

If your project is state funded, Ecology can adopt another state agency’s Executive Order 21-02 process to meet cultural resources review requirements. Please contact your Project Manager to verify if a review can be adopted.

The answer is no if your project is federally funded. However, Ecology may still use another agency’s documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

Correspondence: Ecology is responsible, as the funding agency, for contacting the Washington State Department of Archaeology and Historic Preservation (DAHP), Tribes, and other interested parties to meet cultural resource review requirements.

Modification to Cultural or Historic Resources or Ground-Disturbing Activities: This refers to any work that impacts the soil or ground from its current conditions. There is no threshold for this criterion. If the activity requires any work that goes below the surface of the ground, it requires a cultural resources review.

Area of Potential Effect: The Area of Potential Effect (APE) is the maximum geographic area where your project may potentially affect historic properties, if any are present. The APE will vary with the type of project. To determine the APE, you must know the nature and full extent of your project. For example, the APE for a natural gas pipeline might include not only the actual pipeline trench, but also includes the construction right-of-way, compressor stations, meter stations, staging areas, storage yards, access roads, and other ancillary facilities. The APE for a construction project will include the construction site but might also include the buildings in a downtown area adjacent to the construction where vibrations may cause foundations to crack.

Changes to Project Design or Project Area: If there are any changes made to the project area or design after cultural resources review has been completed, review will have to be reinitiated or amended in order to capture the changes. For geo-tech work that occurs in the planning or design phases, ensuring your cultural review is completed early can not only help identify the appropriate locations from a subsurface perspective, but you can also obtain valuable input

early in the planning process about sensitive locations. A simple amendment to your documents in the construction phase will complete your cultural resource compliance and generally will present no issues, as DAHP and the Tribes will already be familiar with your project.

Eligibility

- All activities associated with cultural resources review are grant and loan eligible.
- Construction or BMP implementation that occurs prior to cultural resources review will not be eligible for reimbursement.

If you have any questions, contact your regional Ecology Project Manager.

Appendix C: Grant Agreement Definitions

Acquisition is a project that purchases or receives a donation of a right to, or in, real property including, but not limited to, fee simple land acquisition, conservation easement, covenants, leases, and water rights.

Administrative Requirements refers to the [Administrative Requirements for Recipients of Ecology Grants and Loans \(Ecology's Yellow Book\)](#).⁵⁶ The Yellow Book provides instructions, explanations, requirements, definitions, and includes details on agreement language, costs, budgets, financial management, procurement, contracting, property management, closeout, and record keeping.

Agriculture is crop and livestock production, aquaculture, fisheries, and forestry for food and non-food products.

Conservation Covenant is a promise made in a deed burdening or favoring a landowner to engage or refrain from conduct that protects or enhances the land.

Conservation Easement is a legal agreement between a landowner and a land trust that may permanently limit the use of the land in order to protect its conservation values. It allows the property owner to continue to own the land, including the ability to sell or pass it on to heirs.

Contract (not a grant) is a written and legally binding agreement that has the principal purpose to procure goods or services (may be purchased or leased) for the direct benefit of the project. Contracts are typically between the Recipient and their contractor.

Contractor is any entity who is paid directly by the Recipient for goods or services received under a contract. The Recipient must follow procurement policies that follow state procurement procedures in [Chapter 39.26 RCW – Procurement of Goods and Services](#).⁵⁷ If a Recipient does not have procurement procedures in place, then they must follow Washington State's procurement policy.

Deed is the legal document that transfers title to a property and is recorded with the county auditor's office.

EAGL IGX is Ecology's Administration of Grants and Loans. This is Ecology's web-based system used to apply for, manage, track, monitor, and close out grants and loans issued by Ecology.

Easement is the grant of a nonpossessory property interest that gives the easement holder permission to use another person's land.

Effective Dates are the start and end dates of the grant for which eligible costs may be incurred.

Fee Simple (also known as **fee title**) is transfer of full ownership of the property, including the underlying title, to another party.

⁵⁶<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

⁵⁷<https://app.leg.wa.gov/rcw/default.aspx?cite=39.26>

Funding Guidelines are Ecology's grant program guidelines that correlate to the biennium in which the project is funded.

Grant Agreement is the formal, written contractual document that details the terms and conditions, scope of work, budget, and schedule of the grant, that is signed by the authorized signatories of the Recipient and Ecology.

Interagency Agreements are used between state and state agencies or between state and federal agencies. Federally recognized Tribes, as sovereign governments, use inter-agency agreements with federal or state agencies. For more information, see [Chapter 39.34.080 RCW](#).⁵⁸

Interlocal Agreements are between entities within local governments (city or county) such as Department of Public Works and Department of Resource Management. Interlocal agreements must be consistent with the terms of the grant agreement and [Chapter 39.34 RCW, Inter-local Cooperation Act](#).⁵⁹

Leverage is the higher amount of all funding sources for the entire project but does not include Ecology's share of the grant.

Project means the project described in the grant agreement.

Project Schedule means that schedule for the project specified in the agreement.

Recipient is the entity that is awarded FbD funding administered by Ecology.

Scope of Work means the tasks and activities constituting the project.

Termination Date means the effective date of Ecology's termination of the agreement.

Total Eligible Cost is the sum of all costs associated with the FbD project that have been determined to be eligible for Ecology grant funding.

Total Project Cost or **Total Cost** is the sum of all costs associated with the FbD project, including the Total Eligible Cost, costs *eligible* but not funded by the FbD grant, and costs *not eligible* for funding by the FbD grant.

⁵⁸<http://app.leg.wa.gov/RCW/default.aspx?cite=39.34.080>

⁵⁹<https://app.leg.wa.gov/rcw/default.aspx?cite=39.34>

Appendix D: EAGL IGX and Additional Grant Resources

Administrative Requirements for Recipients of Ecology Grants and Loans (Ecology's Yellow Book).⁶⁰ Ecology's Yellow Book establishes the administrative requirements for Recipients of all Ecology grants and loans, including FbD grant agreements. Topics include financial management, expenditure and income reporting, contracting, and record retention.

EAGL IGX modernization project. The Ecology Administration of Grants and Loans (EAGL IGX) database modernization project is currently underway and expected to be completed in October 2025. See [Ecology's Grants & Loans website](#)⁶¹ for updates about the modernization project and find instructions how to access EAGL IGX as a new or current user.

EAGL IGX External User Manual. This manual provides guidance for using Ecology's EAGL IGX online grant and loan system. The manual is currently being finalized but will be available on the Ecology Grants and Loans Resources website (linked below).

Ecology's Grants and Loans Resources website.⁶² This website provides general Ecology grant and loans guidance, including EAGL IGX training tools and resources.

Environmental Data. If grant and loan projects involve collecting, analyzing, or monitoring environmental data, Recipients should assume they are required to create Quality Assurance Project Plans (QAPPs) unless Ecology says otherwise. Recipients may also be required to enter information in Ecology's Environmental Information Management (EIM) database per Ecology's standards. Recipients are responsible for ensuring the QAPP and EIM processes are complete if applicable. Grant reimbursement may be withheld if these requirements are necessary and incomplete.

- **Quality Assurance Project Plan (QAPP).** If grant projects involve *collecting or analyzing* environmental data, Recipients are required to create QAPPs per Ecology's standards unless Ecology says otherwise. For more information, see [Ecology's QAPP website](#), which includes a QAPP template and examples of QAPPs.⁶³
- **Environmental Information Management (EIM).** If grant projects involve *environmental monitoring* data, Recipients are required to submit data in the EIM online database per Ecology's standards. For more information, see [Ecology's EIM website](#).⁶⁴ Final payment requests will be withheld until data has been approved in EIM.

⁶⁰<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

⁶¹<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans>

⁶²<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

⁶³<https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

⁶⁴<https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database>

Geographic Information Systems (GIS). If a project's scope of work includes GIS deliverables, Recipients must submit GIS-compatible data in an Ecology-approved format. More information about Ecology's requirements can be found on Ecology's [GIS data standards website](https://ecology.wa.gov/research-data/data-resources/geographic-information-systems-gis/standards).⁶⁵

⁶⁵<https://ecology.wa.gov/research-data/data-resources/geographic-information-systems-gis/standards>

Appendix E: Fee-Simple Acquisitions

The information in this appendix is designed to assist in the planning, budgeting and implementation of fee-simple property acquisitions. Considerations presented in this appendix were sourced from existing FbD grant Recipients, Ecology grant managers, and members of the FbD network with experience completing fee-simple acquisitions for integrated floodplain management projects.

Frequently, acquisitions are part of a suite of tools or pathways (e.g. home elevations, capital projects, and land-use policies) that help communities move towards their vision and goals (See Figure 1). The clearer that project proponents are in the early stages of their planning process about the long-term role that acquired land will play in achieving community vision and goals, the more likely the probability for success.

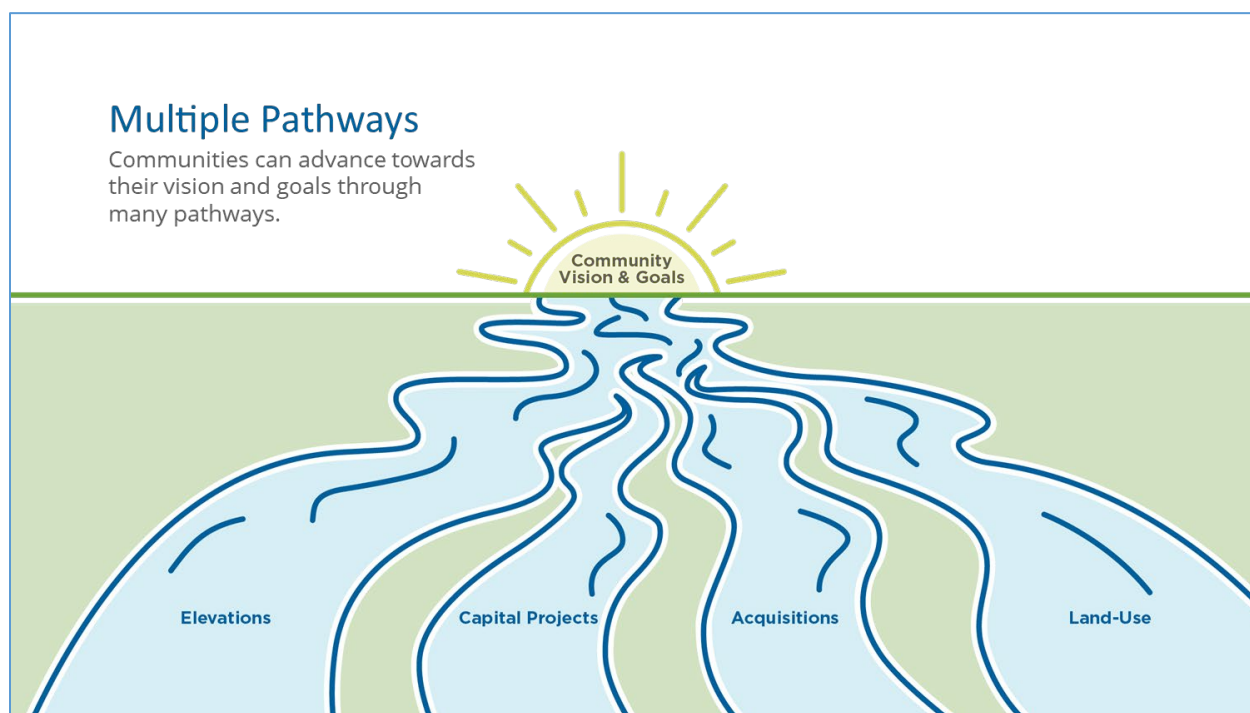


Figure 1. Multiple pathways to achieve community vision and goals.

Acquisition planning tools

The FbD partnership held a four-part webinar series on property acquisition in Summer 2024. The goals of the series were: 1) Connect and interact as a community of practice in ways that local, state, federal governments, Tribes, and NGOs are better able to create, fund, and implement watershed-scale acquisition and buyout programs to reduce flood losses and create opportunities for conservation and/or salmon recovery efforts; and 2) Learn from other leaders across the nation working on buyout and acquisition programs. As part of the series, the FbD team created infographics to help show how acquisition is frequently part of a larger set of

tools to reach a vision (see Figure 1), visualize the lifecycle of an acquisition (see Figure 2), provide considerations to help navigate the acquisition lifecycle (see Figure 3), and detail the acquisition purchase process (see Figure 4). We chose the concept of “Stepping Stones to an Acquisition” as an analogy to show how using boulders to cross from one side of a river to the other is like navigating the steps of a property acquisition. (We are floodplain managers after all.)



Figure 2. Stepping stones to an Acquisition.

Crossing a river using natural features requires careful planning to ensure safe passage. Navigating the lifecycle of a property acquisition is no different. The information in Figure 3 is designed to present considerations that accompany each of the acquisition process steps shown in Figure 2. Carefully read the small print in Figure 3 to expand your thinking about what might be necessary to budget for or where expertise beyond the capacity of your organization may be necessary to complete a property acquisition. It is through the amalgamation of the answers to the applicable considerations that will help craft a strategy to complete the needed property acquisition(s).

PRO-TIP: Identify key considerations early in the planning process, even before writing a grant application for funding.

At the beginning of the acquisition planning process, it's key to start thinking about the locations you want or need acquisitions to occur and for what purpose the acquired property will serve. Properties purchased for flood risk reduction, conservation, and/or salmon recovery

goals may have different paths through the acquisition lifecycle driven by corresponding end goals. For instance, requirements by different funding sources may preclude uses or require certain long-term outcomes as conditions of funding to purchase a property. It is critical to understand constraints and/or assumptions that may be associated with the path a given acquisition will take through the acquisition lifecycle, including who will hold and steward the land in the long term and identifying needed expertise outside of your organization to complete the acquisition. Similarly, the considerations at the bottom of Figure 3 focus on funding which may help inform your funding strategy in ways that bring more ease to your project as you move through implementation. Taking time upfront to formulate a plan for how to navigate each step of the acquisition lifecycle will help ensure that the proposed acquisition will be successful in helping achieve your long-term vision and goals.

PRO-TIP: Carefully establish a financial and time budget for each acquisition. Acquisitions are frequently under budgeted or take longer than anticipated, which may require grant amendments or even scrapping an acquisition all together due to lack of necessary funds or extended timelines.

PRO-TIP: Assume the unexpected. Cost increases, prolonged landowner negotiations, staffing changes, etc., happen. Building in time and cost contingencies into your budget will help achieve success when things go in a different direction than originally imagined.

PRO-TIP: Assign a lead staff person to each needed step of the acquisition lifecycle. Needed capacity to complete an acquisition can frequently come from outside your organization (e.g. partner organization or contractor support).

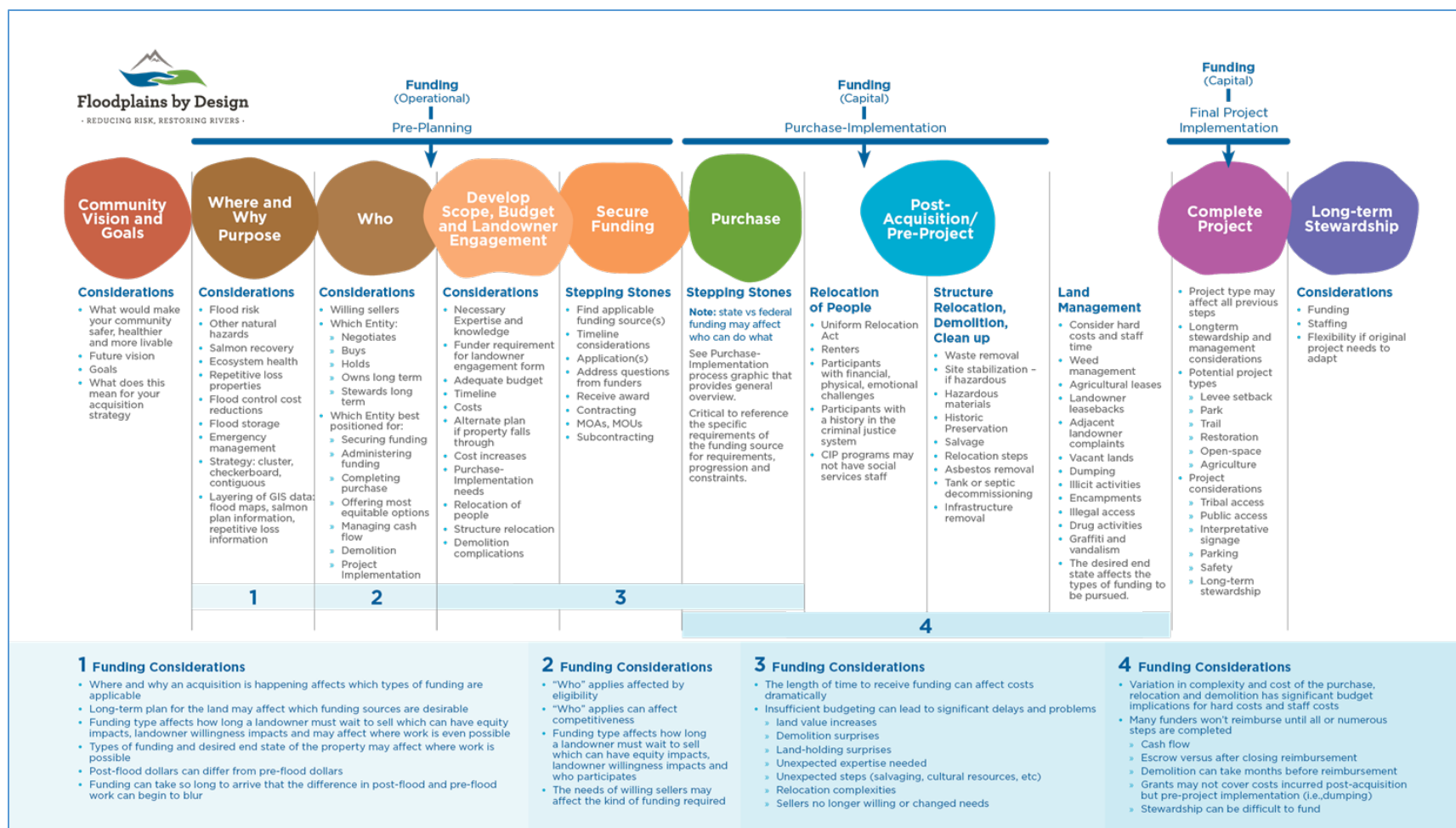


Figure 3. Considerations for navigating the acquisition lifecycle.

Find more resources for acquisitions on the [Floodplains by Design.org website](https://floodplainsbydesign.org).⁶⁶

⁶⁶<https://floodplainsbydesign.org/about/acquisitions-buyouts/>

Navigating the acquisition purchase process

Figure 4 provides a visual overview of the acquisition purchase process. Please note that multiple steps of the process can be run simultaneously to be as efficient as possible. Ecology requires that each acquired property has a full acquisition report completed to submit for reimbursement after purchase or to set up an escrow request for Ecology to provide funds at the time of closing.

Components of the acquisition report include but are not limited to:

- Appraisal
- Appraisal Review
- Offer letter of just compensation
- Hazardous substances certification & property assessment checklist
- Phase 1 assessment (at Recipients' preference)
- Purchase and sale agreement
- Relocation plan (if applicable)
- Title report
- Cultural resource compliance (if applicable)
- Signed and recorded conservation covenant*
- Signed and recorded deed*
- Escrow request form (if applicable)
- Annotated photographs showing the property to be acquired.

*Ecology can set up an escrow deposit, so Recipients have access to funds at the time of closing. The escrow process can be beneficial to Recipients managing cash-flow constraints when purchasing properties. Drafts of the conservation covenant and deed may be provided to Ecology at the time of setting up the escrow deposit with the expectation that signed and recorded copies will be provided to Ecology shortly after closing.

PRO TIP: Coordination with the Ecology project management team (and any other funders) is key to successfully navigating the acquisition purchase process. We encourage all Recipients to alert Ecology staff of potential acquisitions at the onset of the purchase process so that timing constraints, roles and responsibilities, and any other important concerns can be mutually understood and accounted for when setting milestones and managing collective expectations.

PRO TIP: Coordinate with all funders at the beginning of the purchase process to determine if cultural resource review is required. Cultural resource review requires a 30-day consultation process with additional time required to prepare the consultation documents (e.g. pedestrian surveys; consultation letters). New acquisition implementers frequently forget to budget time for cultural resource review.

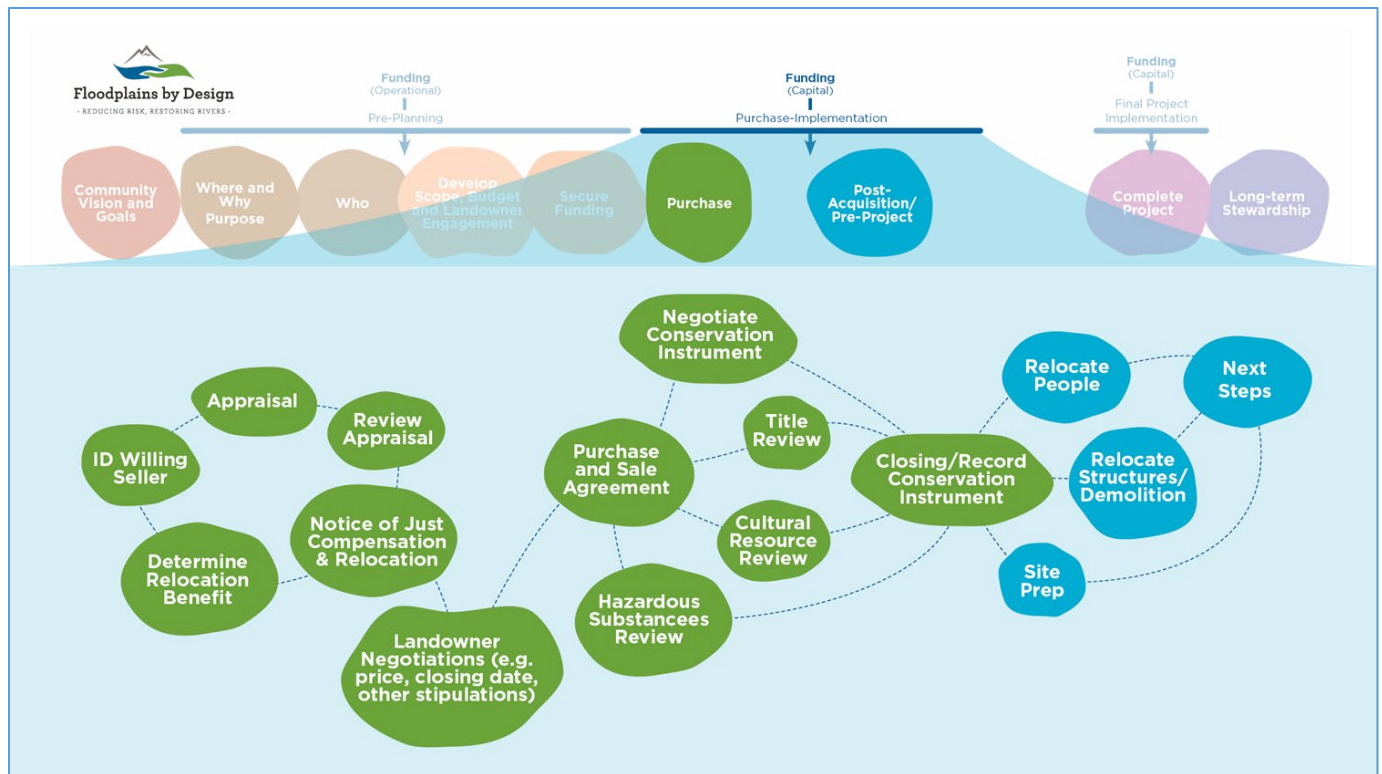


Figure 4. Acquisition purchase process.

Post acquisition/pre-project considerations

The relocation, demolition and site prep stage of an acquisition can be full of surprises, unanticipated delays and costs and unexpected needs for expertise. Even those with deep expertise in acquisitions regularly experience new twists and turns in this phase. Examples of issues past grant recipients have navigated include removal of 40 boats from a small engine repair shop property, complicated demolition requirements due to toxic materials and cultural resources, garbage dumping, and relocating businesses. Budgeting for and building contingencies in time should the unexpected arise can help ensure that the project can proceed.

PRO TIP: If relocation of people/structures or demolition is involved in your project, take special care to think through timeframes and costs. Consider speaking with other organizations who have navigated relocations and demolitions prior to seeking funding if your organization has never completed a relocation or demolition project before.

PRO TIP: Previous grantees have strongly recommended experts like “relocation assistance contractors” to ensure all laws and requirements are met during the relocation process. Business relocation has a different set of rules and requirements than residential housing tenants. Relocation assistance contractors can also help navigate the required process for each given acquisition. Example costs for relocation contractors from previous grant recipients have been up to \$50,000.00.

PRO TIP: Relocation of tenants can cost in excess of \$100,000. There are three potential cost areas where relocation of people is required.

1. Moving expenses for personal items based on the number of rooms in the housing unit. Example range of costs from previous grant recipients: \$1,000 to \$20,000.
2. Replacement housing payment for tenants is based on calculating the total monthly cost of a comparable replacement dwelling and estimated utilities, less the actual total monthly rent and utilities paid by the occupant at the displacement dwelling monthly for 42 months. This payment calculation may also account for monthly household income when the person(s) being relocated meets the low-income requirements per the Uniform Relocation Act and the U.S Department of Housing and Urban Developments Annual Survey of Income Limits for the Public Housing and Section 8 Program. Example range of costs from previous grant recipients: \$20,000 to \$67,000.

Note: This payment can be difficult to estimate because you typically don't know the relocatee's financial details until the relocation process has begun.

3. Housing of last resort is the requirement to provide "decent, safe, and sanitary" replacement housing. When moving persons from marginal or substandard housing to "decent, safe and sanitary" housing, additional money can be required to meet the cost difference the displaced persons existing rent versus their new rent once relocated. between what tenants were paying and what they will owe upon relocation. Example range of costs from previous grant recipients \$15,000 to \$30,000.

For more information see:

- Chapter 8.26 Revised Code of Washington; Chapter 468-100 Washington Administrative Code; Chapter 12 of the Washington State Department of Transportation's Right of Way Manual.

Completed project and long-term stewardship

As the project reaches a complete state, celebrate your accomplishment! As the project moves from completion to long-term stewardship, consider writing down a stewardship plan to document the intent and needs of this site in the future. A plan could contain the following elements:

1. Introduction
 - a. Background & Land Use History
2. Purpose – Landowner's Goals
3. Current conditions (i.e. post project completion)
 - a. Fish use and habitat

- b. Riparian
 - c. Hydrologic
 - d. Soils and soil stability
 - e. Upland
 - f. Public use
 - g. Cultural and Historic resources
- 4. Desired conditions (i.e. achieved during long-term stewardship)
 - a. Fish use and habitat
 - b. Riparian
 - c. Hydrologic
 - d. Soils and soil stability
 - e. Upland
 - f. Public use
 - g. Cultural and Historic resources
- 5. Maintenance and Monitoring schedule
 - a. Planned activities (by season and year)
 - b. Effectiveness review
- 6. Adaptive management plan
- 7. Roles, Responsibilities, and Funding
- 8. Constraints and uncertainties
- 9. Attachments:
 - a. Vicinity map
 - b. Site plan
 - c. Photos
 - d. Permit requirements
 - e. Monitoring protocol

Appendix F: Easements

Appendix F provides a summary of various easement tools that may be used to achieve FbD project outcomes. The specific details of easement acquisition agreements will differ across jurisdictions and project types, and project sponsors must work with their Ecology Project Managers to develop easement agreements. Easement acquisitions may include the voluntary purchase of agricultural, conservation, flood, or channel migration zone (CMZ) easements.

An agricultural easement is a voluntary, permanent deed restriction that protects a property's ability to remain in agricultural use by limiting non-farm development. The landowner sells or donates development rights to a land trust or government agency, who then monitors and enforces the restrictions, which remain in effect even after the land is sold. This maintains the land's agricultural viability and conservation values, such as productive soil, wildlife habitat, and ecological health, for future generations.

A conservation easement is a voluntary, legally binding agreement that restricts a property owner's right to develop their land to protect its conservation values, such as open space, wildlife habitats, or agricultural uses. The landowner retains ownership and control but gives the easement holder (a government agency or land trust) the right to enforce the restrictions. These agreements are often permanent, can be recorded in the property deed, and may provide tax benefits to the landowner.

A flood easement, or floodplain easement, is a legally binding agreement where a landowner grants certain rights to a governing body or conservation organization to manage and conserve flood-prone land. The landowner retains ownership of the property but gives up the right to develop it in ways that would impede natural floodplain functions, such as storing floodwater. This conservation effort helps protect lives and property from floods, maintains natural habitats, and reduces the need for disaster assistance.

A CMZ easement is a voluntary, legally binding agreement in which a landowner grants an easement holder the right to allow a river or stream to migrate naturally across a designated area (the CMZ) of their property over time, protecting natural processes and habitat while providing compensation to the landowner for potential future losses. The easement preserves the river's natural functions, which create biodiversity and habitat, and prevents activities like bank armoring that would impede this movement.

As with fee-simple acquisitions, easements will vary by the type of project. All policies included in these guidelines also apply to voluntary acquisition of easement rights (including appraisal and appraisal review requirements, hazardous substances certifications, filing an Assignment of Rights, and title insurance). Note that the processes for purchasing different types of property rights vary, and recipients must also follow specific guidance for these purchases when available.

Assignment of Rights

Recipients record an Assignment of Rights for all easements being acquired unless otherwise noted in these guidelines. An Assignment of Rights ensures Ecology is listed as Third-Party Beneficiary and has certain rights for access and stewardship of the property.

The Assignment of Rights is intended to secure the public's interest in the easement. To accomplish this, the Assignment of Rights does the following four things:

- It commits the Recipient holding the easement to monitor and enforce the terms of the easement or lease.
- It gives Ecology certain rights, which are co-held with the Recipient, for access to the property covered by the easement.
- It indemnifies the state with respect to the acts or omissions of the landowner and Recipient on the property.
- It requires the Recipient to consult with Ecology for any amendment of the easement, or conversion of the land to another use.

Collectively, the Assignment of Rights ensures that Ecology has the legal ability to act if the Recipient fails to manage or defend the easement.

Appendix G: Frequently Asked Questions

- 1) May I attend the presentations of other applicant teams?

No, many applicant teams aren't comfortable with their "competition" attending.

- 2) In the application, are GIS polygons required for acquisitions?

No, GIS polygons are not required for acquisitions.

- 3) If we have money left over when we complete the project proposal outlined in the application, can we hold onto it to use for the next phase of the project?

It may be possible to amend your grant agreement to add an additional task not included in the original agreement so that the money could be spent. However, it would need to be spent by the end of the original agreement; no extension would be allowed.

- 4) At the time of application, do the signatories need to be finalized on the Recipient Contacts form?

No, they do not. If the project is awarded funding, you can update the Recipient Contacts and signatories at the time of agreement negotiation.

- 5) If I receive another letter of support for my project after I've submitted the application, is it possible to still share the letter with the evaluation team?

Yes, but only if you notify us before the application deadline.

- 6) Are we required to fill out the Deliverables Due Date form as part of the application? Or is this only required if we are awarded the grant?

The Deliverables Due Dates form is now not required during the application and is only required if the grant is awarded and becomes a funded grant agreement.

- 7) Can my budget request change between the pre-application and full application?

Yes, though Ecology would prefer it if it didn't change too much. If the scope of work has been increased or decreased since the pre-application, please make that clear. Or if the revised request is just a refined cost estimate, please explain that so evaluators can understand what changed and how.

- 8) Will my project require a Quality Assurance Project Plan (QAPP)?

If your project generates, analyzes, and/or uses environmental data, assume your project will require a QAPP unless Ecology confirms otherwise. We highly recommend incorporating a QAPP into your project proposal's scope, timeline, and budget.

- 9) What are the roles and responsibilities for QAPP development and approval?

The Ecology SEA Program Quality Assurance Coordinator (QA Coordinator) will review the project to determine whether a QAPP is needed and document the decision. If a QAPP is

not required, send an email to the recipient to document the decision. If a QAPP is required, the QA Coordinator will review the draft QAPP, return comments to QAPP authors for review, review QAPP revisions, and approve the final version. The QA Coordinator will provide technical support to recipients when drafting the QAPP and enlist Ecology staff with expertise on the subject or the Agency QA Officer for additional input when needed.

The Ecology Project Manager (PM) works with the QA Coordinator to determine what level of documentation is necessary and commensurate with the project scope and budget. The Ecology PM will also review the draft QAPP and sign the final, approved QAPP.

The Recipient will develop the QAPP as an initial step in their project workplan. The recipient drafts the QAPP or hires a contractor who will draft the QAPP as part of their project scope and then submits a draft QAPP to the Ecology PM and QA Coordinator for review. The recipient or contractor will revise the draft QAPP based on comments from Ecology. When the QAPP is approved, the recipient will gather signatures from all relevant properties on the project and submit a final, signed copy to the Ecology PM. The approved QAPP will be uploaded to EAGL IGX (as a deliverable).

10) How should I budget for the cost and time to prepare a QAPP?

The level of documentation needed will depend on the type of existing quality assurance documentation available and the complexity of the data collection, analysis, or study outputs, so the time and cost associated will vary. The QAPP lists the objectives of the study/activity; identifies the data needed to achieve those objectives; and describes the sampling, measurement, quality control, and data assessment procedures needed to obtain the data. The size and complexity of the QAPP will be cost effective and in proportion to the magnitude of the study.

11) May I still apply for FbD if I don't have salmonids in my project area?

Yes, the ecosystem protection and/or restoration component of a project does not have to include salmonid benefits if there are no salmonids in your project area.

12) Will my organization be considered less competitive if we don't apply in every FbD funding cycle?

No, we don't consider applicants to be less competitive if they don't apply for every funding round.

13) As part of our upcoming FbD Grant request, we are proposing a partnership with a local land trust, a registered 501c3 non-profit organization, to acquire a conservation easement on the floodplain property. FbD funds will be used to reimburse their administrative costs to both facilitate the easement acquisition and writing a management plan for the property. What type of documentation do you need to reimburse for their administrative costs? Could we, as the grant recipient, just contract with the land trust like any other contractor?

Yes, the land trust will be in a role like that of a contractor. Please make sure your organization and the land trust have a formal signed agreement (i.e. contract) and submit a copy of the agreement as a grant deliverable. The agreement should include administrative costs in the budget. When submitting a grant reimbursement request, upload the invoice from the land trust with any related backup documentation. The information should include staff names, hours and dates worked, hourly rate, the project name or grant task, and total amount paid.