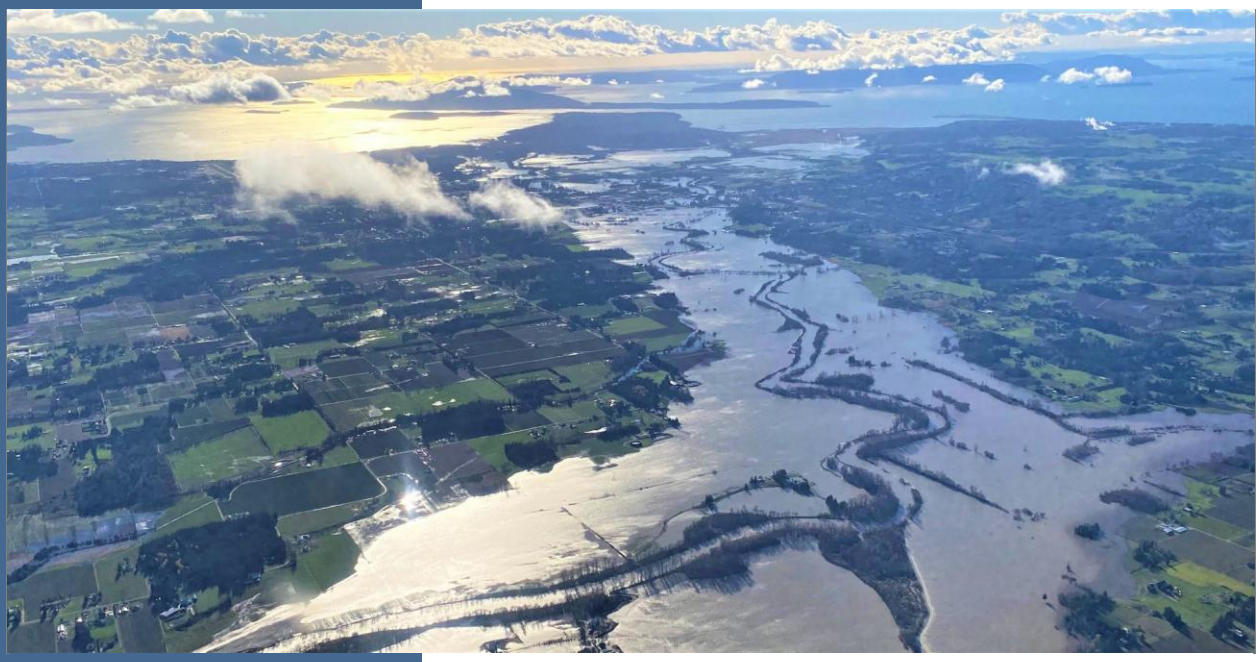

Flood Control Assistance Account Program

2027-2029 Funding Guidelines

Shorelands and Environmental Assistance Program

Washington State Department of Ecology

Olympia, Washington

November 2026, Publication 26-06-024

Publication Information

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- Larry McCarter for Whatcom County, 2021

Related Information

- Flood Control Assistance Account Program Website[1]
- Flood Control Assistance Account Program 2027-2029 Application Instructions and Prep Tool– located on Flood Control Assistance Account Program Website
- *RCW 86.26* [2] *- State Participation in Flood Control Maintenance*
- *Chapter 173-145 WAC* [3]**-** *Administration of the Flood Control Assistance Account Program*

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Website[4]: Washington State Department of Ecology

ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at ecyadacoordinator@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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[1] https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Flood-control-assistance
[2] https://app.leg.wa.gov/rcw/default.aspx?cite=86.26
[3] https://apps.leg.wa.gov/wac/default.aspx?cite=173-145
[4] www.ecology.wa.gov

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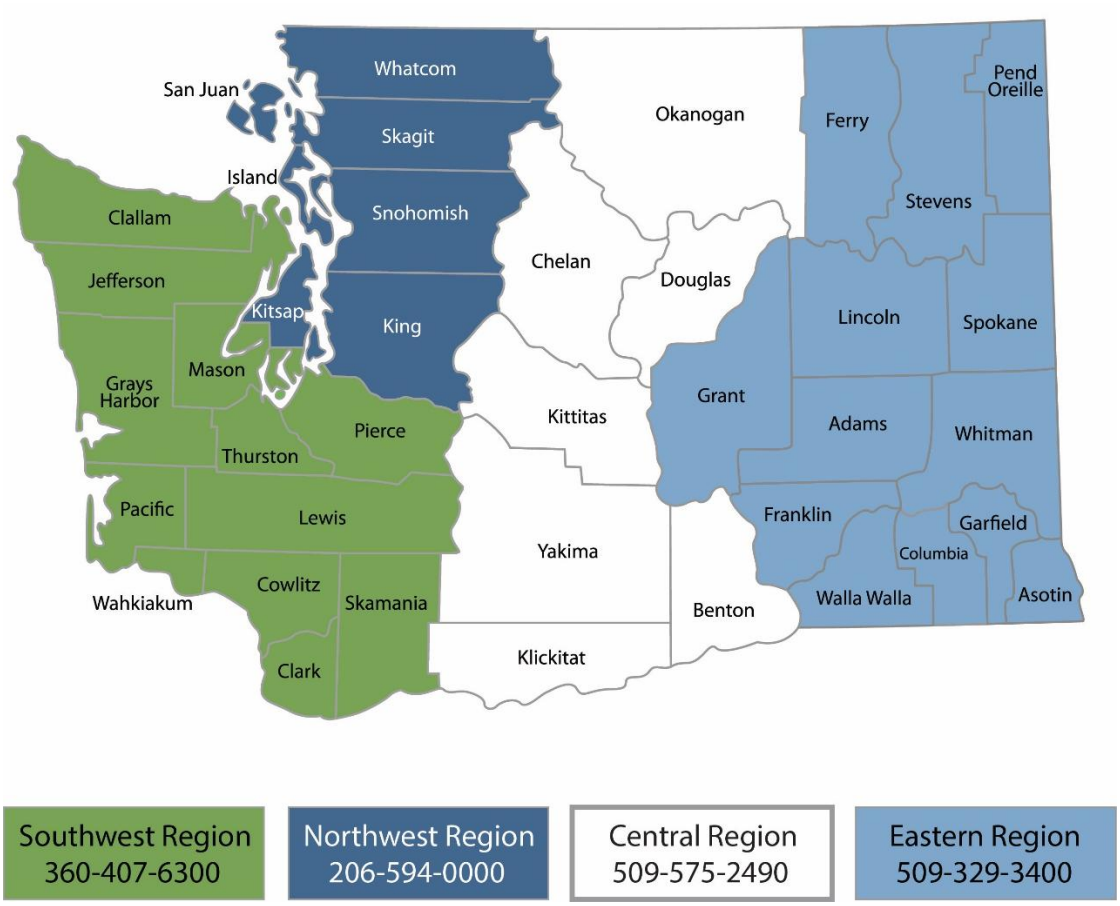
Department of Ecology's Regional Offices

Map of Counties Served



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

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DEPARTMENT OF
ECOLOGY
State of Washington

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Chapter 1: Program Overview

In 1984, the Washington State Legislature (Legislature) established the Flood Control Assistance Account Program (FCAAP). The Washington State Department of Ecology's (Ecology's) Shorelands and Environmental Assistance Program administers the FCAAP grant program. The purpose of the FCAAP grant program is to provide support for local jurisdictions to advance strategies that reduce losses from flood hazards and achieve other floodplain management benefits.

Legal requirements

Statutory requirements applicable to the FCAAP grant program include:

- *RCW 86.26* [5] *- State Participation in Flood Control Maintenance*
- *RCW 86.26.007* [6] *- Flood control assistance account—Use.*
- *Chapter 173-145 WAC* [7] *– Administration of the Flood Control Assistance Account Program*
- *Senate Bill 5141* [8] *- Healthy Environment for All (HEAL) Act*
- *Governor's Executive Order 21-02* [9] *- Archaeological and Cultural Resources*

Administrative requirements

Ecology's and FCAAP administrative policies provide the framework for the Funding Guidelines. Key policies include:

- *Administrative Requirements for Recipients of Ecology Grants and Loans*[10]
- *Comprehensive Planning for Flood Hazard Management Guidebook (2021)*[11]
- Ecology's Grant Agreement Terms and Conditions
- Ecology's *Quality Assurance Project Plans (QAPP) Requirements* [12]

[5] https://app.leg.wa.gov/rcw/default.aspx?cite=86.26
[6] https://app.leg.wa.gov/rcw/default.aspx?cite=86.26.007
[7] https://apps.leg.wa.gov/wac/default.aspx?cite=173-145
[8] http://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530
[9] https://governor.wa.gov/office-governor/office/official-actions/executive-orders
[10] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html
[11] https://apps.ecology.wa.gov/publications/SummaryPages/2106019.html
[12] https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees

How to use these guidelines

These funding guidelines provide information about the 2027-2029 FCAAP grant program eligibility requirements, grant application process, scoring criteria, evaluation process, funding decision process, grant agreement, and general requirements for this grant program.

All grant applicants and recipients are responsible for reading and understanding these guidelines along with the *Administrative Requirements for Ecology Grants and Loans (2026 Yellow Book)*[13] (Publication No. 26-01-001) before entering into a grant agreement with Ecology.

[13] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html

Chapter 2: 2027-2029 Funding Cycle

This chapter provides an overview of the 2027-2029 FCAAP grant funding program, including applicant and project eligibility, grant amounts, and the funding cycle schedule. Ecology manages the FCAAP grant program under a biennial funding cycle.

For the 2027-2029 biennium, Ecology anticipates the Legislature will appropriate approximately $1.5 million for all FCAAP projects. Additional funding may be available depending on legislative appropriations and how many grant requests we receive.

Competitive projects will be evaluated based on scoring criteria and higher scoring projects will be prioritized for funding. Emergency projects are not scored but must meet several eligibility requirements and funding is awarded on a first-come, first-served basis.

Eligible applicants

Applicants must be enrolled in the National Flood Insurance Program (NFIP) to receive FCAAP funding. The following jurisdictions and organizations may apply:

- Cities
- Towns
- Counties
- Federally recognized Tribes in Washington State*
- Conservation districts
- Special purpose districts, such as flood control districts

Ineligible applicants

The following organizations are not eligible to apply for FCAAP funding:

- Nonprofits
- State agencies
- Federal agencies
- Ports
- Private entities
- Local health jurisdictions

*For inquiries about emergency funding eligibility for federally recognized Tribes, please contact the FCAAP Fund Coordinator.

Eligible projects

Competitive projects

For the 2027-29 funding cycle, competitive project proposals will be evaluated and ranked within the following three categories. Applicants must designate the most appropriate category for their proposal in the full application.

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

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

Category 3 – Completing activities identified within an existing, Ecology-Approved CFHMP that are included in the list of eligible activities below.

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

Eligible competitive project activities include:

- Developing and writing, or updating, a CFHMP. *
- Planning work (e.g. watershed scale flood planning).
- Permitting activities (e.g. preparing permit applications, NFIP map revisions and applications).
- Feasibility and technical studies (e.g. hydraulic and hydrologic modeling, geomorphic study).
- Mapping projects, including detailed-level Channel Migration Zone (CMZ) delineations. (e.g. detailed level CMZ for ~10 river miles).
- Activities in support of project development (e.g. design).
- Community, tribal, and partner outreach and engagement efforts (e.g. workgroups, focus groups, individual interviews).
- Planning for future property acquisitions (e.g. engaging landowners, preparing acquisition strategies, appraisals for future acquisitions).
- Developing public flood risk communications and plans (e.g. flood warning systems and public awareness programs).
- Matching funds for federal projects that lead to CFHMPs (e.g. Federal General Investigations, Environmental Restoration studies by the U.S. Army Corps of Engineers, FEMA RiskMAP studies, etc.)

*CFHMPs must be consistent with state regulations (WAC 173-145).[14] For more information, see Ecology's Comprehensive Planning for Flood Hazard Management Guidebook[15] that includes required and optional flood planning elements.

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

Emergency projects

Eligible emergency projects include:

- Emergency flood response (e.g. flood debris clean up, public health and safety response, ect.)
- Recovery from a flood event (e.g. infrastructure repair)
- Preparation work related to a flood emergency declaration (e.g. sandbagging, resource staging, etc).

This is not an all-inclusive list. If you have questions on whether a project would be eligible for emergency funding, please contact your regional office project manager and the fund coordinator.

Multi-year projects

If a recipient of a 2025-27 FCAAP competitive grant is unable to complete the project within that biennium, the scope of work described in the grant agreement will be eligible for an extension and funding through a 2027-29 FCAAP grant. Grant funding is subject to fund availability and other regulatory requirements. Grant recipients must inform the fund coordinator and their project manager by March 15, 2027 that work will not be completed by the end of the biennium. Eligible projects will not require a new application for the 2027-29 grant term. Funding for a multi-year project is limited to the scope of work described in the 2025-27 grant agreement.

Applicants requesting new funding or a new scope of work must apply for a 2027-29 grant.

Ecology may extend an emergency grant for an incomplete project into the 2027-29 grant term on a case-by-case basis. If you have questions or concerns about completing an emergency project on time, please reach out to the fund coordinator to discuss.

Ineligible projects

[14] https://apps.leg.wa.gov/wac/default.aspx?cite=173-145
[15] https://apps.ecology.wa.gov/publications/SummaryPages/2106019.html

The following are ineligible projects for the 2027-2029 funding cycle but may be eligible in future funding cycles.

- Property acquisition projects. Planning and outreach for future acquisitions are eligible; however, property acquisition itself is not eligible.
- On-the-ground implementation and construction projects through the competitive grant program. The 2027-29 FCAAP competitive funding cycle is focused on planning efforts.

Grant amounts

For the 2027-2029 biennium Ecology anticipates the Legislature will appropriate approximately $1.5 million for all FCAAP projects. Additional funding may be available depending on legislative appropriations and how many grant requests we receive.

For competitive projects, the maximum award amount per county in each biennium is $500,000 (WAC 173-145-090).[16] Ecology anticipates the award amount will not exceed $250,000 for each competitive project, though there could be more funds available if fewer applications are received. The average award amount for competitive projects in the past three biennia is approximately $211,000. Projects from the 2025-2027 grant funding cycle that are extended into the 2027-2029 biennium will count towards this maximum award amount.

For emergency grant projects, the maximum amount of funds initially available for any one county is $150,000 per biennium.

Grant match requirements

The flood control assistance account is a separate account as defined by RCW 86.26.007 – *Flood control assistance account - Use*.

- Recipients are required to provide match for FCAAP grants. Recipients must provide 25 percent match for competitive projects, and 20 percent match for emergency flood response grants.

Match can be shown in the form of local funds paying for goods and services, other grant funds, staff time spent working on a project, and in-kind costs from a third party.

There are three different types of match: cash; in-kind other; and in-kind interlocal. Read below for more information about match.

Cash Match

Cash match includes any eligible project costs paid for directly by the Recipient that are not reimbursed by the Ecology grant or a third party. For more information, see p. 40 of the *Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)*.[17]

Other Grants Used as Match

[16] https://apps.leg.wa.gov/wac/default.aspx?cite=173-145-090
[17] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html

If a Recipient wants to use a grant from another funding agency as match, the Recipient should check with the funding agency issuing the grant to ensure that it can be used as match for an Ecology grant. The following applies when using other grants to match an Ecology grant:

- The scope of work on the matching grant must directly satisfy the portion of the scope of work on the Ecology grant where the work is contributed.
- The date that the costs for the matching grant are incurred must fall within the effective dates of the Ecology grant.
- The costs incurred under the matching grant must be eligible according to all criteria for the Ecology grant.
- The matching fund source(s) cannot originate from the same funding source as the Ecology grant, the State Operating Budget - Flood Control Assistance Account.
- The same funds, goods, or services cannot be used as match more than once.

In-Kind Match

In-Kind match is a donated or volunteer service, good, or property contributed by a **third party** without direct monetary compensation. In-kind match does not include eligible project costs paid directly by the Recipient, such as paid staff services, considered a cash expenditure by Ecology (see Cash Match section above). In-kind contributions must be fully documented and identified as separate expenditures on payment requests.

Ineligible In-Kind Contributions

The following are examples of ineligible in-kind contributions for the FCAAP grant program:

- Donated, loaned, or purchased real or personal property.
- Contributions of overhead costs, per-diem, travel, and subsistence expenses.
- Contributed time from individuals receiving compensation through the grant, except when those individuals are off duty and contributing on their own time.
- Time spent at advisory groups or meetings that do not directly relate to the project.

Public participation, diversity, equity, and inclusion

Per Ecology's *Comprehensive Planning for Flood Hazard Management Guidebook*,[18] flooding disproportionately affects vulnerable populations. Not only are lower income individuals more likely to live in neighborhoods that are susceptible to flooding, but they are also significantly disadvantaged in recovering from flood damage (Sherwin, 2019). The public participation process needs to be proactive and include vulnerable and underrepresented communities to ensure their voices are heard in the development of the flood plan and the implementation of flood hazard reduction actions.

[18] https://apps.ecology.wa.gov/publications/SummaryPages/2106019.html

Applicants must describe how the project benefits overburdened communities in flood risk areas as part of the grant application. Ecology staff and/or other technical advisors evaluate, score, and rank competitive projects based on the information provided by applicants in their proposals. For more information, see Criteria 2: Overburdened Communities in Appendix A: Scoring Criteria for Competitive Projects.

Funding cycle schedule

In summer 2027, Ecology will notify competitive project applicants if their proposals are chosen for funding. The assigned Ecology Project Manager will contact the Recipient Project Manager to start the agreement negotiation process.

The FCAAP Fund Coordinator will notify emergency project applicants of funding decisions after proposals are submitted.

Once recipients are notified of the grant award, Ecology and Recipients have approximately three (3) months to negotiate and sign the grant agreement. Ecology may withdraw the grant award if: a Recipient is not responsive to communications; the Recipient does not move towards signing the grant agreement in a timely manner; or if the scope of work is not being completed in a timely manner.

The grant agreement effective start date for competitive projects is July 1, 2027. The grant agreement effective start date for emergency projects is negotiable but cannot occur before July 1, 2027. All grant agreements expire on June 30, 2029, the end date of the biennium; this expiration date is non-negotiable.

If Ecology is delayed in notifying applicants of funding, Ecology has the option to approve grant extensions into the next biennium. A grant extension only extends the duration of the funding award and does not approve additional funding or project work.

Table 1. Timeline of FCAAP 27-29 funding cycle.

Date	FCAAP Funding Cycle Milestones and Expectations
November 18 & 19, 2026	Ecology hosts two virtual applicant workshops. Check the FCAAP website[19] for more information.
December 31, 2026	Notice of Intent to Apply forms are due to Ecology by Dec. 31 for priority review. Ecology will use this form to support applicants in developing their projects via virtual meetings or written feedback.
January 1, 2027	Grant application period opens at 8:00 a.m. for competitive projects.
March 2, 2027	Grant application period closes at 5:00 p.m. for competitive projects.
March 4, 2027	Evaluation period begins for competitive projects.
May 2027	Ecology finalizes proposed funding list of competitive projects.
July 1, 2027	Washington State Legislature appropriates the 2027-29 biennium funding. Ecology notifies successful competitive project applicants of funding and sends award letters. Grant application period opens for emergency projects. Applicants for emergency projects must contact the FCAAP Fund Coordinator. Grant agreement start date. This date is negotiable but cannot be sooner than July 1, 2027, the start date of the biennium, to be eligible for grant reimbursement. Ecology and Recipients negotiate and finalize grant agreements then begin projects.
June 30, 2029	Grant agreement expiration date. The scope of work and deliverables must be completed on or before the expiration date of the grant agreement to be eligible for reimbursement.

[19] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Flood-control-assistance

Chapter 3: Grant Applications

Grant applications must be submitted through Ecology's Administration of Grants and Loans (EAGL IGX) online system. Refer to the FCAAP 27-29 Application Instructions and Prep Tool for more details.

Both FCAAP competitive and emergency project grants will be available through the same funding opportunity in EAGL IGX as SEAFCAAP-2729 (Shorelands and Environmental Assistance, Flood Control Assistance Account , 2027-2029 biennium).

Competitive projects

Intent to Apply

Beginning November 2, Ecology will accept Intent to Apply notifications from applicants. A Microsoft Form will be available on the FCAAP webpage for applicants to complete. The Intent to Apply consists of six questions:

1. Applicant Organization
2. Project Manager's name, email, and phone number
3. Does your community have an Ecology-approved Comprehensive Flood Hazard Management Plan (CFHMP)?
4. FCAAP Competitive Project proposals must fit withing a category listed below. Please indicate which category describes your proposal. (see above for project categories)
5. Proposal Description
6. FCAAP Funding Request

Applicants must complete this form before completing the full application. Forms are due by December 15, 2026, for review before applications open January 1, 2027. The Intent to Apply form will be available to submit throughout the full application period to allow for additional applicants, but must be completed before submitting a full application.

Application

The competitive project application period opens on Friday, January 1, 2027, at 8:00 a.m., and closes on Monday, March 2, 2027, at 5:00 p.m.

Eligible applicants must submit complete grant applications through EAGL IGX. The FCAAP 27-29 Application Instructions and Prep Tool are guidance documents also available to help applicants answer the questions and walk through the application process.

Competitive projects are evaluated and awarded based on scoring criteria and available funding. Ecology staff and other technical experts will evaluate, score, and rank projects for funding consideration. Ecology finalizes funding decisions and notifies successful applicants of funding award in July 2027.

Emergency projects

Emergency grant (SEAFCAAP-2729) applications are accepted as soon as July 1, 2027, based on a first-come, first-served basis, and available funds.

Grant applications cannot be initiated without prior approval by the FCAAP Fund Coordinator. Eligible applicants must complete the appropriate intake form to begin the process. The FCAAP Fund Coordinator will contact eligible applicants with any follow up questions and will initiate a grant application in EAGL IGX. Applicants will be assigned a grant application number, and then will be able to complete and submit the application. Emergency grant applications must be submitted within six months of application initiation in EAGL. The FCAAP 27-29 Application Instructions and Prep Tool is a guidance document also available to help applicants walk through the application process.

Emergency projects are not competitively evaluated. The FCAAP Fund Coordinator determines project eligibility and final grant award amounts on a case-by-case basis.

Per Chapter 173-145 WAC,[20] emergency projects must have an active emergency declaration; projects must protect public property or mitigate a hazardous condition for public health and safety; projects must be located in a jurisdiction which is a participating member of the National Flood Insurance Program (NFIP); projects must meet or exceed NFIP standards; and emergency permissions and permits must be obtained.

SAW and EAGL IGX accounts

Applicants must have user accounts in both Secure Access Washington (SAW) and EAGL IGX.

Applicants must:

1. Register for a **SAW** online services account by visiting the Secure Access Washington website.[21]
2. Register for an **EAGL IGX** account. After a SAW account is set up, please follow the instructions found on Ecology's Grants and Loans webpage[22] to request access to the EAGL IGX system. New EAGL IGX users should select the tab labeled "New EAGL IGX users with a SAW account" or "New SAW and EAGL IGX users," then follow the instructions.

Each staff member of an organization that will have a role in the grant (e.g., project manager, financial manager, and grant signatory) must each establish their own SAW account before applying for a grant. **Users cannot share SAW accounts with another person or organization.**

More information about EAGL IGX can be found in the *EAGL IGX External Users' Manual*.[23]

[20] https://apps.leg.wa.gov/wac/default.aspx?cite=173-145
[21] http://secureaccess.wa.gov/
[22] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans
[23] https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html

Chapter 4: Evaluations and Scoring

Emergency projects

Emergency projects are not competitively evaluated or awarded. Instead, funding decisions are based on a first-come, first-served basis, and available funding.

Competitive projects

Competitive projects are evaluated and awarded based on scored ranking and available funding. Ecology staff and other technical experts will use specific criteria to evaluate and score each application. Proposals will be ordered and ranked within one of three competitive project categories. If more funding proposals are received than can be supported by available funding, Ecology will prioritize funding for high-scoring project proposals in each category.

Priority funding for the 2027-2029 biennium will be awarded to competitive projects that benefit overburdened communities. Applicants must provide information describing how the community in the project area is overburdened, as well as how the project would benefit the community.

Overburdened communities are defined in RCW 70A.02.010[24] as "a geographic area where vulnerable populations face combined, multiple environmental harms and health impacts." Vulnerable populations are those "population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to: (i) Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms; and (ii) sensitivity factors, such as low birth weight and higher rates of hospitalization."

Ecology finalizes the proposed project list and notifies applicants of funding decisions. For the scoring criteria, see Appendix A: Scoring Criteria for Competitive Projects.

Integrated floodplain management

Comprehensive floodplain planning efforts fundamentally intersect a variety of interests and require collaboration between departments, governmental agencies, Tribes, organizations, and the public. Applicants are encouraged to consider an integrated floodplain management approach that considers landscape scale planning wherever possible.

Elements of successful competitive proposals

In general, a successful competitive project proposal will:

[24] https://app.leg.wa.gov/RCW/default.aspx?cite=70A.02.010

- Address a documented flood-related hazard in a specific area. This can go beyond what flood zone the project is found in and can include potential impacts from floods (e.g. relevant critical infrastructure, agriculture impacts).
- Describe how the project will support new or existing flood hazard planning efforts (e.g. evacuation routes, routes for emergency service).
- Employ an integrated floodplain management approach that advances multiple objectives for risk reduction, community wellbeing, and environmental benefits.
- Describe how the project will benefit overburdened communities.
- Describe how the project supports the natural and beneficial functions of floodplains. For instance, through planning, mapping, data gathering, technical studies (e.g. channel migration zones), or permitting for future projects.
- Demonstrate how the project will consider climate change impacts.

Describe the collaboration, community support, and partner involvement elements.

- Explain why the project is a high priority to impacted communities.
- Describe your approach to integrated floodplain management.
- Document the partner engagement process, including approaches to public participation and diversity, equity, and inclusion.
- Document any support and outreach to affected parties.
- Document how proposed solutions work well with affected communities.
- Provide a copy of the existing plan(s) that support the project, if any, and the approach to collaborative planning efforts.

Show how grant funds will be spent efficiently and within the initial two-year timeline.

- Provide an accurate, detailed, and reasonable budget and project schedule.
- Plan your proposed scope of work and deliverables to be completed within the initial two-year grant timeline and within budget. We want your project to be successful.
- Show that the funding request is reasonable compared to the proposed benefit.
- Provide a spend down plan if possible. Show that the funds can be spent in a timely manner.

Illustrate that the project is ready to proceed.

- Include a well-defined scope of work that has goals, objectives, timelines, and measurable outcomes and deliverables.
- Document adequate staff capacity to manage the project.
- Provide details if a consultant will be hired to complete all or some tasks in the scope of work.

Ensure the application is easy to read and understand.

- Write in complete sentences.
- Give clear, concise answers to all questions.
- Make sure the application addresses all items identified in the evaluation criteria and scoring guide.

Helpful hints:

- Include maps, diagrams, and pictures of the project area and display past projects (if any exist).

Chapter 5: Grant Agreement and Management

Grant agreement development

Successful applicants will receive a grant award letter and be assigned Ecology Project and Financial Managers. The Ecology Project Manager will contact the Recipient Project Manager and begin the grant negotiation and agreement processes.

The Ecology Project and Financial Managers use information in the grant application as the basis for developing the grant agreement. Grant agreements include a detailed scope of work, measurable objectives, and accurate budgets. Applicants cannot make significant changes to the original scope of work once the application has been submitted and evaluated, or Ecology may withdraw or modify a funding offer. If applicable, Ecology will notify other relevant Ecology staff that may be involved in the project.

The Ecology Project Manager is the primary contact for technical assistance and day-to-day questions. The Project Manager ensures the Recipient complies with the scope of work; reviews expenditures for eligibility on payment requests; and works with the Financial Manager to resolve payment or eligibility issues if they arise.

The Ecology Financial Manager ensures expenditures comply with the grant agreement budget and other agency grant requirements. The Financial Manager may request additional information, including but not limited to consultant contracts, invoices, expenditure backup documentation, travel costs, and staffing plans.

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

Tribal resolutions

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

Agreement dates and timelines

The grant agreement must be negotiated and signed by both parties within three months of award notice. The period can be extended for cause and is subject to Ecology's approval. This is necessary and important because FCAAP grants are funded by the Legislature on a biennial basis and funding cannot be extended past the biennial deadline.

The *effective date* of the agreement is the earliest date on which eligible costs may be incurred. Unless explicitly stated by the Legislature in a budget appropriation, the effective date for grants is usually the beginning of the state fiscal year or biennium, which occurs July 1, 2027.

The *expiration date* (of an agreement or amendment) is the last date on which costs may be incurred and be considered eligible. To be eligible for reimbursement, work must occur on or before the expiration date of June 30, 2029, unless Ecology approves a time extension amendment per WAC 173-145-110.

Recipients may incur project costs within the grant agreement effective start and expiration dates. Recipients may incur eligible costs before the grant agreement is fully signed and as soon as the July 1, 2027, start date of the biennium, but Recipients do so at their own risk. Eligible expenditures cannot be reimbursed until the agreement is fully signed by Ecology's SEA Program Manager and the agreement is active in EAGL IGX.

Grant amendments

Modifications and changes to the grant agreement may become necessary. If or when an amendment is needed, the Recipient must submit the proposed changes in writing to the Ecology Project Manager. The Recipient and Ecology's Project and Financial Managers will negotiate changes and document the changes as an amendment to the grant agreement. All proposed project changes are subject to approval by Ecology.

Reasons for amendments may include:

- Budget changes or redistributions between tasks
- Scope of work changes
- Changes to deliverables or project outcomes

Either the Recipient or Ecology may initiate the amendment process. If Ecology approves the amendment request, the Ecology Project and Financial Managers prepare and negotiate the amendment with the Recipient.

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

If Ecology is delayed in notifying applicants of funding, Ecology may approve grant extensions into the next biennium. A grant extension only extends the duration of the funding award and does not approve additional funding or project work

Grant budget

Recipients are responsible for tracking their grant budget and ensuring they do not exceed the overall grant budget and task budgets. Match is required for all FCAAP grants; therefore, match is included in the grant budget. Recipients must provide 25 percent match for competitive projects, and 20 percent match for emergency flood response projects. To receive Ecology's share of the grant reimbursement, Recipients must submit the required match amount.

The Additional Application Form for competitive and emergency projects includes a budget by task and a budget by element tables. The budget by task shows how much of the grant budget

will be distributed in each scope of work task. The budget by element shows how much of the grant budget will be distributed between elements. Elements are the staff salaries and benefits, indirect/overhead, goods and services, equipment rental, and travel. The budget information demonstrates how Recipients are allocating and managing the costs necessary for the project over the two-year grant timeline.

Budget deviations

A 10 percent budget deviation is allowed between tasks (e.g., a Recipient may spend less funds on one task and more on another), but in no circumstance may the Recipient exceed the Total Eligible Cost (total amount of Ecology's share and Recipient's match). If the total of all budget deviations exceeds ten percent of the Total Eligible Cost, a formal amendment will be required. Recipients should contact the Ecology Project and Financial Managers if they have questions about budget deviations.

Grant reimbursements

Grant funds are disbursed to Recipients on a cost-reimbursement basis. Recipients must submit reimbursement requests through the Payment Requests/Progress Reports (PRPRs) form in EAGL IGX. To be eligible for reimbursement, work must occur within the effective start and expiration dates of the grant agreement. All expenditures must have backup documentation. The Ecology Project Manager and Financial Manager may request additional information for expenditures before approving PRPRs. Contact the Ecology Project and Financial Managers with any questions or concerns.

Recipients are responsible for submitting the full amount of match required to receive Ecology's total grant reimbursement. For more information, also see the Grant match requirements section in Chapter 2 of these Funding Guidelines.

Payment Requests / Progress Reports (PRPRs)

Recipients are required to submit quarterly PRPRs in EAGL IGX. Recipients must submit PRPRs a minimum of once a quarter even if there are no expenditures to report. The due date is 30 days after the end of the quarter. The quarterly PRPR due dates are as follows:

- The January-March PRPR is due April 30.
- The April-June PRPR is due July 30.
- The July-September PRPR is due October 30.
- The October-December PRPR is due January 30.

When ready to close the grant, Recipients have 30 days after the grant agreement expiration date to submit the final PRPR with the final deliverables.

The PRPR must conform to the budget and grant requirements. Progress Reports should include a status update for the scope of work in each task during the reporting period to meet goals, as well as any successes, problems, staff changes, and delays that affect the project.

Expenditures must be listed by each cost incurred, and by task. Backup documentation is required for each line item. It should be uploaded and appear in the same order as the expenditure line items. This documentation must clearly show how the expenditure line item is calculated. If an expenditure line-item cost is part of a larger cost, it is the Recipient's responsibility to detail which cost(s) Ecology is reimbursing, and the source of funding for the other costs. Ecology's Financial Manager may require more backup documentation prior to approving the PRPR.

After a Recipient submits a complete PRPR with back-up documentation, the Ecology project team reviews the scope of work completed, deliverables submitted, and expenses reported, prior to approving and disbursing the grant reimbursement.

Administrative requirements of grant agreement, consultant contracts, and inter-local agreements

The following is a list of administrative requirements of the grant agreement, including guidance for hiring consultants and entering into inter-local agreements with other agencies.

- **Administrative Requirements.** A complete list of the administrative requirements for Ecology grants is in the *Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)*.[25]
- **Agreement Terms and Conditions.** The grant agreement Terms and Conditions are non-negotiable requirements of the grant, whether in statute, regulations, Administrative Requirements, Funding Guidelines, or the agreement document. The Terms and Conditions will be sent to the Recipient for review prior to finalizing the grant agreement and appear in the fully signed agreement. Failure to accept the Terms and Conditions, or any attempt to alter them, may result in revocation of grant funding.
- **Consultant Contracts** are between grant Recipients and their primary or sub-contractors. Recipients must follow the local jurisdiction's procurement policy. If there is no recorded policy, then Recipients must follow the state's procurement policy.
- **Inter-local Agreements** (ILAs) are between entities within local governments (city or county), such as public works and community development. Inter-local agreements must be consistent with the terms of the grant agreement and Chapter 39.34 RCW, *Inter-local Cooperation Act*.[26]
- **Interagency Agreements** (IAAs)are used between state agencies, or between state and federal agencies. Federally recognized Tribes, as sovereign governments, use interagency agreements with federal or state agencies. For more information, see Chapter 39.34.080 RCW.[27]

[25] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html
[26] https://app.leg.wa.gov/rcw/default.aspx?cite=39.34
[27] http://app.leg.wa.gov/RCW/default.aspx?cite=39.34.080

- **Procuring Goods and Services.** The Recipient is responsible for procuring professional, personal, and other services using sound business judgment and administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The Recipient must follow procurement policies that follow state procurement procedures in Chapter 39.26 RCW.[28]

Recipients are required to comply with the terms of the grant agreement, including but not limited to the General Terms and Conditions, the *Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)*,[29] and these Funding Guidelines.

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

Historic and cultural resources review requirements

Projects may have the potential to significantly impact culturally or historically significant locations or artifacts. Projects that disturb soils from its natural state or impact buildings 45 years or older must comply with the applicable state or federal laws, such as the Governor's Executive Order 21-02 Archaeological and Cultural Resources [30] (GEO 21-02) and Section 106 of the National Historic Preservation Act[31] (Section 106).

If a project includes the scope of work described in GEO 21-02 or Section 106, a historic and cultural resources review may be required. Applicants should ensure compliance with state and federal cultural resource protection environments as part of the project work plan. All activities associated with site assessments for historic and cultural resources are grant eligible. See Appendix C: Historic and Cultural Resources Review for additional details on the process to comply with cultural resource protection requirements.

Deliverables

Grant deliverables are shown in the signed grant agreement and are required to be submitted before grant reimbursement is approved. Recipients submit deliverables by uploading them in the general Uploads section of EAGL IGX (not the PRPR uploads) and notify the Ecology Project Manager after they are uploaded. Completed scopes of work and submitted deliverables should be reported in the PRPR Progress Report form.

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[28] https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26
[29] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html
[30] https://www.governor.wa.gov/sites/default/files/exe_order/eo_21-02.pdf
[31] https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/legislation-policy-and-reports/section-106-national-historic-preservation-act-of-1966

Competitive projects have a Deliverable Due Dates (DDD) form, which identifies the same deliverables as the fully signed grant agreement/amendment. The DDD form does not get printed with the signed agreement/amendment. Instead, the DDD form has anticipated dates of when Recipients will submit completed grant deliverables to Ecology. The due dates on this form can be updated throughout the grant project; therefore, this avoids the need for a formal amendment. Recipients should review the due dates when submitting a PRPR. Only the Ecology Project and Financial Manager can edit this form, so Recipients should contact their Ecology Project Manager if any dates on the form needs updating.

Education and outreach

Recipients must submit a final digital copy or a link to educational products developed under the grant, such as brochures, manuals, pamphlets, videos, audio files, curriculum, posters, media announcements, and web page links. Ecology logos are available from Ecology's Project Manager for use on publications.

If there are a significant number of people in the community (five percent or 1,000 people, whichever is less) in the community with Limited English Proficiency (LEP), Recipients must consider translating educational, enforcement, and public outreach materials for those identified populations. Any emergency communications or written notifications must comply with RCW 38.52.070.[32] Recipients should consider including a notice advising LEP persons of free language assistance within any written materials.

Indirect rate or overhead

Recipients may charge an overhead or indirect rate of up to 30 percent of salaries and benefits combined to cover overhead, or indirect rate costs. Indirect costs are defined as administrative costs not directly associated with a particular task of the project, such as: utilities, miscellaneous copying, telephone, insurance, janitorial services, records, storage, general office supplies, or items not directly attributable to the project yet are required to conduct business. The indirect rate is negotiated and is stated in the signed grant agreement. Indirect rate charges must be reported as a separate expenditure on payment requests. For more information on the indirect rate, see page 32 of the *Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)*.[33]

Light refreshments

With prior approval by the Ecology Project and Financial Managers, costs for light refreshments (not meals) for meetings are eligible and must adhere to the state of Washington's travel policy. Light refreshments include coffee and any other non-alcoholic beverage, such as tea, soft drinks, juice, or milk, and snacks served at a meeting or conference. Check with the Ecology Project Manager for Ecology's Light Refreshment Approval Form. Recipients must submit this

[32] https://apps.leg.wa.gov/rcw/default.aspx?cite=38.52.070
[33] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html

form prior to the meeting, and it must be approved by the Ecology Project Manager. After the meeting, Recipients must submit the signed form, roster of attendees, and agenda to be eligible for reimbursement.

Permits

Recipients must acquire all required local, state, and federal permits for the project and submit a digital copy as a grant deliverable. Project permit fees are eligible for grant reimbursement.

Project signs

For site-specific projects accessible to the public, Recipients must inform the public and affected parties by installing signs acknowledging state funding for the project. Ecology logos are available from Ecology's Project Manager for use on signage.

Quality Assurance Project Plans

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

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

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

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

A QAPP is intended to ensure projects that collect or analyze environmental data, as well as those that model elements of the environment, develop plans for field, laboratory, and analytical activities that meet quality standards appropriate to the goals and scope of the project. Applicants should include preparation of this document within the scope of work and budget when completing your application. Allow for five percent of the project cost to cover quality assurance planning and 12 weeks for drafting the approval of this document.

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

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

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

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

If you are unsure whether your project requires preparation of a QAPP, please contact your regional Ecology Project Manager and see Appendix E: Additional Grant Resources.

Travel costs

With prior approval by the Ecology Project and Financial Managers, travel costs include mileage, meals, and overnight lodging and are eligible for reimbursement. Recipient staff and primary and subcontractors must follow the Washington state-approved travel rates to be approved for reimbursement. For more information, contact your Ecology Financial Manager, and also see the Office of Financial Management travel website.[34]

Site visits

The Ecology Project and Financial Managers or other Ecology staff may conduct project site visits, including site visits through phone calls, to provide technical assistance and verify progress according to the purpose and scope of the project agreement. Site visits are documented through the EAGL IGX Site Visit Report form.

Grant close out

Recipients have 30 days after the grant agreement expiration date to submit the final PRPR, final grant deliverables, and Recipient Close Out Report (RCOR) in EAGL IGX.

Please note: Ecology may not approve the final PRPR until the final deliverables and RCOR are submitted and approved by the Ecology Project and Financial Managers.

[34] https://ofm.wa.gov/accounting/administrative-accounting-resources/travel

Appendix A: Scoring Criteria for Competitive Projects

The 2027-2029 FCAAP competitive project proposals are competitively evaluated. Ecology staff and/or other technical advisors will evaluate project proposals based on the information provided in the grant application. Each application will be scored using the following categories and criteria. **Each competitive project may receive a maximum score of 65 points.**

Table 2. Scoring criteria for competitive projects

Category	Criteria	Points Possible
1. Project description and outcomes	Describe the following: the flood hazard area and flood risk you intend to mitigate; the benefits of the planning effort and anticipated outcomes or deliverables; the outreach and engagement with local, state, and federal partners, as well as Tribes; and how the project benefits ESA-listed species, public health, and the environment.	20
2. Overburdened communities	Describe benefits to overburdened communities in flood risk areas.	20
3. Regulations and requirements	Describe local, state, federal, and other laws and requirements that will impact the planning work.	5
4. Schedule and readiness to proceed	Describe the project schedule; readiness to proceed with the scope of work as soon as funding is awarded; and ability and capacity to manage and complete the scope of work with current staff, project partners, or hired consultant(s).	10
5. Budget	Provide a detailed budget and describe how the required 25 percent match will be secured.	10
Total		65

Appendix B: Frequently Asked Questions

1) **Does a Flood Control Zone District or County need to be the primary applicant for a CFHMP update?**

   No, any eligible entity can be the primary applicant.

2) **What types of studies are eligible?**

   Any study that supports a new or updated CFHMP is potentially eligible. A new study does not require an update to the CFHMP in the FCAAP 27-29 grant project scope of work. Contact Ecology if you have any questions.

3) **My current CFHMP is from 2001. Is it expired?**

   Under current rules CFHMPs do not expire, but Ecology encourages communities to continually update their CFHMPs so they remain current with changing flood hazard conditions and community planning.

4) **I am updating my Hazard Mitigation Plan. Can I streamline efforts and combine the CFHMP and HMP into one document? Can I use FCAAP funding to assist with the process?**

   FCAAP funds can be used to develop the CFHMP, not any other element of the HMP. Contact Ecology and/or the Washington Emergency Management Department for more guidance.

5) **Is match required?**

   Yes, Recipients must provide 25 percent match for competitive projects, and 20 percent match for emergency flood response grants. Applicants should demonstrate match in the grant application, and funded grant Recipients are required to provide match for FCAAP grants.

6) **I work at a consulting firm, and our clients are mostly small, rural towns and cities in Washington that likely won't have capacity for the scale of project that FCAAP wants. Would applications from small, rural towns and cities that have small-scale projects be competitive enough to compete for FCAAP funding?**

   Proposals from small, rural cities and towns may score higher and be more competitive in the overburdened community criteria, however, proposals should realistically scope the project undertaking and budget to be completed within the 2-year biennium (or must include the work that can be completed in the 2-years if the bigger project will take longer).

   Flood hazard planning for small, rural city or towns can benefit from coordination with county or flood control zone districts. Understanding the status of countywide flood planning that is completed or underway can offer a starting place for local planning. Many flood hazards are highly localized in nature and can be best addressed by local planning efforts.

7) **How would a CFHMP relate to a Tribal Hazard Mitigation Plan (THMP)? I am working on a THMP that includes a chapter on flooding, flood history, risks, impacts, and actions that**

can mitigate risks. What would a CFHMP include that is not included in a THMP? We want to know how the Flood Plan relates to a THMP before we consider applying for funding, and so we are not duplicating work.

A CFMHP has much more detail about the need for flood hazard management, such as describing the watershed, identifying types of flood hazards and specific problem areas, setting goals and objectives, and describing rules/regulations that apply within the watershed. These plans also evaluate potential mitigation actions and alternative solutions, as well as identify and consider potential impacts of mitigation actions on instream uses and resources. In addition, the plans describe how implementation of the mitigation actions will occur. The CFHMP would also require consideration of climate change impacts that a Hazard Mitigation Plan wouldn't necessarily include.

8) **If a county is the lead entity applying for funds to develop a CFHMP, does the CFHMP have to cover the entire land mass of the county? We aren't at a point where we would be able to develop a county or even a watershed-wide CFHMP, and we appreciate any suggestions on how best to organize this.**

   A CFHMP doesn't have to cover the entire county boundary, however, we highly encourage applicants to take a holistic approach to creating/updating a CFHMP. You can build your CFHMP one area at a time, but we do recommend you address the entire portion of a watershed that lies within the county's jurisdiction. Then later you could apply to develop a plan for another drainage in the county and build the CFHMP over time until you've covered all your sub-watersheds.

   As you scope your proposal, think about the project in terms of what you can realistically complete during the two-year grant period and the budget you would need. What final products or deliverables would you be able submit to Ecology? Again, building one sub-watershed at a time is a common approach, but tackle the entire sub-watershed if possible. Consider focusing in on one reach when doing specific analyses or project ideas.

9) **The FCAAP Funding Guidelines indicate "There is a maximum award amount of $500,000 per county in each biennium." Can you define "award amount" for us? Is that the Total Eligible Cost (Ecology Share + Recipient Share), or is that just the Ecology Share?**

   This is the Ecology share.

10) **To focus our funding request on the tasks in our grant application, we are considering entering $0 for Task 1-Grant Administration and Project Management. We want to pay for Task 1 costs ourselves, and not include them as match either. Is that ok, or would a $0 entry for Task 1 raise red flags with Ecology?**

    Ecology is ok with a $0.00 for Task 1-Grant Administration and Project Management so Recipients can put all the grant resources into the project tasks. Applicants should be aware that Task 1 deliverables are still required. It would be helpful in the application if applicants explain the $0.00 in Task 1 is for the mentioned reason, and that they would pay for all of Task 1 costs on their own.

11) **At our last planning committee meeting, we had several questions about the expectations for cities under this new flood plan. While the RCW stipulates that comprehensive flood management plans are binding on each jurisdiction within a county that adopts such a plan, it's our understanding that Ecology has not enforced this requirement. I would greatly appreciate the opportunity to speak with you to better understand Ecology's position on this requirement. We anticipate cities will continue to raise this item, so being able to share with them how Ecology interprets this element would be very helpful.**

Ecology does not have a role in "enforcing" the requirements of a CFHMP under RCW 86.12.210. Chapter 86.12 RCW is titled Flood Control by Counties, and Ecology is only mentioned in RCW 86.12.200 in relation to the content and approval of CFHMPs. RCW 86.12.210 clearly states that the towns, cities, counties, and special districts in the planning area are subject to the contents of the CFHMP, and includes an arbitration provision if there is a dispute about adopting the CFHMP. Since the statute does not designate a role for Ecology, a plain reading indicates that the local planning entities should work together to develop a plan that all parties can live with.

Sometimes this can be done through thoughtful drafting. If a County/City preparing a CFHMP wants to have higher standards or policies than a town in the planning area, the language could be softened from "must" do something to "may" or "may, to the extent possible" do something.

As an example from the 2013 Pierce County Rivers Plan, the first land use policy is "Floodplain Land Use policy #1 – Consistent Regulatory Standards – Pierce County supports consistency in flood hazard regulations across jurisdictions. Cities and towns <u>should</u> adopt policies and regulations that are consistent with Pierce County critical area regulations for flood hazard areas, and regulate according to the best available data, such as updated flood studies." (emphasis added) This is a great example that highlights Pierce County's higher regulatory standards, and, where possible, encourages other governments should enforce higher standards. Several communities across Pierce County do have higher standards, but some governments just have the NFIP/WA state minimums, which is okay. The planning entities participating in the creation of a CFHMP should be able to write their plan to accommodate different governments' preferences in how much or little they want to adopt higher standards.

It's worth noting that RCW 86.12.200 states, "The county legislative authority of any county <u>may</u> adopt a comprehensive flood control management plan for any drainage basin that is located wholly or partially within the county." (emphasis added) These are optional plans that cover user-defined planning areas. There is no statutory requirement to prepare a CFHMP.

12) **Can I use FCAPP funding to create an annex to a county's CFHMP or go through the process of adopting a county CFHMP? Which category would this fall under?**

Yes, FCAAP funding can be used to either create an annex or adopt a county's CFHMP. This would be a Category 1 Project if your county has never had a CFHMP or Category 2 if it has.

13) **My community's CFHMP was not reviewed and approved by Ecology, can FCAAP fund a project from the plan?**

No. Any Category 3 project must come from an Ecology-reviewed and approved CFHMP. If you're unsure if your area's CFHMP has been approved by Ecology, please contact your regional specialist.

14) **Our competitive project experienced delays with [e.g,. finding a contractor, staff capacity, shifting priorities], are we able to get an extension under WAC 173-145?**

Maybe. If your project received funding in the 2025-27 grant cycle, the scope of work in your grant agreement is eligible for an extension and funding in the 2027-29 grant term. Eligibility is not a guarantee of an extension or grant funding.

Appendix C: Historic and Cultural Resources Review

This guidance provides information for projects funded by Ecology to meet the Governor's Executive Order 21-02[35] (EO 21-02) and Section 106 of the federal National Historic Preservation Act[36] (Section 106) requirements.

Please note that the cultural resources review process is for government-to-government communication. Requirements of this process will not be met until Ecology has provided information to the Tribes and the Washington State Department of Archaeology and Historic Preservation (DAHP)[37] about project activity.

Recipients must comply with all cultural resources review requirements prior to implementing any project that involves modification to historic or cultural resources or ground-disturbing activities.

Federal and state laws and rules require the funding agency (Ecology) to contact DAHP and affected Tribes regarding the proposed project activities. Any prior communication between the Recipient, the DAHP, and the Tribes is not sufficient to meet these requirements.

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

Any actions that result in modification to historic or cultural resources or ground-disturbing activities that occur prior to the completion of the cultural resources review process will not be eligible for reimbursement. Activities associated with cultural resources review are grant eligible subject to available funding. Any mitigation measures as an outcome of the process will be requirements of the agreement.

Note: Modification to historic or cultural resources or ground-disturbing activities can include removal or modification to above-ground resources, such as culturally modified trees and petroglyphs.

Section 106 versus Executive Order 21-02

If your project has a federal partner (Corps, NOAA, etc.) and is using federal funds or will implement federal actions and decisions, the federal partner will be the lead on cultural resources review and will complete the Section 106 process. Ecology has delegated authority to ensure Section 106 compliance when Recipients apply for grants under the FCAAP grant program.

Note: The federal partner and the Section 106 process supersedes the EO 21-02 process described below.

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[35] https://www.governor.wa.gov/sites/default/files/exe_order/eo_21-02.pdf
[36] https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/legislation-policy-and-reports/section-106-national-historic-preservation-act-of-1966
[37] https://dahp.wa.gov/

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

This process and reviews described above must be followed even if the Recipient has been working with Tribes on the project.

The Recipient must complete the Ecology Cultural Resources Review form (or conduct a site-specific survey). A site-specific survey is only required for areas where there is a high sensitivity and potential to discover cultural resources. If the project will alter a building that is 50 years or older, the Recipient must still complete an EZ-2 Form available from the DAHP website.

The EZ-2 form and Survey Coversheet can be downloaded from DAHP's website.[38] The Ecology Cultural Resources Review form[39] can be downloaded from Ecology's website.

- The Recipient must create an Inadvertent Discovery Plan (IDP). An IDP does not need to be site-specific; however, it can be a general procedure for all projects implemented by the organization. **The IDP must be distributed and reviewed by all participating parties prior to any on-the-ground work so they are fully informed of the appropriate procedures.**
- The Recipient must send an electronic version of Ecology's Cultural Resources Review form and/or the EZ-2 Form, any tribal communication, and identify the potentially interested Tribes to Ecology's Project Manager.
- Ecology will initiate formal cultural resources consultation using the completed Ecology CR review form, EZ-2, and/or any surveys to affected Tribes and DAHP. The Tribes have an approximate 30-day comment period to initiate a more in-depth discussion about the project, submit any comments, or make an effect determination on the project. After the 30-day comment period, if there has not been a determination of impact by a Tribe, DAHP, or other interested party, Ecology will make an initial determination and send out a formal letter to the above parties. The Ecology Project Manager will let the Recipient Project Manager know when the project may proceed as planned.

Adopting another agency's cultural resources review

Can Ecology adopt another agency's Section 106 review or GEO 21-02 review?

- For Section 106 Adoption:
    - The answer is *yes*, if your project is state funded.
    - Ecology can "adopt" Section 106 for state-funded projects that would normally go through the 21-02 cultural resource review process. Ecology has a review in place to verify the Section 106 documents are applicable. Please contact your Project Manager to verify a review can be adopted.

[38] https://dahp.wa.gov
[39] https://apps.ecology.wa.gov/publications/SummaryPages/ECY070537.html

    - If your project involves federal funds, Ecology may still use another agency's documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.
- For Executive Order 21-02 Adoption:
    - The answer is yes if your project is state funded.
    - Ecology can adopt another state agency's 21-02 process to meet cultural resources review requirements. Please contact your Project Manager to verify a review can be adopted.
    - The answer is *no* if your project is federally funded. However, Ecology may still use another agency's documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

Correspondence

Ecology is responsible, as the funding agency, for contacting the DAHP, Tribes, and other interested parties to meet cultural resource review requirements.

Modification to cultural or historic resources or ground-disturbing activities

Any work that impacts the soil or ground from its current conditions, including any work that goes below the surface of the ground, requires a cultural resources review.

Area of Potential Effect

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

Changes to project design or project area

If there are any changes made to the project area or design after cultural resources review has been completed, review will have to be reinitiated or amended in order to capture the changes. For geo-tech work that occurs in the planning or design phases, ensuring your cultural review is completed early can not only help identify the appropriate locations from a subsurface perspective but can also help obtain valuable input early in the planning process about sensitive locations. A simple amendment to your documents in the construction phase will complete your cultural resource compliance, and generally will present no issues, as DAHP and the Tribes will already be familiar with your project.

Eligibility

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

For questions, contact the Ecology Project Manager.

Appendix D: Grant Agreement Definitions

Administrative Requirements refers to the *Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)*,.[40] The Yellow Book provides instructions, explanations, requirements, definitions, and includes details on agreement language, costs, budgets, financial management, procurement, contracting, property management, closeout, and record keeping.

(Consultant) Contract is a signed contract between the Recipient and a hired contractor to complete the project scope of work. Recipients must follow the local jurisdiction's procurement policy. If there is no recorded policy, then Recipients must follow the state's procurement policy.

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

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

Grant is the funding agreement between Ecology and the Recipient for the FCAAP project.

Interagency Agreements are used between state agencies, or between state and federal agencies. Federally recognized Tribes, as sovereign governments, use interagency agreements with federal or state agencies. For more information, see Chapter 39.34.080 RCW.[41]

Inter-local Agreements are between entities within local governments (city or county), such as Department of Public Works and Department of Resource Management. Inter-local agreements must be consistent with the terms of the grant agreement and Chapter 39.34 RCW, *Inter-local Cooperation Act*.[42]

Project means the project described in this agreement.

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

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

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

Total Eligible Cost is the sum of all costs associated with the FCAAP project that have been determined to be eligible for Ecology grant funding. Total Eligible Cost includes Ecology's grant share and the required Recipient's match.

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

[40] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html
[41] http://app.leg.wa.gov/RCW/default.aspx?cite=39.34.080
[42] https://app.leg.wa.gov/rcw/default.aspx?cite=39.34

Appendix E: Additional Grant Resources

***Administrative Requirements for Recipients of Ecology Grants & Loans (2026 Yellow Book)*.**[43] The Yellow Book establishes the administrative requirements for Recipients of all Ecology grants and loans, including the 2027-2029 FCAAP grant agreements. Topics include financial management, expenditure and progress reporting, contracting, and record retention.

Comprehensive Planning for Flood Hazard Management Guidebook.[44] This Guidebook provides information about the required elements of the planning process and plan, as well as optional elements that a community may choose to undertake (e.g., pursuing higher regulatory standards than the base National Flood Insurance Program). FCAAP applicants are strongly encouraged to review the guidebook prior to commencing planning efforts.

EAGL IGX External Users' Manual [45] for guidance using Ecology's EAGL IGX online grant and loan system.

Ecology's Grants and Loans Resources website [46] for general Ecology grant and loans guidance, including EAGL IGX training tools and resources.

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

- **QAPP**. If grant projects involve *collecting* environmental data, Recipients are required to create QAPPs per Ecology's standards. For more information, see Ecology's QAPP guidance website.[47]
- **EIM**. If grant projects involve environmental *monitoring* data, Recipients are required to submit data in the EIM online database per Ecology's standards. For more information, see Ecology's EIM website.[48]

FCAAP website [49] for more information about Ecology's FCAAP grant program.

[43] https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html
[44] https://apps.ecology.wa.gov/publications/SummaryPages/2106019.html
[45] https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html
[46] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance
[47] https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees
[48] https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database
[49] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Flood-control-assistance