



# **Office of Columbia River— Columbia River Basin Water Management**

**Funding Program Guidelines  
2025-2027 Biennium**

**Office of Columbia River**  
Washington State Department of Ecology  
Olympia, Washington

June 2025, Publication 25-12-004

## Publication Information

This document is available on the Department of Ecology's website at:  
<https://apps.ecology.wa.gov/publications/summarypages/2512004.html>

### Cover photo credit

- White Bluffs near Hanford Reach on Columbia River,  
Photo credit: Tim Poppleton, Office of Columbia River

## Contact Information

### Office of Columbia River

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**Website<sup>1</sup>:** [Washington State Department of Ecology](http://www.ecology.wa.gov)

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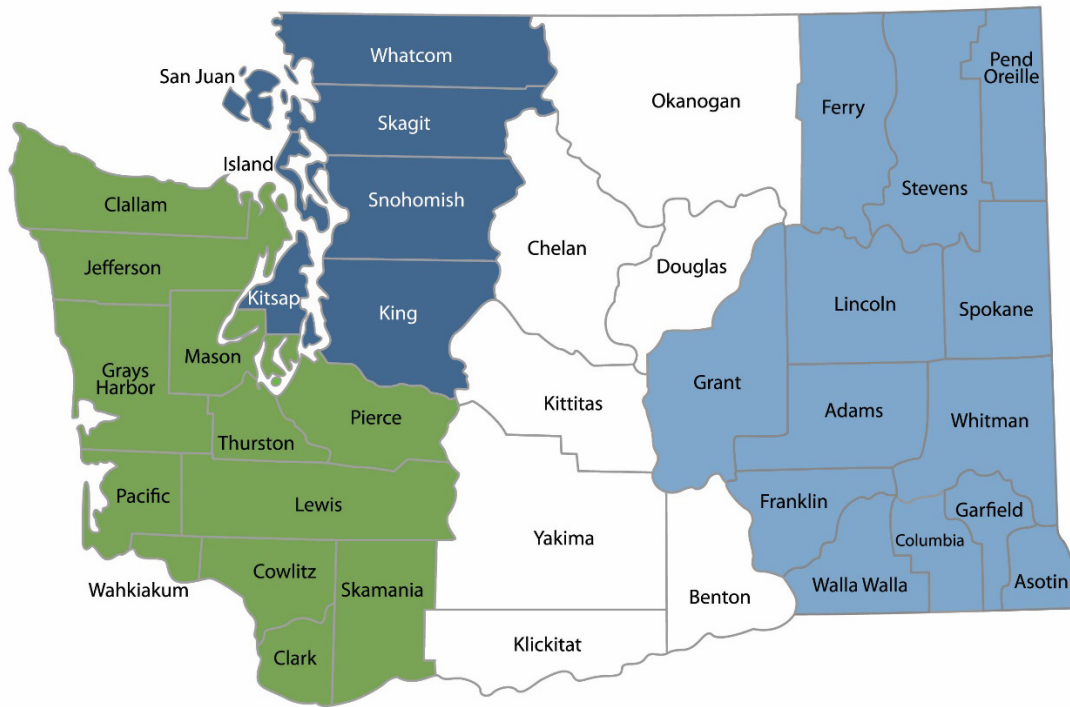
To request an ADA accommodation, contact Ecology by phone at 509-454-4241 or email at [tim.poppleton@ecy.wa.gov](mailto:tim.poppleton@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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<sup>1</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

# Department of Ecology's Regional Offices

## Map of Counties Served



**Southwest Region**  
360-407-6300

**Northwest Region**  
206-594-0000

**Central Region**  
509-575-2490

**Eastern Region**  
509-329-3400

Region	Counties served	Mailing Address	Phone
<b>Southwest</b>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
<b>Eastern</b>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
<b>Headquarters</b>	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000



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DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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# Office of Columbia River 2025-27 Biennium Funding Guidelines

Established in 2006 under Chapter 90.90 RCW<sup>2</sup>, the Columbia River Water Management Program seeks to meet current and future water needs along the Columbia River and its tributaries. The Office of Columbia River (OCR) is charged with "aggressively pursuing" water solutions that concurrently meet water needs for families, industry, farms, ecosystems, and fish. OCR works to resolve conflicts over water and provide water security in the face of drought and changing climate.

The Office of Columbia River is tasked with six directives:

- Find sources of water for pending water-right applications.
- Develop water sources for new municipal, domestic, industrial, and irrigation needs.
- Issue water supply and demand reports.
- Secure alternatives to groundwater for agricultural users in the Odessa Sub-area.
- Find a new, uninterruptible supply of water for those whose rights are curtailed on the Columbia mainstem when minimum flows are forecast to be unmet.
- Make water available for instream benefits when needed most.

Funding opportunities pursuant to the provisions of Chapter 90.90 RCW include Water Resources Office of Columbia River (WROCR) and Water Resources Yakima Basin Integrated Plan (WRYBIP). In response to the legislative directive, OCR, in coordination with stakeholders, plans and implements a suite of water projects that are vetted with the Columbia River Policy Advisory Group, a broad-based stakeholder group. Funding opportunities are available to federal, state, local, and tribal governments, quasi-government entities (i.e., irrigation districts, and conservation districts), and non-profit organizations.

## Project Selection Process

Projects funded through OCR and WRYBIP follow the process below with limited exceptions. Stakeholders develop project ideas based on their water needs and priorities and present them to the appropriate Governing Body as listed in the table heading below for funding consideration. At the Director's discretion, projects may be elevated to meet OCR priorities or based on their opportunistic nature. Governing body meetings are held in person with an on-line option and are open to the public.

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<sup>2</sup> <https://app.leg.wa.gov/rcw/default.aspx?cite=90.90&full=true>

**Table 1 Funding opportunities and governing document**

<b>Funding Opportunity</b>	<b>Governing Body</b>	<b>Governing Documents</b>
<b>WROCR</b>	Columbia River Advisory Group	<a href="#">Columbia River Basin Water Supply legislation</a> <sup>3</sup>
	Icicle Work Group	<a href="#">Guiding Principles</a> <sup>4</sup> , <a href="#">Programmatic EIS for Icicle Strategy</a> <sup>5</sup>
	Walla Walla Basin Advisory Committee	<a href="#">Walla Walla 2050</a> <sup>6</sup>
<b>WRYBIP</b>	Yakima Basin Workgroup	<a href="#">Yakima River Basin Integrated Water Resource Management Plan</a> <sup>7</sup>

## Project selection steps

1. Office of Columbia River (OCR) leadership visits funding opportunity Governing Body to discuss budget development, communicate priorities, and answer questions.
2. Subgroups, with technical knowledge and expertise, reflecting priorities of governing body and documents, form to review project ideas.
3. Subgroups develop criteria to use for project selection based on governing documents and guidance from funding opportunity Governing Body.
4. Funding opportunity governing body solicits ideas for projects from stakeholders.
5. Project proponents (stakeholders) present ideas to relevant subgroups for feedback.
6. Subgroups score, rank, and present a list of suggested projects to funding opportunity Governing Body.
7. Funding Opportunity governing body presents list of proposed projects to OCR.
8. OCR submits proposed projects to Washington (WA) State Legislature to identify funding priorities in budget.
9. WA State Legislature passes budget.
10. Selected projects receive funding.

<sup>3</sup> <https://ecology.wa.gov/About-us/Accountability-transparency/Partnerships-committees/Columbia-River-Policy-Advisory-Group>

<sup>4</sup> <https://iciclestrategy.com/node/7>

<sup>5</sup> <https://iciclestrategy.com/about/environmental-review>

<sup>6</sup> <https://apps.ecology.wa.gov/publications/documents/2112011.pdf>

<sup>7</sup> <https://apps.ecology.wa.gov/publications/documents/1212002.pdf>



## Managing the Agreement

Your agreement will be documented and tracked throughout the lifetime of the project in Ecology's Administration of Grants and Loans (EAGL) database. Please refer to the [EAGL External User's Manual](#)<sup>8</sup> to manage your agreement in EAGL. Complete instructions for EAGL can be found under "My Training Materials" in the green ribbon at the top of each page in EAGL. If you have additional questions, contact your Project Manager or Financial Manager.

Funded projects are governed by the Agreement General Terms and Conditions, Agreement Specific Terms and Conditions (if applicable), and [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\) current version](#)<sup>9</sup>. This link will help identify which version of the Yellow Book applies to your agreement. If you have any questions, please reach out to your Ecology Financial Manager. This document establishes the financial administrative requirements for all grants and loans administered by Ecology.

**The following sections highlight some, but not all, requirements from these documents.**

## Amendments

You may need to amend your agreement to update the timeline, scope of work, and/or budget.

- Please contact both your Project Manager and Financial Manager to discuss the need for an amendment.
- Request an amendment in EAGL at least 60 days prior to the agreement expiration date.
- Amendments must be signed prior to the agreement expiration date.

## Payment Requests/Progress Reports (PRPRs)

Payment Requests/Progress Reports (PRPRs) are required quarterly even if no expenses are billed. The link provided is a YouTube video on How to submit a Payment Request/Progress Report in EAGL.

[How to submit a payment request or progress report for grants and loans - YouTube](#)<sup>10</sup>

When submitting a Payment Request/Progress Report (PRPR) or another document, create one only and remember the document cannot be deleted. Be sure to record the document number, so you can find it easily when you return and avoid creating duplicate documents.

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<sup>8</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

<sup>9</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

<sup>10</sup> <https://www.youtube.com/watch?v=Lbl7gzh6pgA>

## Financial Management Tips

**Conditionally Approved Expenses** – see explanation starting on page 29 of the Yellow Book. These expenses are generally allowable but need prior written approval. Examples are light refreshments, computers and other electronic devices, and equipment. Consider listing conditionally approved expenses in the agreement for expedited approval.

**Purchasing and Contracts** – see solicitation process guidance on page 48 of the Yellow Book. Be sure to follow the outlined process to solicit contracts and obtain Goods and Services. Failure to do so may lead to ineligible expenses.

**Indirect Rate** – see indirect rate information starting on page 32 of the Yellow Book. Ecology will reimburse up to 30% of indirect costs without further approval and documentation.

## Records, Audits, and Inspections

Grant files must be open for audit or inspection by Ecology, or by any duly authorized audit representative of the State of WA, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution.

Please expect us to ask questions about expenditures, supporting documentation, project implementation, and so forth. Complete transparency is necessary for a successful audit.

## Contracting for Goods and Services

You may contract to buy goods or services related to performance under this Agreement. All contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services shall be awarded through a competitive process, as required by State law. You are required to follow procurement procedures that ensure legal, fair, and open competition and may be required to provide documentation of your process.

Ecology reserves the right to inspect and request copies of all procurement documents, and review procurement practices related to this Agreement. Any costs incurred because of procurement practices not in compliance with state procurement law or your organization's regular procedure may be disallowed at Ecology's sole discretion.

## Communication

It is essential that you keep in contact with your Project Manager. Ecology Project Managers and Financial Managers have many agreements and are often very busy. We want to provide excellent service for you, and we need your help.

- If a concern or change in scope of work arises, please contact us.
- If there is a fiscal matter involved, please contact your Financial Manager.
- Include your grant number in all communication and on all deliverables and invoice documents.

## Archaeological and Cultural Resources

If your project creates any ground disturbance, an Inadvertent Discovery Plan is required prior to the start of any work on the project site. For capital construction projects or land acquisitions for capital construction projects, you are required to comply with Executive Order 21-02, Archaeological and Cultural Resources. Please contact your Ecology Project Manager for information related to your project.

## Environmental Data Standards

If your project collects environmental data, a Quality Assurance Project Plan (QAPP), is required. Contact your Ecology Project Manager for further information and a template. A QAPP must be completed, approved, and signed by Ecology prior to sampling.