



Chehalis Basin Flood Damage Reduction Grant Funding Guidelines

State Fiscal Years 2023-25

For the

Office of Chehalis Basin

Washington State Department of Ecology

Olympia, Washington

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Contact Information

Patricia Brommer

Office of Chehalis Basin

Department of Ecology

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-233-5687

Email: patricia.brommer@ecy.wa.gov

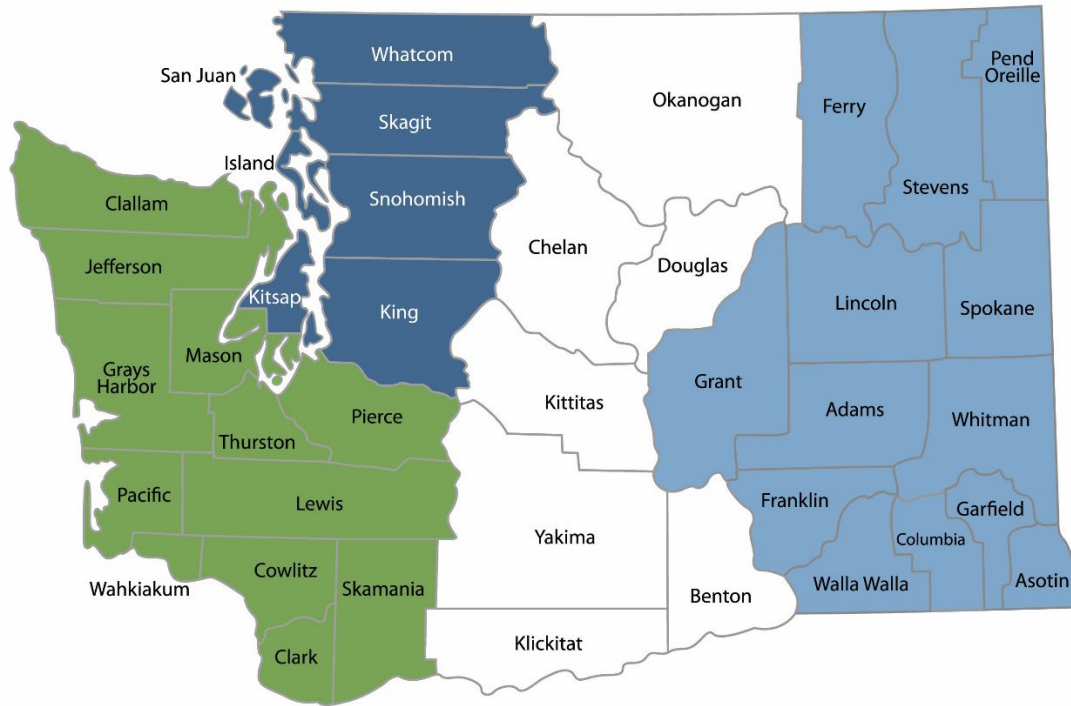
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Department of Ecology's Regional Offices
Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
206-594-0000

Central Region
509-575-2490

Eastern Region
509-329-3400

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

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About these guidelines

These funding guidelines provide information about project eligibility, application and review processes, and general requirements of:

- The Chehalis River Basin Flood Authority Grant Program (Chapter 1)
- Large-scale flood damage reduction projects in the Chehalis Basin (Chapter 2)

This document also provides grant agreement and management information that applies to both types of funded project (Chapter 3). In addition to following these guidelines, the Department of Ecology (Ecology) holds all grant applicants responsible for reading and understanding these guidelines along with the [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)¹ before entering into a grant agreement with Ecology.

¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Chapter 1: Chehalis River Basin Flood Authority Grant Program

Program Overview

Purpose and Need

Flooding in the Chehalis Basin represents a significant natural hazard to communities in the region, affecting public safety, infrastructure, and economic vitality. In 2008, in direct response to these challenges, and the 2007 catastrophic flood that severely impacted Basin residents, businesses, and infrastructure across the Basin, the Chehalis River Basin Flood Authority was formed. The “Flood Authority” was charged with providing local leadership in identifying and implementing local flood damage reduction projects across the Basin.

The Flood Authority was (and continues to be) comprised solely of members representing local jurisdictions and local interests across the Basin. Current membership includes representatives from 13 basin jurisdictions: Grays Harbor, Lewis, and Thurston counties along with the cities of Aberdeen, Centralia, Chehalis, Montesano, Oakville, Pe Ell, Napavine, Bucoda, Hoquiam, and Cosmopolis.

The Flood Authority serves several key functions:

- It provides an important conduit connecting state investments (and potential future federal investments) to local flood damage reduction and multi-benefit projects derived from the priorities of local governments.
- It protects people, property, businesses, farmland, and critical infrastructure through investments that enhance community safety, resiliency, economic stability, and maintain tax revenue.
- It complements the efforts of other Office of Chehalis Basin (OCB) programs while ensuring projects align with Chehalis Basin Strategy (CBS) goals (see section below).
- It provides a venue for local communities to discuss priority flood issues, collaborate on solutions, and pool resources.

Specifically, efforts supported by the Flood Authority include:

- Reducing flood damage to people, property, and infrastructure through local-scale flood damage reduction projects.
- Improving communities’ flood readiness and emergency response capabilities.
- Protecting valuable structures, infrastructure, homes, properties, and businesses.

- Enhancing protection for critical facilities and transportation routes.
- Connecting state investments to local flood damage reduction priorities, and
- Operating and maintaining the Chehalis River Basin Flood Warning System, providing real-time river alerts, weather conditions, and road status information to make informed decisions during flood events.

Relationship to the Chehalis Basin Board and Office of Chehalis Basin

Following creation of the Flood Authority in 2008, in 2016, the Washington State Legislature created the OCB under [RCW 43.21A.730](https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.730)² and the Chehalis Basin Board (CBB) under [RCW 43.21A.731](https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.731)³, for which three out of the eight voting Board members are Flood Authority representatives. Together these entities play a significant role in advancing the CBS, a detailed set of actions to reduce flood damage and improve aquatic species habitat in the Chehalis Basin. The entities have distinct but complementary roles in managing local flood projects:

- The **Flood Authority Projects Committee and Review Team** manages proposal solicitation each two-year funding cycle, reviews and prioritizes projects based on approved criteria, monitors implementation status, and recommends budget and scope modifications as needed.
- The **Flood Authority** approves funding criteria, reviews Projects Committee and Review Team recommendations, and recommends project priority order and funding levels to the CBB.
- The **CBB** approves funding priorities and criteria, authorizes the final ranked project list, and recommends overall Flood Authority funding levels to the Governor and Legislature each biennium.
- The **OCB** provides guidance on funding availability, administers grants, and collaborates on contract management. As of 2025, Flood Authority funding is distributed via grants administered by OCB.

Through this structure, the Flood Authority prioritizes and funds local flood projects in coordination with OCB, state agencies, Tribes, local applicants, and the CBB, with funding from the Washington State Legislature provided via the CBB.

Adaptative management

² <https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.730>

³ <https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.731>

The Flood Authority has evolved its approach to selecting and implementing projects based on demonstrated needs and outcomes, by:

- Shifting from reactive project identification toward strategic, proactive project selection through local investment planning and master planning processes.
- Developing improved flood warning systems and tools.
- Enhancing coordination between local jurisdictions for flood response.
- Integrating with broader basin-wide strategy goals.

Flood Authority project recruitment and evaluation processes may be reviewed and updated on periodically to ensure continued effectiveness and alignment with local needs and broader CBS goals. Any updates will be reflected in the corresponding biennial version of these guidelines.

Flood Authority Grant Eligibility & Funding

Eligible applicants

Projects supported by the Flood Authority must be vetted and advanced through a public entity. Entities eligible to sponsor projects include cities, counties, conservation districts, ports, Tribal governments, and other public agencies within the basin. All projects must be supported by the local jurisdiction within which the project is proposed.

Eligible projects

Local projects reduce flood damage caused by floods of the Chehalis River and its major tributaries. The damage could be to public or private improvements. If a local project is proposed to reduce flood damage to private property, there must be a public benefit. Local projects are:

- Projects that provide localized, quantifiable benefit.
- Funded through discrete project phases (e.g., study project, planning project, design/engineering/permitting project, construction/implementation project).
- Capable of being completed within one or two funding cycles (all project phases).
- Supported by the jurisdiction or jurisdictions within which the project is proposed.
- Vetted, sponsored through a public entity (e.g., a city, county, conservation district, port, or Tribe).

Additionally, local projects must not have adverse impacts to fish, wildlife, or habitat, and where possible provide multiple, quantifiable benefits.

Projects that do not meet these criteria will not be funded. See project categories section below for more information on the different types of eligible projects typically funded.

Ineligible projects

The following types of projects are not eligible for Flood Authority funding:

- Projects seeking to use State Capitol Budget dollars for non-allowable uses (e.g., maintenance and repair work, cost-sharing under select circumstances)
- Projects primarily addressing problems caused by local stormwater or drainage
- Projects likely to increase potential for flood damage upstream or downstream or facilitate new development in flood prone areas
- Projects with unmitigable adverse environmental impacts, significant uncertainty regarding potential environmental impacts, or significant concerns about obtaining regulatory approval
- Projects not sponsored by a public entity
- Projects not likely to provide meaningful public benefit
- Projects not located in the Chehalis Basin
- Projects that do not show quantifiable flood damage reduction benefit

Funding cycles

The Flood Authority funding availability follows the Washington State Biennial Capital Budget cycle and is dependent on the Washington State Legislature and CBB each biennium. The Flood Authority posts and distributes a formal recruitment for local projects in the middle of each biennial cycle for funding distributed in the following biennium. Project applicants are provided recruitment forms and detailed application instructions. A single form is submitted for each proposed project, noting previously funded efforts. Project applicants should refer to the recruitment schedule posted on the Flood Authority website for current deadlines and timelines. See example recruitment forms by project type in Appendix A and Appendix B.

Grant award amounts

The Flood Authority has established funding thresholds to ensure effective project implementation. Individual project phases typically do not exceed \$3 million in funding, and total project costs across all phases generally remain under \$5-6 million for an entire project. Projects requiring funding beyond these thresholds are encouraged to seek Flood Authority funding in combination with other funding sources. See section below on match and supplemental funding.

There is no guarantee that a proposal will be fully funded if reviewed favorably; the total grant amount available and the reasonableness of the cost estimates as determined in the review process will influence how much a successful proposal is awarded.

Limitations on use of grant funds

Neither OCB nor Flood Authority staff provide staff assistance for project development or design. Those responsibilities belong to the applicant or recipient of funds. Any technical assistance needs must be identified and included in the project proposal and budget.

Grant funds may be used only to cover costs related to implementing an approved project or action or for extraordinary project costs that are not part of routine operations. Grant funds cannot be used by recipients to reimburse costs that are not directly associated with the project, such as regular salaries and benefits of permanent employees for routine operational support.

Direct costs can be identified specifically with a particular objective of the project, including:

- Compensation of employees for time worked on or associated with the project.
- Costs of materials and expenditures used specifically for the project.

Match and supplemental funding

Flood Authority funding can be used as match or supplemental funding with other federal, state, or local grant and funding programs, including other CBS programs and entities such as the Aquatic Species Restoration Plan (ASRP), the Community Flood Assistance and Resilience (CFAR) program, and the Erosion Management Program (EMP). There are no recipient match or supplemental funding requirements. However, contributing funds may be used to demonstrate partner support and may result in a more favorable evaluation of a project application.

Flood Authority Project Categories

The Flood Authority supports two categories of eligible projects to address both immediate needs and long-term strategic planning:

1. Construction/Implementation projects
2. Plan, Study, Design, and Permit projects

Within these project categories, the Flood Authority supports a range of flood damage reduction efforts that:

- Improve emergency response.
- Protect public infrastructure from major river flooding or erosion.

- Improve local or community flood hazard reduction, including local flood planning and local flood proofing (e.g., elevations, buy-outs, foundation venting, demolitions, etc.) caused by major river flooding or erosion.
- Implement Conservation District-initiated flood hazard reduction (e.g., farm pads, evacuation routes, landowner support/participation, etc.).
- Are derived from or connect to a local investment planning or master planning process.

Construction/Implementation projects

These projects focus on direct flood damage reduction measures that provide predominantly localized and quantifiable benefits. These projects must demonstrate clear implementation pathways and be capable of completion within the funding cycle.

Projects in this category typically include emergency response improvements, public infrastructure protection, and local flood proofing initiatives. A key requirement is that projects demonstrate both near-term/immediate benefit and cost-effectiveness. Projects that complete previously funded efforts or advance improved public infrastructure protection are particularly encouraged. Proposals must include detailed information about implementation timeline and phases, cost estimates and funding requirements, maintenance and operation plans, and specific flood hazard reduction benefits.

Plan, Study, Design, and Permit projects

These projects support the strategic development of flood damage reduction initiatives through careful analysis and preparation. These projects develop the technical foundation and documentation for future implementation efforts to help ensure the most effective use of resources. Planning proposals must demonstrate clear understanding of flood risks and solutions (such as through hydraulic analysis), develop specific designs or permit documentation, support integration with existing planning efforts, and strategic alignment with basin-wide goals and identification of future projects.

Flood Authority Proposal Recruitment and Review Process

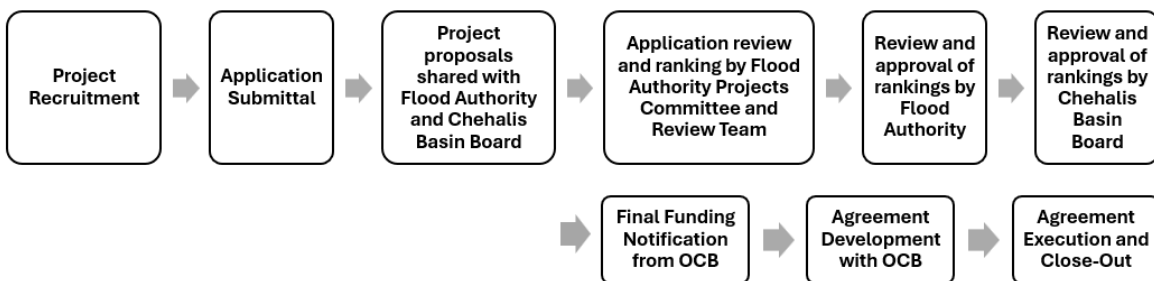
Applying for funding

Each biennium, typically in Quarter 2 (Q2) of the second year, proposal recruitment forms and schedules will be posted on the Flood Authority website and emailed to potential project applicants operating in the basin. All applicants should complete a Flood Authority Recruitment Form according to the project type (see examples in Appendix A and Appendix B) and submit it via email to the Flood Authority staff and OCB Principal Planner by the stated deadline to apply for funding, per instructions listed within the recruitment notice (typically within 4-6 weeks following the recruitment notice).

Overview of the review and approval process

After applications are received, Flood Authority staff will share information on the proposals received to both Flood Authority representatives and the CBB. Following those presentations, the Projects Committee and Review Team will provide detailed review and ranking of the proposals according to the evaluation criteria. Applicants may be asked to provide additional information during the review process. The Flood Authority then reviews and approves (or modifies) the ranked prioritized funding recommendation to the CBB, after which the CBB reviews and approves (or modifies) the ranked prioritized funding recommendation.

Figure 1: 1 Flood Authority Application, Review, and Agreement Process



Evaluation criteria and scoring

The Flood Authority Projects Committee and Review Team scores and ranks the project proposals through a structured scoring process that considers both immediate and future benefits based on project type. The evaluation process uses weighted criteria assessing the following:

1. **Completion, Feasibility, Alternatives, and Impacts**, related to project readiness, implementation challenges, alternative analysis, and investment planning connections.
2. **Benefits Stated and Quantified** related to emergency response benefits, infrastructure protection, public health and safety, residential/commercial protection, and habitat considerations.

See Table 1 on page 15 for complete evaluation criteria and scoring used. All proposals are evaluated using the following scoring scale to measure how well a project meets each criterion:

- “2” = Yes, Absolutely
- “1” = Yes
- “0” = Neither Yes nor No
- “-1” = No

- “-2” = No. Not at all

Individual reviewer scores are collected, tallied, averaged, and ranked for use in Projects Committee and Review Team discussions.

Successful projects demonstrate:

- Advancement or completion of project phases previously funded (if subsequent investment is warranted).
- Innovation in design and approach (e.g., thinking beyond traditional bank stabilization techniques in favor of system- or process-based techniques).
- Direct, local, timely, quantifiable benefits, and multiple benefits beyond flood reduction.
- Partnerships, cost-sharing, and resource leveraging opportunities.
- Early and proactive regulatory agency, Tribal, and landowner coordination.
- Public engagement and community planning.
- Informed decision-making through hydraulic analysis.
- Clear return on investment potential.

Additionally, all proposals must address future planning considerations such as project sustainability beyond the completion timeframe, long-term strategic alignment, and connection to broader investment planning process.

It is anticipated that criteria and scoring may be revised periodically based on monitoring and lessons learned through each biennial funding cycle.

Final funding notification

Once the CBB has made its final recommendation (i.e., to fully fund the project, partially fund the project, or not fund the project), Flood Authority staff will notify applicants of the outcomes of their proposal, i.e., whether:

- The project proposal has been approved and a formal notification of award of grant funds will be sent from OCB subject to the final biennial budget appropriations from the Legislature.
- The project proposal has not been approved and Ecology is not able to issue a grant award in the following biennium.

Completion, Feasibility, Alternatives, Impacts

Table 1: Project Evaluation Criteria and Scoring

Criterion	Description	Scoring scale	Weight	Maximum score
Project Completion	Evaluation of whether funding requested completes, substantially completes, or continues a project already started.	-2 to 2	x3	6
Project Feasibility	Assessment of whether the project or phase can be completed by the end of the biennium, including review of circumstances that could impact project timeline such as permitting or regulatory unknowns, lack of availability of other funding resources, and documentation of advance coordination or vetting with agencies, Tribes, and other entities.	-2 to 2	x2	4
Project Alternatives	Analysis of alternatives considered (including doing nothing) and rationale for selecting the proposed project.	-2 to 2	x2	4
Project Impacts	Assessment of how project impacts will be avoided and mitigated, and whether mitigation can be accomplished by the end of the biennium.	-2 to 2	x2	4
Investment Planning	Evaluation of project's connection to local investment planning or master planning process.	-2 to 2	x2	4

Benefits Stated and Quantified

Table 2: Benefits Stated and Quantified

Criterion	Description	Scoring scale	Weight	Maximum score
Emergency Response Benefits	Measurement of how the project enhances emergency response in flood emergencies, such as keeping critical access roads and transportation facilities open/functional, enabling movement of cattle, equipment and farm chemicals out of harm's way, or integration with larger hazard mitigation plans.	-2 to 2	x1	2

Essential Infrastructure Protection	Assessment of how the project protects essential infrastructure and the risks or consequences of not acting this funding cycle.	-2 to 2	x1	2
Public Health, Safety, and Welfare	Evaluation of project's protection of public health, safety, and welfare.	-2 to 2	x1	2
Residential, Commercial and/or Agricultural Protection	Assessment how the project protects these interests, considering factors like number of structures and people at risk, historic frequency of flood damage, and magnitude of benefit for the cost.	-2 to 2	x1	2
Habitat Benefits	Evaluation of project benefits or improvements to existing or future habitat conditions.	-2 to 2	x1	2
Cost, Benefits, Impacts	Analysis of costs of project phase if funded/not funded, including indirect costs that might be incurred or avoided; benefits of project phase if funded and when benefits would be realized; and impacts of project phase if funded/not funded and when impacts would occur.	-2 to 2	x1	2
Total Score of table 1 and 2		34		

Chapter 2: Large-Scale Flood Damage Reduction Grants

Overview

The CBB is evaluating several large-scale structural flood damage reduction projects for inclusion in the final CBS. Examples of these projects include a proposed flow-through dam near Pe Ell and improvements to the Centralia-Chehalis Airport Levee, as well as projects related to a system of local levees, diversion and conveyance channels, and flood walls included in the Local Actions Non-Dam (LAND) Alternative.

Eligibility & Funding

Entities eligible to sponsor large-scale structural flood damage reduction projects include special districts, cities, and counties within the basin, State agencies, Tribal entities, and not-for-profit organizations.

Eligible projects include technical analyses, modeling, and design as well as outreach and engagement efforts that advance large-scale flood damage reduction infrastructure concepts. Permitting and construction phase projects will also be considered, subject to the CBB's final recommendation on large-scale structural flood damage reduction interventions.

Funding availability for these projects follows the Washington State Biennial Capital Budget cycle and is dependent on the Washington State Legislature and CBB each biennium. Large-scale flood damage reduction grants can be used as match or supplemental funding with other federal, state, or local grant and funding programs.

Proposal Recruitment, Review, and Approval

Applicants are encouraged to submit a preliminary proposal during the CBB's biennial budgeting process by following the steps outlined below; however, project proposals will be accepted on a rolling basis throughout the biennium.

1. Communicate intent to apply for funding as soon as possible to the OCB Director.
2. Submit a pre-application preliminary proposal to the OCB Director, including the brief scope of work and budget estimate. Applicants seeking funding in the following biennium should submit preliminary proposals between January and April of the year preceding the start of the biennium (e.g., January through April 2026 for the 2027-2029 biennium). Note that applicants may propose projects outside of the biennial budgeting process that may be considered for funding in the current biennium; in those cases, this step is optional, but highly encouraged.

- a. For preliminary proposals less than \$500,000: The OCB Director will review and determine if the preliminary project proposal is favorable, at which point the application must submit a more detailed proposal and budget estimate for final award (see step 3).
 - b. For preliminary proposals greater than \$500,000: The OCB Director and CBB will review and determine if the proposal will be included in the CBB draft biennium budget. Once the final biennial budget appropriations from the Legislature are determined and the CBB has made its final funding determination, OCB staff will notify applicants as to whether:
 - i. The preliminary project proposal has been included in the CBB budget for the biennium and a more detailed proposal and budget estimate must be submitted for final award (see step 3), or
 - ii. The preliminary project proposal has not been approved and the CBB has not included funds for the project in the budget for the following biennium.
3. Submit a detailed project application to OCB Director.
- a. For projects that have already been approved by the CBB, submitted a preliminary proposal, or are less than \$500,000 total budget, OCB anticipates a 3-week review period. Projects that did not submit a preliminary proposal may take more time to approve or deny.
 - b. For projects with total budgets greater than \$500,000 and were included in the CBB's final biennial budget, OCB anticipates an approximately one-month review period.
 - c. For projects with total budgets greater than \$500,000 that were *not* included in the CBB's final biennial budget, a CBB decision will be required, and OCB anticipates a 2-month or longer review period.

Preliminary large-scale structural flood damage reduction project proposals and project applications will be evaluated for how effectively they reduce, or advance analysis or design of projects that would effectively reduce, flood damages in the Chehalis Basin. More specifically, proposals and applications should address:

- The project's potential, if constructed, to reduce damages to homes, businesses, and other structures and infrastructure during a major or catastrophic flood event.
- The degree to which the project is supported by local jurisdictions, Tribes, and affected residents, especially overburdened communities.

- The steps taken by the project to avoid, minimize, or mitigate for potential environmental impacts if constructed, or to advance analysis or design of options to avoid, minimize, or mitigate potential for environmental impacts.

For projects that are a continuation of projects previously funded through OCB, the OCB Director may specify either that the detailed project application may omit some of the information above if redundant to materials previously considered, or that the detailed project application must provide different information relevant to the continuation of the project.

If the OCB Director and, as necessary, the CBB approve the detailed project application, a notification of award of grant funds will be sent from OCB, and the grant agreement process described in Chapter 3 begins.

Chapter 3: Grant Agreements and Management

Grant Agreements

All applicants receiving a grant funding award must manage the grant award through EAGL. To access the system, recipients must first register through Secure Access Washington (SAW). For projects selected for funding, the OCB Project Specialist will enter the final approved project in Ecology's Administration of Grant and Loan (EAGL) web-based financial management system to develop a final funding agreement with Ecology.

Secure Access Washington (SAW) account

New SAW Account (external users)

If your organization already has a SAW account for other government services, do not create a new account to access EAGL. You may not "share" a SAW account with another person or organization. Go to [Secure Access Washington](https://secureaccess.wa.gov)⁴ to create a SAW account, then follow the instructions below:

1. Create your SAW account and wait for a confirmation email.
2. Click the confirmation link in the email and log back into SAW.

Ecology Administration of Grants and Loans (EAGL)

EAGL is Ecology's online grant and loan system for recipients to manage agreements, agreement deliverables, amendments, payment requests and progress reports, and closeout reports and documents.

After you have an established SAW account, please follow the [instructions on becoming a new EAGL user](#):⁵

Once an applicant has been validated as a new user by Ecology's EAGL System Administrator, you will have access to EAGL.

Please refer to the [EAGL External Users' Manual](#)⁶ for help with EAGL questions or troubleshooting. The manual is also located in the top right corner of the EAGL system, under My Training Materials.

Agreement development

⁴ <https://secureaccess.wa.gov>

⁵ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans>

⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

OCB staff will use information found in the funding proposal as the basis for developing the funding agreement. The recipient and OCB project team will work together to ensure that the agreement has clear, quantifiable goals and deliverables, that all activities are eligible, and that all required language is provided in the funding agreement. They will also ensure all necessary designs, permits, and agreements are identified and secured and that cultural resource requirements have been, or will be, met.

Funding agreements with clearly defined project proposals that include a detailed scope of work, measurable objectives and deliverables, and accurate budgets take less time to implement within EAGL. If the recipient makes significant changes to the scope of work after the award, OCB may withdraw or modify a funding offer. To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

Maximum allowable project lengths

A project agreement effective date is the earliest date on which eligible costs may be incurred. For all flood reduction projects (Flood Authority and large-scale flood damage reduction projects), the effective date is negotiated between the recipient and OCB project team during agreement development. The funding agreement effective date cannot be prior to OCB Director or CBB approval of funding offer.

The period of time between when a project agreement effective date and stated project completion date must be realistic and validated based on recipients' engineer estimates. Following is a list of maximum allowable project lengths according to type of project.

- **Permitting, planning, and design-only projects** (includes operation/maintenance-focused projects for the Flood Authority's Flood Warning System): Up to a maximum 2 years from the project effective date, and if needed, OCB-approved 1-year time extension.
- **Design-construct projects:** Up to a maximum 4 years from the project effective date, and if needed, OCB-approved 1-year time extension.
- **Construct-only projects:** Up to a maximum 3 years from the project effective date, and if needed, OCB-approved 1-year time extension.

Agreement finalized and signed

Ecology utilizes a DocuSign process for final funding agreements and amendments. The recipient will work with the Project Management Team to finalize the agreement for official signatures. Once the agreement is signed by both the recipient and OCB Director, a fully executed original agreement is returned to the recipient. A PDF of the signed agreement is uploaded into EAGL by the OCB Project Specialist and the status is changed to "Agreement Executed."

Public Awareness

Sponsors must inform the public about the project and about OCB participation for the following:

- Any site-specific project that is accessible to the public must acknowledge state and federal participation by one of the following means:
 - 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 placed on community website or social media outlet.
 - Press release.

All publications must include acknowledgment of state and federal participation. Ecology/OCB logos are available from OCB's Project Specialists for use on materials.

Cultural Resources

Ecology shall function as the lead agency for ensuring compliance with Governor's Executive Order 21-02. Recipients must work with OCB staff to ensure that cultural resources review and consultation is completed in accordance with the applicable regulations. Projects may comply with Executive Order 21-02 by engaging in cultural consultation following requirements under Section 106 of the National Historic Preservation Act. In either case, cultural resources compliance must be demonstrated prior to conducting ground disturbance (survey, geotechnical assessment, demolition, or construction) or property acquisition.

Cultural resources review consists of an initial assessment, conducted by the recipient, of the potential cultural impact of the project; a consultation by OCB with the Department of Archaeology and Historic Preservation, potentially affected tribes, and other parties; and OCB's final determination of the impact of the project. OCB may require changes to the project design as a result of consultation, such as on-site monitoring in particularly sensitive locations. Most projects will require cultural resources review, although if review was completed for an earlier phase of the same project a full new review may not be necessary.

In addition to all cultural resource requirements mentioned above, the recipient is required to submit an Inadvertent Discovery Plan (IDP) prior to implementing any project that involves

ground disturbing activities. A [template](#)⁷ is available on the CBS website. The IDP must be on the project site, and available to all project staff, consultants, and volunteers, during ground disturbing activities. All project construction participants must know how to find and use the IDP in the case of a discovery.

Activities associated with archaeological and cultural resources are an eligible reimbursable cost subject to approval by the OCB project team. Any ground disturbing activities that occur prior to consultation and the submission of an IDP **will not** be eligible for reimbursement.

Grant Management

Requirements and best practices for managing a grant agreement

Recipients must comply with all applicable federal, state and local statutes, ordinances, orders, regulations, and permits including those related to discrimination, labor, job safety, and applicable provisions of the state or federal regulations for minority and women-owned businesses. They must also secure any necessary permits required by authorities having jurisdiction over the project and must provide documentation to Ecology upon request.

Ecology requires all grant recipients to maintain accounting records in accordance with generally accepted government accounting standards. These standards include those contained in the most recent editions of the United States General Accounting Office publication,

[Standards for Audit of Government Organizations, Programs, Activities and Functions](#)⁸, and

Ecology's yellow book In addition, Ecology requires grant recipients to maintain an accounting system which can track project expenditures separately from general local government expenses.

The following are additional best practices for grant management:

- Review the terms and conditions of the grant agreement before you begin.
- Communicate with the OCB Grant Project Specialist when deviating from a task's scope of work or budget, or if it appears you will either exceed or under spend the entire grant amount. (A substantial change to the scope of work or budget will automatically trigger a grant amendment.)

⁷ https://chehalisbasinstrategy.com/wp-content/uploads/2023/05/IDP-Template_ChehalisBasinStrategy.pdf

⁸ <https://www.gao.gov/products/136670>

- Keep a calendar of all reporting deadlines with early reminders of important dates.
- If contracting for third-party services, follow the same scope of work and applicable budget. Recipients can find complete details about contracting for goods and services using Ecology's *Yellow Book*.

Review [tutorials/trainings⁹](#) for preparing payment requests, progress reports, and closeout reports.

Initiating an amendment

Formal amendment requests are required for time extensions, changes in Scope of Work, and Budget adjustments between Tasks that are more than 10% of Total Eligible Project Costs. Budget Task adjustments under 10% of Total Eligible Project costs that do not change the total project budget do not require a formal amendment.

To initiate a formal amendment, the agreement must be in "Agreement Active" status. An amendment can be initiated in EAGL by:

- Your organization's Authorized Official
- The OCB Grant Project Specialist

The recipient's project manager may request an amendment by contacting the OCB Grant Project Specialist via email. The recipient's email request for an amendment must describe the type of amendment being requested, such as, time extension, modification of the scope of work, or budget redistribution, as well as the justification for the amendment request.

OCB's Grant Project Specialist will work with the OCB project team to notify the recipient of the decision to approve the amendment or not.

Payment Requests/Progress Reports

All Ecology recipients of pass-through funding must register as a Statewide Payee through the Washington State Department of Enterprise Services (DES). DES issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments. Registration details can be located online at: [Vendor payee registration | Office of Financial Management \(wa.gov\)](#).¹⁰ This registration process allows a recipient to sign up for direct deposit, also known as Electronic Fund Transfer (EFT), which reduces processing costs and payment delays. If a recipient already has a Statewide Vendor Number (starts with SWV) and

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

¹⁰ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration>

are registered but want to change from a paper check to direct deposit or update bank account or contact information, this too can be done to make those changes.

If you have questions about the vendor registration process or setting up direct deposit payments, contact DES at the Payee Help Desk at (360) 407-8180 or Email:

PayeeRegistration@ofm.wa.gov.

Ecology disburses payments as costs are incurred. Recipients will submit project Progress Reports and Payment Requests (PRPRs) at least quarterly, but not more than monthly, via the [EAGL system](#).¹¹

All payment requests must follow the procedures described in [Administrative Requirements for Ecology Grants and Loans Managed in EAGL](#)¹² and via the EAGL system.

Incurring eligible costs

The effective date is the earliest date on which eligible costs may be incurred. With prior approval, the recipient may incur project costs on and after the funding offer approval date and before OCB's signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed and fully executed by Ecology. While recipients can incur eligible costs before the agreement is signed, they do so at their own risk.

Ecology pays out grant funds on a cost-reimbursement basis. This means a recipient must incur a cost or obligation before it is eligible for reimbursement. The definition of "date cost incurred" is the date the recipient receives the item, or the date service is performed.

At a minimum, payment requests and progress reports are due 30 days after the last day of each quarter as shown in Table 2 but may be submitted monthly. The Grant Project Specialist will review and approve payment requests.

Table 3: Progress report periods and due dates

Progress Report	Reporting Period	Date Due
First Quarter	July 1 – September 30	October 31
Second Quarter	October 1 – December 31	January 31
Third Quarter	January 1 – March 31	April 30
Fourth Quarter	April 1 – June 30	July 31

Ecology may conduct periodic administrative reviews of funded projects to evaluate a recipient's records and accounting systems. These reviews are intended to verify that eligible

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

¹² <https://apps.ecology.wa.gov/publications/publications/1401002.pdf>

and ineligible costs have been documented for audit and that recipients comply with applicable state statutes, regulations, and requirements (including special grant conditions).

Requirements of payment request back-up documentation

All eligible costs claimed on the payment request must have supporting documentation uploaded into EAGL, such as:

- Copies of receipts
- Copies of invoices

Timesheets and payroll records must include:

- Monthly timesheets must be signed and dated by both the employee and the supervisor. Show hours worked on the project, broken out by task, date, and staff person.
- Show the calculation of the hourly rate.
- Meeting and travel expenses, must include:
- Record of Meeting Attendance.
- If light refreshments are deemed appropriate, a Light Refreshments Approval Form will be requested and approved by OCB staff prior to the event. An agenda of the event, and a roster of attendees must be submitted as back up documentation with the payment request.
- Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. All travel costs shall not exceed State travel rates.¹³ Please reference the administrative requirements set forth in the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL¹⁴](#) to help guide eligible and ineligible costs.

Reporting on task progress

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.

¹³OFM Travel Reimbursement resources, <http://www.ofm.wa.gov/resources/travel.asp>

¹⁴ <https://apps.ecology.wa.gov/publications/publications/1401002.pdf>

A corresponding progress report must accompany each payment request and allows the OCB Project Specialist to:

- Crosscheck information with the itemized expenses in a payment request
- Verify compliance with the terms of the agreement
- Learn how the project is proceeding

Reporting on outcomes

Data in progress reports will include essential task outcome information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of completion per task, summary of accomplishments for the reporting period
- Description and reasons for any delays
- Description and reasons for cost overruns
- General comments

Uploading deliverables

Recipients can upload deliverables in the grant agreement known as the “parent document.” Keep naming conventions short (For example, a Deliverable for Task 2.5 is uploaded with the name: D2.5). Grant recipients are additionally required to fill out any summary reporting forms requested by OCB staff.

Uploading progress report information

Photos of project, volunteer events, or other items not specified as a deliverable in the agreement can be uploaded in the Progress Report uploads.

Equipment purchases

Equipment purchases are eligible for reimbursement only if the OCB Grant Project Specialist approved them in advance, or they are specified during final funding agreement negotiations.

Site visits

OCB project team members may conduct one or more site visits or use another verification method to document that work done on the project has been completed and carried out in accordance with the purpose and scope of the grant agreement. Either the recipient or OCB may initiate a site visit at any time.

At the end of the grant period, a site visit (if applicable due to project scope) will be required to close out the agreement and payout the final Progress Report/Payment Request. The EAGL site visit form is for OCB staff to fill out only. The recipient is not required to fill this form out in EAGL.

Recipient Closeout Report

An EAGL Recipient Closeout Report must accompany the final payment request. The final payment request, including the recipient closeout report, is due within 30 days of the end of the agreement to ensure payment. Final payment requests are payable contingent on receipt of the final products and deliverables of the grant agreement. The recipient will need to ensure the final payment check box is checked when submitting the final payment.

A Recipient Closeout Report summarizes the entire task and its outcomes, and includes the following:

- The problem statement addressed by the grant
- The purpose of each task
- The task results and outcomes achieved
- Any summary reports as determined by the project scope

If a recipient mistakenly creates a closeout report, they can cancel it while it is still in the initiated status.

Upon completion of the project, unspent grant funds will be returned to OCB and allocated to other projects at the discretion of the CBB and OCB Director.

For detailed steps, please reference Chapter 21: “How to Initiate a Closeout Report” on page 63-65 of the Recipient’s User’s Manual, located in the EAGL system.

Ecology Closeout Report

An Ecology Closeout Report must be filled out by the OCB Project Specialist. The OCB Project Specialist reviews and approves this report and then moves the agreement to Closeout/Termination.

For grant management questions

The assigned OCB Project Specialist is the primary contact for technical assistance and day-to-day questions and can help to resolve payment issues if they arise. The OCB Project Specialist will work closely with the recipient and project team to resolve project eligibility and technical oversight questions.

Appendix A. Example Flood Authority Recruitment Form for Construction and Implementation Projects

Section 1 General

Date:	
Project Name and Project Phase/Stage:	
Project Location -- Please provide location of project and latitude, longitude coordinates (e.g., 46.712222, -122.977811).	
Project Manager/Contact -- Please identify who will be responsible for overseeing, implementing the project on a day-to-day basis (i.e., name, organization, contact information).	
Project Applicant and Key Partners -- Please identify project applicant and key partners who will assist in project delivery and implementation.	

Section II Description, Timing and Cost

Project Description -- Please describe the project, what is intended to be accomplished, flood hazard reduction benefits to be accrued to whom and when. Please identify what phase/stage of the project funding is sought (e.g., construction/implementation phase/stage). Please identify any local or state funding previously secured for this project.	
Project Timeline -- Please describe the timeline and phases/stages for completing the overall project and the timeline for completing the phase/stage to be funded by 2025-27 funding.	
Project Cost and Funding -- What is the cost of the overall project (or anticipated cost)? What is the cost of the phase/stage to be funded by 2025-27 funding? What are the on-going maintenance and operation requirements and costs? Who will cover	

on-going maintenance and operation requirements and costs?	
Other Funding -- Please describe other funding sources and partners that have already contributed (or could contribute in the future) to this project and for what phase/stage.	

Section III Completion, Feasibility, Alternatives, and Impacts

Project Completion -- Does the funding requested complete, substantially complete, or continue a project already started? If so, please explain.	
Project Feasibility -- Can this project or the phase/stage for which funding is sought be completed by June 30, 2027? Please describe any circumstances with potential to impact the project's feasibility or timeline (e.g., permitting or regulatory unknowns, lack of availability of other funding resources, etc.). Please describe any advance coordination or vetting with agencies, tribes, other entities, etc. and the outcomes of that effort.	
Project Alternatives -- Please describe alternatives to the project that were considered (including doing nothing), and the rationale for selecting the project described, proposed here.	
Project Impacts Avoided, Mitigated -- Please identify how project impacts will be avoided and mitigated, and if that mitigation will be accomplished by June 30, 2027?	
Investment Planning -- Please describe the extent to which this project is derived from or connects to a local investment planning (or master planning) process.	

Section IV
Benefits Stated and Quantified

<p>Emergency Response Benefits -- Please describe (and quantify) how this project enhances emergency response in a flood emergency (e.g., does it keep critical access roads and transportation facilities open/functional, does it enable easy movement of cattle, equipment and farm chemicals out of harm's way, is it part of a larger hazard mitigation plan, etc.).</p>	
<p>Essential Infrastructure Protection Benefits -- Please describe (and quantify) how this project protects essential infrastructure and the risks or consequences of not acting this funding cycle.</p>	
<p>Public Health, Safety and Welfare Benefits -- Please describe (and quantify) how this project protects public health, safety, and welfare.</p>	
<p>Residential, Commercial and/or Agricultural Protection Benefits -- Please describe (and quantify) how this project protects residential communities, commercial and/or agricultural interests, and benefits of acting (or consequences of not acting) this funding cycle. Consider factors like number of structures and people at risk, historic frequency of flood damage, magnitude of benefit for the cost, etc.</p>	
<p>Habitat Benefits -- Please describe (and quantify) how this project benefits or improves existing or future habitat conditions.</p>	
<p>Costs, Benefits, Impacts -- Please describe (and quantify) anticipated:</p> <p>(a) <u>Costs</u> of this phase/stage of the project if funded, and if not funded? This would include any costs (beyond the direct cost of the project) that might be incurred or avoided because of the project being funded (or not funded) and when.</p>	

<p>(b) <u>Benefits</u> of this phase/stage of the project if funded and when those benefits would be realized?</p> <p>(c) <u>Impacts</u> of this phase/stage of the project if funded, if not funded, and when those impacts would occur.</p>	
<p>Other Project Benefits -- Please describe (and quantify) any other project benefits not already discussed. This could include how this project compliments, leverages, or implements another project or planning process already underway.</p>	
<p>Anything Else -- Please offer any additional information (e.g., links, photos, maps, video, drawings, drone, etc.) that would help to better understand the scope, timing, and benefits of this project.</p>	

Section V

Local Construction, Implementation Projects Beyond 2025-27

<p>Project Name and Project Phases/Stage:</p>	
<p>Project Location -- Please provide location of project and latitude, longitude coordinates (e.g., 46.712222, -122.977811).</p>	
<p>Project Applicant and Key Partners -- Please identify who would be sponsoring the project and key partners who would assist with project delivery and implementation.</p>	
<p>Project Description -- Please describe the project, what is intended to be accomplished, the flood hazard reduction benefits to be accrued and to who and when. Please identify what phase/stage of the project funding would be sought (e.g., construction/implementation phase/stage).</p>	
<p>Costs -- Please describe (quantify) anticipated project costs.</p>	

Benefits – Please describe (quantify) anticipated project benefits.	
Impacts -- Please describe (quantify) anticipated project impacts.	

Appendix B. Example Flood Authority Recruitment Form for Plan, Study, Design, Permit Projects

Section I General

Date:	
Project Name and Project Phase/Stage:	
Project Location -- Please provide location of project and latitude, longitude coordinates (e.g., 46.712222, -122.977811).	
Project Manager/Contact -- Please identify who will be responsible for overseeing and implementing the project on a day-to-day basis (i.e., name, organization, contact information).	
Project Applicant and Key Partners -- Please identify project applicant and key partners who will assist in project delivery and implementation.	

Section II Description, Timing and Cost

Project Description -- Please describe the project, what is intended to be accomplished, flood hazard reduction benefits to be accrued to whom and when. Please identify what phase/stage of the project funding is sought (e.g., study phase/stage, planning phase/stage, design/engineering/permitting phase/stage). Please identify any local or state funding previously secured for this project.	
Project Timeline -- Please describe the timeline and phases/stages for completing the overall project and the timeline for completing the phase/stage to be funded by 2025-27 funding.	
Project Cost and Funding -- What is the cost of the	

overall project (or anticipated cost)? What is the cost of the phase/stage to be funded by 2025-27 funding? What are the on-going maintenance and operation requirements and costs? Who will cover on-going maintenance and operation requirements and costs?	
Other Funding -- Please describe other funding sources and partners that have already contributed (or could contribute in the future) to this project and for what phase/stage.	

Section III Completion, Feasibility, Alternatives, and Impacts

Project Completion -- Does the funding requested complete, substantially complete, or continue a project already started? If so, please explain.	
Project Feasibility -- Can this project or the phase/stage for which funding is sought be completed by June 30, 2027? Please describe any circumstances with potential to impact the project's feasibility or timeline (e.g., permitting, or regulatory unknowns, lack of availability of other funding resources, etc.). Please describe any advance coordination or vetting with agencies, tribes, other entities, etc. and the outcomes of that effort.	
Project Alternatives -- Please describe alternatives to the project that were considered (including doing nothing), and the rationale for selecting the project described, proposed here.	
Investment Planning -- Please describe the extent to which this project is derived from or connects to a local investment planning (or master planning) process.	

Section IV
Benefits Stated and Quantified

<p>Emergency Response Benefits -- Please describe (and quantify) how this project enhances in the future emergency response in a flood emergency (e.g., does it keep critical access roads and transportation facilities open/functional, does it enable easy movement of cattle, equipment and farm chemicals out of harm's way, is it part of a larger hazard mitigation plan, etc.).</p>	
<p>Essential Infrastructure Protection Benefits -- Please describe (and quantify) how this project protects in the future essential infrastructure and the risks or consequences of not acting in this funding cycle.</p>	
<p>Public Health, Safety and Welfare Benefits -- Please describe (and quantify) how this project protects in the future public health, safety, and welfare.</p>	
<p>Residential, Commercial and/or Agricultural Protection Benefits -- Please describe (and quantify) how this project protects in the future residential communities, commercial and/or agricultural interests, and benefits of acting (or consequences of not acting) this funding cycle. Consider factors like number of structures and people at risk, historic frequency of flood damage, magnitude of benefit for the cost, etc.</p>	
<p>Habitat Benefits – Please describe (and quantify) how this project in the future benefits or improves existing or future habitat conditions.</p>	
<p>Costs, Benefits, Impacts – Please describe (and quantify) anticipated:</p> <ul style="list-style-type: none"> (a) <u>Costs</u> of this phase/stage of the project if funded, and if not funded? This would include any costs (beyond the direct cost of the project) that might be incurred or avoided because of the project being funded (or not funded) and when. (b) <u>Benefits</u> of this phase/stage of the project if funded and when those benefits would be realized? (c) <u>Impacts</u> of this phase/stage of the project if 	

funded, if not funded, and when those impacts would occur.	
Other Project Benefits -- Please describe (and quantify) any other in the future project benefits not already discussed. This could include how this project compliments, leverages, or implements another project or planning process already underway.	
Anything Else -- Please offer any additional information (e.g., links, photos, maps, video, drawings, drone, etc.) that would help to better understand the scope, timing, and benefits of this project.	

Section V

Local Plan, Study, Design, Permit Projects Beyond 2025-27

Project Name and Project Phases/Stage:	
Project Location -- Please provide location of project and latitude, longitude coordinates (e.g., 46.712222, -122.977811).	
Project Applicant and Key Partners -- Please identify who would be sponsoring the project and key partners who would assist with project delivery and implementation.	
Project Description -- Please describe the project, what is intended to be accomplished, the flood hazard reduction benefits to be accrued and to who and when. Please identify what phase/stage of the project funding would be sought (e.g., study phase/stage, planning phase/stage, design/engineering/permitting phase/stage).	
Costs -- Please describe (quantify) anticipated project costs.	
Benefits -- Please describe (quantify) anticipated project benefits.	

Impacts -- Please describe (quantify) anticipated project impacts.	
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