



Erosion Management Program Grant Funding Guidelines

State Fiscal Years 2025-2027

For the

Office of the Chehalis Basin

Washington State Department of Ecology

Olympia, Washington

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Related Information:

- Publication 24-13-001, [Erosion Management Guidebook](#)¹.
- Publication 25-13-009, [Erosion Management Guidebook Brochure](#)²

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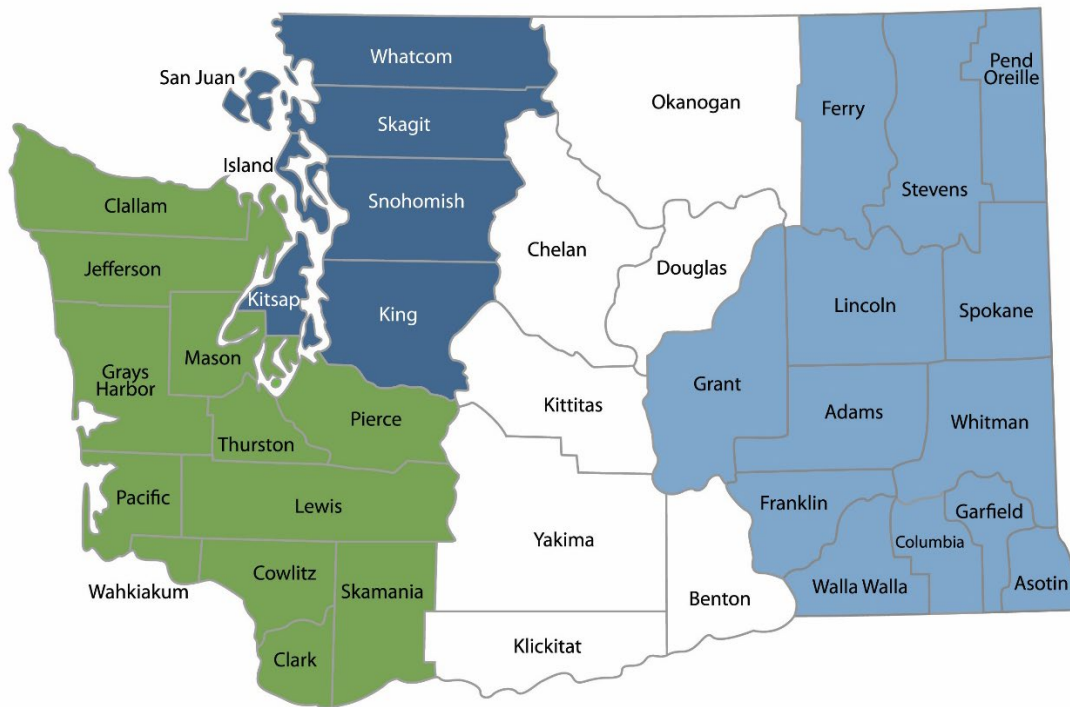
¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2413001.html>

² <https://apps.ecology.wa.gov/publications/SummaryPages/2513009.html>

³ 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
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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DEPARTMENT OF
ECOLOGY
State of Washington

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About these guidelines

These funding guidelines provide information about the Office of Chehalis Basin's (OCB) Erosion Management Program (EMP) and the eligibility, application process, and general requirements applicable to all awards under this grant program. Department of Ecology (Ecology) holds all grant applicants responsible for reading and understanding these guidelines along with [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html)⁴ before entering into a grant agreement with Ecology.

⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Erosion Management Program Overview

In 2016, the Washington State Legislature created the OCB under RCW 43.21A.7305 and the Chehalis Basin Board (CBB) under RCW 43.21A.7316. The primary purpose of OCB is to aggressively pursue implementation of an integrated strategy (i.e., the Chehalis Basin Strategy) – a detailed set of actions to reduce flood damage and restore aquatic species in the Chehalis River Basin.

Program purpose and need

Riverbank erosion and channel migration are natural processes and highly valuable as a river migrates through its floodplain and creates new habitats, stores and recruits large wood and coarse sediment, and creates bare alluvial surfaces that are readily colonized by cottonwoods and other native riparian species. However, past and ongoing land uses can increase bank erosion and channel migration above natural rates and can adversely affect property and infrastructure adjacent to rivers and streams. The extent of potential channel migration in the basin is also not well understood. Structures and infrastructure have inadvertently been placed in high-risk locations because channel migration zones have not been delineated.

In response to concerns about accelerated bank erosion across the basin, OCB officially launched the EMP in 2023. The purpose of the EMP is to reduce the use of hard bank stabilization practices within the Chehalis Basin that degrade habitats and instead to promote the use of bioengineering techniques or relocation of eligible structures that can provide effective erosion management while also improving aquatic habitat conditions. Specifically, EMP program objectives are to:

- Address urgent⁷ and imminent⁸ erosion threats to eligible structures and lands while also protecting and/or improving habitat conditions.
- Incentivize proactive⁹ projects that can address reach-scale erosion concerns for multiple landowners while also providing substantial habitat benefits.
- Provide technical assistance and develop technical resources to support basin jurisdictions to reduce future erosion risks to structures, infrastructure, and habitat.

⁵ <https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.730>

⁶ <http://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.731>

⁷ Urgent is defined as posing an immediate threat (within 60 day or one major storm event).

⁸ Imminent is defined by EMP as posing a channel migration, avulsion, or major bank erosion threat in less than two years; this is not the same as the definition of imminent used in regulatory programs such as the Hydraulic Project Approval.

⁹ Proactive is defined as a trending channel migration or bank erosion threat that does not require immediate action.

The program works with willing landowners to protect properties and structures with both urgent and longer-term bank erosion concerns. The program also provides funding and technical assistance to jurisdictions and Tribes of the Chehalis Basin to reduce future erosion risks to structures, infrastructure, and habitat. For further information about bioengineering techniques and their use, please consult with the [Erosion Management Guidebook](#)¹⁰ or the [brochure](#)¹¹.

Relationship to other OCB and Ecology programs

The EMP is part of the Chehalis Basin Strategy “Integrated” funding managed by OCB, which means that it must provide both flood/erosion damage reduction and aquatic species benefits. As such, it can potentially collaborate on funding projects with other OCB funded Strategy programs such as the Community Flood Assistance and Resilience (CFAR) program, the Aquatic Species Restoration Program (ASRP), and the Chehalis River Basin Flood Authority. If the Local Actions Non-Dam (LAND) Alternative under consideration by the CBB is implemented in the future, it could also partner on erosion management projects.

The CFAR program has a clear intersection of common purpose and goals with the EMP, as likely many of the structures that are threatened by bank erosion and channel migration are also within the 100-year floodplain and also experience flooding. The EMP encourages relocation of structures and associated utilities if that is feasible, and as part of a relocation the CFAR program could fund elements to elevate the structure or remove it from the floodplain. Alternatively, for example, the EMP could implement a bioengineered solution to reduce erosion and the CFAR program could fund elevating a structure.

The ASRP program has common goals with the EMP regarding protection and restoration of aquatic species habitat. Some erosion projects may be located within ASRP priority geographical spatial units (GSUs). Both urgent/imminent and proactive reach-scale erosion management projects in ASRP priority GSUs could add to ASRP projects by extending bioengineered features beyond the boundaries of the ASRP project. They could also provide advance measures to address urgent erosion issues before a larger ASRP project can be implemented. It is likely that erosion management projects will tend to be smaller scale than ASRP projects. This is not intended to conflict with ASRP projects because additional habitat features could be added to an erosion management project (with a willing landowner) or expand to landowners who would not otherwise participate in an ASRP project. To reduce the risk of conflicting with ASRP projects, the responsibilities of local applicants and OCB will include coordination with ASRP. In areas of the basin that are not ASRP near-term priorities, there is less need for explicit coordination, but general program coordination with ASRP for awareness of ongoing work is recommended.

¹⁰ <https://apps.ecology.wa.gov/publications/summarypages/2413001.html>

¹¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2513009.html>

The Chehalis Basin Flood Authority solicits proposals for and funds local flood and erosion damage reduction projects from local governments each biennium. Addressing erosion issues is one of several priorities for the Flood Authority. The Flood Authority was involved in the development of the EMP. OCB will continue to coordinate with the Flood Authority.

The LAND Alternative is still in development and under consideration by the CBB; future funding and implementation is yet to be determined. However, similar to CFAR, ASRP, and the Flood Authority, the EMP could potentially expand or supplement local flood damage reduction projects. OCB will continue to coordinate with the LAND Steering Group and consultants on potential areas of collaboration with the erosion program aimed at protecting communities from flood damage.

Ecology has several programs and staff available to help collaborate and provide technical assistance to stakeholders in the basin. Ecology's Shorelands and Environmental Assistance program (SEA) provides technical assistance, grants, guidance, and also oversees the state rules regarding floodplain management, shorelines, coasts, and wetlands. The Flood Team is engaged in flood risk reduction, habitat restoration, and channel migration issues. The Shoreline Management staff are engaged in planning and implementation of Shoreline Master Programs, which have a channel migration and flooding component.

See the match and supplemental funding section for additional information.

Adaptive management of the program

Continued feedback from applicants and recipients and the results of monitoring and evaluation studies will be reviewed on a biennial basis to identify appropriate changes to program elements such as eligibility or prioritization criteria, recommended bioengineering techniques, recommended aquatic habitat restoration techniques, etc. Any programmatic updates will be reflected in future versions of these guidelines.

Eligibility and Funding

Eligible applicants

Entities eligible to propose projects with private landowners include local jurisdictions and Ports, Tribes, conservation districts, and non-profit organizations. Owners of public lands can also propose projects for funding on the lands they own.

Eligible projects

For a project to be eligible, the following criteria must be met:

- An eligible applicant will develop and manage the project (including financial management), including ensuring all necessary permits are acquired.
- The landowner(s) will sign a Landowner Agreement form¹² to support a bioengineered solution, allow construction of the erosion management solution on their land, and commit to maintaining the project over the long term.
- The landowner will commit to maintaining any mitigation elements required as part of the permitting process¹³.

Eligible projects must also seek to protect one or more of the following:

- Public infrastructure: Publicly owned roads, bridges, utilities, schools, park facilities and other structures that serve an essential public function.
- Private residential structures: Private residences, barns, or garages and integral utilities such as septic systems or water/sewer pipes (not including sheds or similar minor structures).
- Commercial structures: Businesses, warehouses, manufacturing facilities, etc. where primary business purposes are contained.
- Agricultural lands: Privately owned lands that are actively used for revenue-generating agricultural production.

Projects are not eligible if they seek to protect structures or infrastructure built after January 1, 2024.

¹² Applicants should contact the EMP Program Manager if they need a Landowner Agreement form template.

¹³ Typically, a 10-year landowner agreement is required.

Funding cycles

EMP funding availability follows the Washington State Biennial Capital Budget cycle and is dependent on the Washington State Legislature and CBB to determine available funding for each biennium. EMP project applicants are eligible to apply for funding on a rolling basis throughout the biennium or by a stated deadline, depending on the project type (see project type categories below).

Grant award amounts

There are no general dollar limits on grant awards. Grant awards generally range from \$15,000 to \$250,000. The OCB Director will allocate specific amounts of the total biennial program budget for each of the three project type funding tracks. 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

OCB does not 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 organizations 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

EMP funding can be used as match or supplemental funding with other federal, state, and local grant and funding programs, including other OCB funded Chehalis Basin Strategy programs and entities such EMP funding can be used as match or supplemental funding with other federal, state, and local grant and funding programs, including other OCB funded Chehalis Basin Strategy programs and entities such

EMP Project Categories

The EMP supports three types of projects:

1. Urgent/imminent projects;
2. Proactive reach- scale projects; and
3. Technical advancement studies.

Urgent/Imminent projects

These projects address urgent and imminent erosion threats to eligible structures and lands while also protecting or improving habitat conditions. An urgent threat is anticipated to cause damage to eligible property within 60 days or one major storm event. An imminent threat anticipates channel migration, avulsion, or major bank erosion in less than two years. Projects that use bioengineering with habitat uplift and do not require mitigation will be given preference.

Urgent/imminent projects will be evaluated for funding on a rolling basis as project proposals come in during the biennium, to allow rapid response to high-risk situations that threaten structures or infrastructure. Applicants are encouraged to apply for funding early in a year (e.g., spring) to allow for project design and implementation to occur during the in-water work window and prior to the next winter season. However, applications are accepted at any time. If all urgent/imminent project funding available in a biennium has been obligated to projects, applicants may be invited to resubmit revised proposals when more funding becomes available to the program.

Proactive reach-scale projects

These projects proactively address erosion concerns for multiple landowners while also providing substantial habitat benefits. Erosion threats do not require immediate action, but trending channel migration or bank erosion is present.

These projects are evaluated for funding through a biennial solicitation with project proposals due in the fall of each new biennium for funding through the biennium. Project proposals will be ranked and prioritized based on program criteria (see ranking criteria section below). If proactive reach-scale funds have not been fully allocated within a few months of the end of the biennium, these funds could be released to the urgent/imminent project funding track.

Technical advancement studies

These projects provide technical assistance and resources to support basin jurisdictions to reduce future development of structures and infrastructure in erosion hazard areas, monitor or track projects to support management of the program, or the support the development of materials and educational presentations for landowners, real estate professionals, and other interested parties.

Similar to proactive reach-scale projects, technical advancement study proposals are evaluated for funding through a biennial solicitation, with project proposals due in the fall of each new biennium for funding through the biennium.

Additional Project Considerations

Relocation of structures and infrastructure

Projects are preferred if they can relocate structures/infrastructure to avoid risks later in time (provide permanent protection from erosion). If relocation is not feasible, then a solution must be composed of bioengineering techniques. Proposals to relocate a structure should include: a rough cost estimate, viable site assessment and proposed new location for structure, confirmation of permitting feasibility, and landowner agreement for proposed relocation.

Note, eligible projects that relocate structures or infrastructure must provide replacement accommodation costs for the residential or business use during the relocation process.

Additionally, an easement or acquisition may be required to prevent future development within the footprint and surrounding channel migration zone from which the structure or infrastructure is relocated. Consult the EMP Program Manager and the [Chehalis Basin Strategy Voluntary Acquisition Handbook](#)¹⁴ for additional information and requirements related to easements and acquisitions. OCB and Ecology are not liable for any causes of action that arise from the design, implementation, and operation of Project features. OCB grant funds shall only be used to relocate the home and to implement flood and erosion control measures on the property, such as bank stabilization or erosion mitigation through native plants and soils. OCB grant funds shall not be used for any costs associated with the mortgage on the home.

Permitting

Permitting from federal, state, and local agencies, is required for most erosion management projects if there is work below the ordinary high water (OHW) line of a stream or work that has the intent to interact with or manipulate waters of the state in any way. Modifications to critical areas (e.g., riparian areas or frequently flooded areas) will likely require county or city permitting. For work below the OHW, permits are required from the U.S. Army Corps of Engineers (USACE; Section 404 and/or Section 10 permit); Washington Department of Fish and Wildlife Hydraulic Project Approval (HPA); Washington Department of Ecology Water Quality Certification (may be preapproved through USACE process); Washington Department of Natural Resources approval; and county or city shoreline, critical areas, and/or floodplain reviews.

For eligible urgent projects, an emergency or expedited HPA permit is required before work can begin, although both USACE and local permits can be granted after the fact for emergencies.

However, even for emergency projects, mitigation or removal of rock or bioengineering elements may be required and applicants and recipients are encouraged to implement projects

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html>

that meet the permit criteria to avoid having to remove work elements later as part of the mitigation.

Use of Rock

The use of rock for bank stabilization must be minimized or used only as a temporary measure (which may require removal in the following season as part of mitigation requirements).

Temporary measures such as the installation of gravel bags are allowed, if necessary, to address urgent issues (e.g., if there is not sufficient time to install a permanent solution). However, they require removal and replacement with a long-term solution in the following in-water work window in consultation with OCB and permitting agencies. Plantings to stabilize the banks may be required for some gravel bag installations; consultations with an appropriate Washington Department of Fish and Wildlife Habitat Biologist can help with navigating requirements.

Enhancement of aquatic habitat

Erosion management solutions need to enhance aquatic habitat to the extent practicable for the scale of the solution and may be required to include mitigation to avoid a net loss of habitat. See bioengineering erosion management techniques detailed in Attachment C of the [EMP Framework Memorandum](#)¹⁵ available on the EMP webpage.

Effects on nearby parcels

Eligible projects must not exacerbate erosion risks at nearby land parcels, either through being designed to minimize off-site effects or by including elements on nearby parcels (with adjacent landowner participation) to minimize this risk.

¹⁵<https://officeofchehalisbasin.com/wp-content/uploads/2023/08/Erosion-Management-Memo.pdf>

Funding Application and Review Process

Applying for funding

Each biennium, funding solicitations and corresponding deadlines (for proactive reach-scale and technical advancement study projects only) will be posted on the [EMP webpage](#)¹⁶ and emailed to potential applicants operating in the basin. The amount of available funding by project category will be included in these notifications. Regardless of project type, all applicants should complete the EMP Application Form available on the EMP webpage and submit it via email to the EMP Program Manager to apply for funding.

Project proposals will only be considered within the biennium in which they are submitted.

Review process

EMP project funding approval consists of a series of reviews by three or four separate reviewing bodies. These reviewing bodies are, in order:

1. OCB Grants and Contracts staff, who provide an administrative review to determine any grant-related issues or additional information needs.
2. EMP Technical Review Team (TRT), which evaluates or prioritizes projects (see more below).
3. OCB Director, who approves funding decision for all projects under \$500,000.
4. CBB, which approves funding decision for all projects \$500,000 or over (not typical for EMP).

TRT membership consists of experts in habitat biology, hydrology, and geomorphology from state agencies and other basin partners. The TRT's primary role is to evaluate the technical merits of erosion management projects and recommend any modifications, which it does by:

- Assessing whether a project is eligible for EMP funding based on the program criteria (see section on eligible projects)
- Conducting a site visit and taking photos (one designated TRT member)
- Reviewing and discussing the project application to provide consensus evaluation, prioritized ranking (for proactive reach-scale projects) and/or recommended proposal modifications

¹⁶ <https://officeofchehalisbasin.com/erosion-management-program/>

Based on the outcomes of the administrative and TRT review, the EMP Program Manager will either:

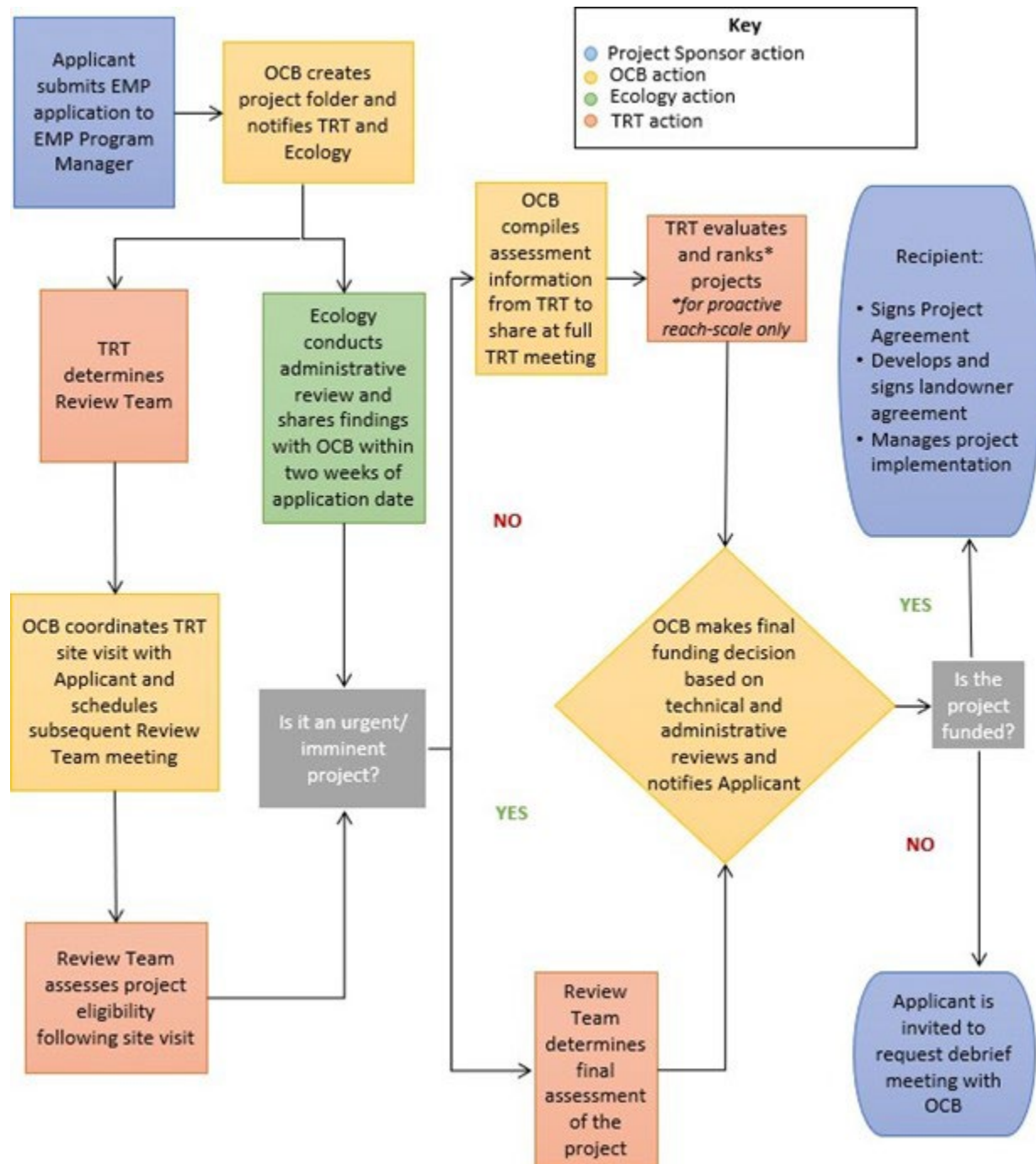
1. communicate requested proposal modifications to the applicant
2. or
3. document and submit a funding recommendation to the OCB Director and/or CBB for review and approval.

See Table 1 and Figure 1 below for specific review process details by proposal type

Project Type	Application Deadline	TRT Review	Type of Evaluation	Funding Approval Response Timeframe
Urgent/Imminent	No; accepted on a rolling basis	Team of 3 TRT reviewers	Narrative evaluation based on funding intent	Approximately 15 business days, or as articulated by EMP Program Manager
Proactive Reach-scale	Yes; typically, the first October of the biennium or as articulated by the funding notifications	Full TRT	Ranked on prioritization based on evaluation criteria	Approximately 30 business days, or as articulated by funding notification
Technical Advancement Study	Yes; typically, the first October of the biennium or as articulated by the funding notification	Full TRT	Narrative evaluation based on funding intent	Approximately 30 business days, or as articulated by funding notification

Table 1: Application and Review Process Details by EMP Project Type

Figure 1: EMP Application and Review Process



Proactive reach-scale projects ranking criteria

The TRT review and ranks the proactive reach-scale project proposals that are submitted for biennial grant funding. It is anticipated that the criteria and scoring may be revised periodically based on monitoring and lessons learned through each biennial funding cycle. Each ranking criterion can be scored from 0 to 5 with a score of 0 least meeting the criterion and a score of 5 fully meeting the criterion.

Table 2: Proactive Reach-Scale Projects Ranking Material

Ranking Criterion	Scoring
Longevity of benefits	0-5
Reach-scale processes	0-5
Assets at risk	0-5
Immediate habitat or water quality benefits	0-5
Multiple benefits	0-5
No alternative funding available	+3 or +5
Easement or acquisition	+5
Maximum Score	35

Proactive reach-scale project ranking criteria definitions

Longevity of benefits: How long the benefits achieved by a project are likely to last. This element evaluates both the site context and the project design. A site where a highly active river or stream might destroy or meander away from the project in as soon as one season should score 0 or 1. A site where the geomorphology and hydrology is well understood, and the project is designed to withstand flows up to a 1% annual chance event should score 4 or 5. A project where some or all assets will be relocated out of the migration zone of the stream or river should score 4 or 5.

Reach-scale processes: Does the project consider and address riverine processes beyond the immediate location? Smaller projects can score highly on this criterion as long as they are carefully designed and placed to continue to work with channel migration, aggradation and erosion, and other processes that occur at a reach-scale. A project that reinforces one bank on a single meander without accounting for these processes should score 0 or 1. A project with interventions at multiple spots on multiple meanders, accounting for summer low flows, channel-forming flows, and major flooding, should score a 4 or 5.

Assets at risk: Projects that protect assets of greater value should score higher on this criterion. A project that protects a garage, driveway, or other ancillary structure should score a 0 or 1. A project that protects one or more primary residences and/or critical infrastructure should score a 4 or 5. Reviewers should be aware that this criterion is not analogous to monetary value, but rather values projects that protect multiple assets and landowners, and assets of high value to their owners.

Immediate habitat or water quality benefit: Would implementing this project create an immediate benefit to aquatic resources? A project that reduces erosion that is beneficial to the aquatic environment and is surrounded by high-quality habitat should score a 0 or 1. A project that would remove existing riprap or other hard bank armoring, reduce a source of fine sediment pollution, or create habitat or habitat diversity in an otherwise low-quality or low-diversity stream (e.g., large wood that could create pools), should score a 4 or 5.

Multiple benefits: Projects that embody “integrated” floodplain work by addressing both human and environmental needs should score higher on this criterion. A project that only provides a single benefit, such as habitat benefit or just protecting assets, should receive a 0 or 1, regardless of how well the project addresses the primary concern. A project that protects valuable assets and reduces maintenance, while enhancing in-stream or near- stream habitat, should score a 4 or 5.

No alternative funding available: When the shoreline owner has no other means of funding the project, the project should receive a higher score. Governmental agencies are generally assumed to have additional means of funding at their disposal and will mostly score 0. Private landowners and businesses may or may not have access to funding sources, such as grants or loans, and are more likely to score 3 (have not exhausted all other funding options, like local or federal programs) or 5 (severe hardship and/or have been turned down by multiple potential funding sources).

Easement or acquisition: Landowners who are willing to grant a property right should receive a score of +5. Many project proposals may not receive a score if landowners are only willing to sign a landowner agreement. This is intended as a bonus score for projects where one or multiple landowners will grant an easement or acquisition, and the applicant has arranged for a qualified organization such as a land trust to hold the property right.

Final funding decisions

Final funding decisions will be made by the OCB Director (and CBB, for any project proposal that is \$500K or greater), in consultation with the EMP Program Manager and considering the outcome of the TRT’s review. The EMP Program Manager will notify applicants of the final funding decision, i.e., whether:

- The project (proposal application) has been approved and a formal notification of award of grant funds will be sent.
- The project (proposal application) has not been approved, and Ecology is not able to issue a grant award.

Grant Agreements

All recipients awarded grant funding 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](#)¹⁷ 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, follow this link for instructions on becoming a new EAGL user: [Department of Ecology - Grants & Loans](#)¹⁸

Once a recipient 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](#)¹⁹ 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.

¹⁷ <https://secureaccess.wa.gov/myAccess/saw/select.do>

¹⁸ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans>

¹⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Agreement Development

OCB staff will use information found in the funding proposal as the basis for developing the funding agreement. The recipient and the 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 EMP 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's approval of the 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:** 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

Any site-specific project that is accessible to the public must acknowledge state and (if applicable) federal participation. Recipients must inform the public about the project and about OCB participation via 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 a 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](#)²⁰. 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 [IDP template](#)²¹ is available on the OCB website. The IDP must be

²⁰ https://dahp.wa.gov/sites/default/files/eo_21-02.pdf

²¹ https://officeofchehalisbasin.com/wp-content/uploads/2023/05/IDP-Template_ChehalisBasinStrategy.pdf

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](#)²², 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.)
- 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/trainings](#)²³ 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.

²² <https://www.gao.gov/products/136670>

²³ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

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 on the [Vendor Payee Registration site](#)²⁴. 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 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 per the External Users’ Manual.

All payment requests must follow the procedures described in [Administrative Requirements for Ecology Grants and Loans Managed in EAGL](#)²⁵ and via the EAGL system.

²⁴ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration>

²⁵ <https://apps.ecology.wa.gov/publications/publications/1401002.pdf>

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 3 but may be submitted monthly. The Grant Project Specialist will review and approve payment requests.

Table 3: Progress report periods and due dates

Progress Reports	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 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. **For Travel policies and per diem map**, please visit the [OFM's travel reimbursement resource site](http://www.ofm.wa.gov/resources/travel.asp)²⁶. Please reference the administrative requirements set forth in the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL 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.

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

²⁶<http://www.ofm.wa.gov/resources/travel.asp>

Reporting on metrics

Recipients are also required to track and report project outcomes according to a number over time. This allows OCB to track the progress of the program in accomplishing the program purpose and objectives. These metrics include, as applicable:

- Linear feet of rock riprap removed
- Linear feet or acres of riparian plantings
- Number and type of structures and/or infrastructure that were at risk and are now protected
- Number of landowners requesting assistance and number funded to participate in the program

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 if the EMP Program Manager and OCB Grant Project Specialist approved them in advance, or they are specified in the funding agreement.

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 staff 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 for use on other EMP eligible projects.

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 EMP Program Manager to resolve project eligibility and technical oversight questions.