Flood Control Assistance Account Program
Competitive Planning Projects
2023-2025 Application Prep Tool

This is a grant application prep tool for competitive planning projects of the2023-2025 Flood Control Assistance Account Program. Grant applications must be submitted through EAGL, Ecology’s Administration of Grants and Loans online system. The acronym for the competitive planning projects in EAGL is **SEAFCAAC-2325** (Shorelands and Environmental Assistance Flood Control Assistance Account Competitive - 2023-2025 biennium).

Use this prep tool in conjunction with the [*FCAAP 23-25 Application Instructions*](https://apps.ecology.wa.gov/publications/summarypages/2206017.html)[[1]](#footnote-1) to answer the application questions, then copy and paste the information into the EAGL application forms. Questions with required answers are marked with a red asterisk (\*) symbol.

The application period for competitive planning projects is open at 8:00 a.m. Wednesday, February 15, 2023, and closes at 5:00 p.m. on Thursday, March 30, 2023.

If you run into application issues, contact one of the following staff before the deadline:

* Layne Slone, Ecology Financial Manager, layne.slone@ecy.wa.gov or (c) 360-867-8171;
* Scott McKinney, FCAAP Fund Coordinator, scott.mckinney@ecy.wa.gov or

(c) 360-918-3428; or

* Amelia Petersen, Floodplain Planner, amelia.petersen@ecy.wa.gov or (c) 360-480-3298.

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## Helpful tips

* Use one of these internet browsers: Google Chrome, Microsoft Edge Chromium, Mozilla Firefox, or Apple Safari. Do not use Internet Explorer.
* EAGL times out after 20 minutes so we recommend saving often.
* Open one EAGL window at a time. Don’t open multiple EAGL tabs or windows; you may receive an error and lose your work.
* Complete each EAGL application form in the order listed. Otherwise, you may receive an error.
* Required answers and required application forms have a red asterisk (\*) symbol.
* Text fields have character limits, including spaces. You do not have to use all the character limits. Use the Word Count tool (find and click the Review tab, then the Proofing subtab) to help you stay within the limits of “characters with spaces” for each answer.
* You must be in the EAGL Role of Authorized Official to initiate, complete, and submit a grant application. Contractors can initiate and submit applications, but cannot submit them.
* When you are ready to submit the application, do not forget to change the application status from Application In Process, to Application Submitted. You will receive an EAGL email notification once the application is successfully submitted.

## Register in SAW and EAGL

Each applicant must have a Secure Access Washington (SAW) account. Through the SAW account, users will be able to request an EAGL user account. More information about EAGL can be found in the [*EAGL External Users’ Manual*](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html).[[2]](#footnote-2)

1. Register for a **SAW** account by visiting the [Secure Access Washington website](http://secureaccess.wa.gov/).[[3]](#footnote-3)
2. Register for an account in **EAGL**. After setting up a SAW account, follow the instructions found on [Ecology’s Grants and Loans website](https://ecology.wa.gov/About-us/How-we-operate/Grants-loans)[[4]](#footnote-4) to request access to EAGL. New users should select the tab labeled “New EAGL users with a SAW account” or “New SAW and EAGL users,” then follow the instructions.

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

## Initiate a new grant application

Once you are registered in EAGL, go to your EAGL homepage. You will see the **My Opportunities** page; scroll down until you see the ‘Shorelands FCAAC Competitive Planning Grant.’ Click Apply Now.

If you need to exit EAGL and find your grant application at later time, open EAGL and click on the **My Applications** tab in the top left corner. In the **Application Name** field, type in the grant application number and click the **Search** button. After the page refreshes, scroll down to find and click on the link to the application numberin the search results. **Be sure to write down your application number to refer to it later and prevents you from creating multiple applications.**

From the main grant Application Menu, click on the **View Forms** button under **View, Edit and Complete Forms.** This will take you to the **Application Menu – Forms** screen, where you can find and complete the required application forms before submitting your application.

## General Information form

1. \***Project Title** (50-character limit, including spaces):

[Type here]

1. \***Project Short Description** (500-character limit, including spaces):

Enter a short summary of the project in 1-2 paragraphs.

[Type here]

1. \***Project Long Description** (4,000-character limit, including spaces):

Enter a detailed description of the grant project, including background information, how the grant funds will be used, and benefits of the project.

[Type here]

1. \***Total Cost**:

Cost of entire project, including the FCAAP grant Total Eligible Cost, and other project costs.

[Type here]

1. \***Total Eligible Cost:**

Total cost of grant, including Ecology’s share and Recipient’s match.

[Type here]

1. \***Effective Date**:

Auto populated as: 7/1/2023. This is the date the funding is available.

1. \***Expiration Date**:

Auto populated as: 6/30/2025. This is the date the funding expires.

1. **Ecology Program**:

Auto populated as: Shorelands.

1. \***Project Category**:

Auto populated as: Planning.

1. **Will Environmental Monitoring Data be collected**?

If environmental monitoring data is collected, Recipients must meet Ecology’s requirements for a Quality Assurance Project Plan (QAPP). See [Ecology’s QAPP website](https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees)[[5]](#footnote-5) for more information.

Yes/No

1. \***Overall Goal** (1,000-character limit, including spaces):

Describe the long-term benefits of the project.

[Type here]

## Project Characterization form

Project Themes: Select a primary and secondary theme that best describes the work to be achieved during this project.

1. \*Primary Theme.

Select from drop down menu: Flood Hazard Reduction.

1. \*Secondary Theme(s). Select both:
2. Select from drop down menu: Flood Control Assistance Account Program.
3. Select from drop down menu: Planning.
4. Project Website (optional). Enter the website title/name, and the web address, if any.

[Type here]

## Mapping Information form

For mapping information instructions in EAGL, click on the **My Training Materials** link in the top right corner, then click on the link for the Map Instructions (Recipient) document.

* Click “Add/Modify Location(s).”
* Find and click on the link “Project area options.”
* Click on one of the options (city, town, county, WRIA, parcel, or drawn polygon) to find and map the project boundary. Click “Go.”
* In the search field, enter the respective information. Click “Add.”
* You will see the newly added layer in the Project Areas below.
* Click “Next” below.
* After the map is finished calculating statistics, click “Save.”
* After the page refreshes, and the Location table appears on the page, you will notice that the map is checked out in your name.



* Click “Save” in the top right corner to check the map back in. You must check the map back in, or you will get an EAGL error that will prevent you from submitting the grant application.
* When you look at the Add/Modify Location(s) box, you shouldn’t see the map is checked out. The space should be blank above the Add/Modify Location(s) button.



## Recipient Contacts form

Recipient staff associated with the grant project should be on this form. The first three contacts on this form must have both SAW and EAGL accounts in order to appear in the drop down menu. If you have staff that need a new SAW and EAGL account, follow the instructions in the [Register in SAW and EAGL](#_Register_in_SAW) section.

Select staff for the following roles that will appear in the signed grant agreement:

1. \*Project Manager

Select staff name from dropdown menu.

1. \*Authorized Signatory. The first signatory on the grant agreement.

Select staff name from dropdown menu.

1. \*Billing Contact

Select staff name from dropdown menu.

1. Additional Signatories (optional). These signature lines will appear after the Authorized Signatory lines on the grant agreement. Additional signatories don’t need SAW or EAGL accounts. Type in the name and title of each additional signatory, if any. Click Save to add another signatory line.

[Type here]

## Scope of Work – Task 1 Project Admin form

Task 1. Project Coordination, Management and Administration is meant only for staff time (not consultants’ time) spent on managing the grant itself (grant negotiations, quarterly Payment Requests/Progress Reports, and close out documents), and completing work that cannot otherwise be associated with another task. Task 1 language is prepopulated in EAGL, except for the following information:

1. \*Task Cost (Cost includes Ecology’s Share and Recipient’s match. Cannot be more than 15% of the Total Eligible Cost of the grant.):

[Type here]

1. Recipient Task Coordinator (The staff person in charge of completing this task.):

[Type here]

## Scope of Work – Additional Tasks form

Additional tasks must be manually entered. Here is the information needed for each additional task:

1. \***Task Title** (50-character limit, including spaces):

[Type here]

1. \***Task Cost** (amount includes both Ecology’s share and Recipient match):

[Type here]

1. \***Task Description** (3,500-character limit, including spaces):

Explain in 1-2 paragraphs the purpose of this task, then describe the associated deliverables that will be submitted to Ecology.

[Type here]

1. \***Task Goal Statement** (1,500-character limit, including spaces):

Explain in a few sentences the long-term benefits from this task.

[Type here]

1. \***Task Expected Outcomes** (1,500-character limit, including spaces):

Explain in a few sentences the deliverables or short-term outcomes of this task.

[Type here]

1. **Recipient Task Coordinator:**

The staff person in charge on completing this task.

[Type here]

1. \***Deliverables** (500-character limit, including spaces):

List each of the tangible deliverables that will be submitted to Ecology, as related to the scope of work in the Task Description field.

| Deliverable Description | Proposed Due Date |
| --- | --- |
| [Type here] | [Type here] |
| [Type here] | [Type here] |
| [Type here] | [Type here] |
| [Type here] | [Type here] |
| [Type here] | [Type here] |

## Scope of Work Summary form

\*This form is only for your review of the tasks and budget, summarized in a table. Click the Save button, then move onto the next form.

## Budget Task Cost form

\*This form shows a breakdown of the budget by task and by element.

The **Budget By Task** table is identical to the information on the Scope of Work Summary form. This table cannot be edited.

The **Budget By Element** table shows a breakdown of the grant budget by different items. Enter the budget for each of the following categories (if the amount is $0, enter $0, or it will result in an EAGL error):

| **Element** | **Cost** |
| --- | --- |
| 1. Salaries:
 | [Type here] |
| 1. Benefits:
 | [Type here] |
| 1. Salaries and benefits combined:
 | [Type here] |
| 1. Contracts (including goods and services that are contracted):
 | [Type here] |
| 1. Travel:
 | [Type here] |
| 1. Goods/Services (goods and services that *are not* contracted):
 | [Type here] |
| 1. Overhead (Also known as the indirect rate. This is an amount that will be charged to the grant. This amount cannot exceed 30 percent of the total cost for staff salaries and benefits. Please note, this amount doesn’t include overhead for consultant costs.):
 | [Type here] |
| **Total** (Must be the same amount as the Budget By Task total): | [Type here] |

1. Upload budget documents for additional information. For example, upload a more detailed budget spreadsheet of project costs.
2. Additional comments. Use this field to enter other budget information in the application, if any.

[Type here]

## Planning Project Information form

Planning project grant applications will be evaluated and scored using the answers provided to the questions below. See Appendix A: Scoring Criteria for Competitive Planning Projects in the [*FCAAP 2023-2025 Funding Guidelines*](https://apps.ecology.wa.gov/publications/summarypages/2206016.html)*[[6]](#footnote-6)* for more information how evaluators will assign scores. There is a maximum character limit, including spaces, allowed in EAGL for each answer. You don’t have to use all the character limits.

1. \*Describe the flood hazard area and flood risk the plan or activity intends to mitigate. Include a map to identify water body names, stream river mile, and section-township-range. Include a description of previous, present, and expected future planning efforts. (1,000 character limits with spaces)

[Type here]

1. \*Does your organization currently have a Comprehensive Flood Hazard Management Plan (CFHMP)? If yes, when was it last updated, and is the CFHMP integrated into the hazard mitigation plan? (1,000 character limits with spaces)

[Type here]

1. \*Describe the benefits of the planning effort and anticipated outcomes or deliverables, including a new Comprehensive Flood Hazard Management Plan (CFHMP), an updated CFHMP, or a technical study that will lead to a CFHMP. Describe how planning efforts will address flood hazard(s) or mitigate flood damages. Also describe how planning efforts will implement specific elements of the new Comprehensive Planning for Flood Hazard Management Guidance and/or meet other planning requirements, such as hazard mitigation planning requirements. (3,000 character limits with spaces)

[Type here]

1. \*Describe local, state, federal, and other laws and requirements that will have an impact on the planning work (e.g. National Flood Insurance Program requirements). (1,000 character limits with spaces)

[Type here]

1. \*Describe benefits to salmon recovery or other Endangered Species Act-listed species, public health, and the environment. (1,000 character limits with spaces)

[Type here]

1. \*Describe the outreach to and support from local, state, and federal stakeholders. Describe outreach efforts to other stakeholders that have not been involved with the planning efforts in the past. What is your strategy for reaching consensus with potentially affected stakeholders on the elements of the final CFHMP? (1,000 character limits with spaces)

The governing state regulations contain the following expectations in WAC 173-145-080(5):

Where a CFCMP is being developed or has not been initiated, the following will be considered:

(a) Evidence of multijurisdictional cooperation necessary for development of a comprehensive county or multicounty comprehensive flood control management plan (CFCMP);

(d) Other planning efforts undertaken or proposed within the planning jurisdiction and their relationship to flood control management;

(f) Existing and proposed participation of community groups, private industry, professional organizations, the general public, and others toward the development and implementation of the proposed comprehensive flood control management plan.

[Type here]

1. \*Describe benefits to overburdened or underserved communities in flood risk areas. (3,000 character limits with spaces)

Overburdened communities are defined as “*communities that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors*.” (Washington State Environmental Justice Task Force Report, 2020)

1. \*Provide a narrative and supporting documentation how underserved or overburdened communities in the floodplain area are currently supported.
2. \*Do you currently have resources to manage the floodplain, i.e., staff and workload capacity or available funds? Explain.
3. \*Will the planning process serve communities where flood risks intersect with poverty, or other economic or underserved community measurements?
4. \*Describe how you identified your underserved or overburdened communities. Also describe the outreach process you used to connect with those communities.
5. \*Include quantitative data and references to the data sources. Upload any supporting documentation below.

Below are a few examples of mapping resources that show where underserved communities are located, and how they are impacted. We encourage you to use the mapping resources below to help describe how the project will benefit underserved communities.

* [Senate Bill 5141 - Healthy Environment for All (HEAL) Act](http://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530) [[7]](#footnote-7)
* [Washington Environmental Health Disparities Map](https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map) [[8]](#footnote-8)
(**Note**: To see the 100-year Flood Zone, click on the above link to the Environmental Health Disparities Map > when the map opens, find the menu window > click on the second tab for Map Features > find and click on the National Flood Hazard layer, and zoom into the project area on the map.)
* [Washington State Employment Security Dept. Distressed Areas Map](https://esd.wa.gov/labormarketinfo/distressed-areas) [[9]](#footnote-9)
* [Washington State Environmental Justice Task Force Final Report (2020)](https://healthequity.wa.gov/councils-work/environmental-justice-task-force) [[[10]](#footnote-10)](https://healthequity.wa.gov/councils-work/environmental-justice-task-force)
* [US Environmental Protection Agency Environmental Justice Screen](https://www.epa.gov/ejscreen) [[11]](#footnote-11)

[Type here]

1. \*Describe the proposed project schedule, include project milestones and when the milestones will be completed. Give more details if the grant proposal is part of a bigger project. (1,000 character limits with spaces)

[Type here]

1. Upload a project schedule or other supporting timeline documentation.

Upload documentation in EAGL.

1. \*Describe the readiness to proceed with the scope of work as soon as funding is awarded. Describe the deliverables that will be completed by the grant expiration date of June 30, 2023. If not will you be applying for additional funding in the next grant round? Explain. (1,000 character limits with spaces)

[Type here]

1. \*Describe the ability and capacity to manage and complete the scope of work with current staff, project partners, or hired consultant(s). (1,000 character limits with spaces)

[Type here]

1. \*Provide a detailed budget, including reasonable cost estimates for the scope and size of the proposed effort. Include all the important elements of the planning process or study. (1,000 character limits with spaces)

[Type here]

* 1. Upload a budget or other supporting documentation.

Upload documentation in EAGL.

1. \*Describe how the required 25 percent match funding will be secured and the source(s) of match funding, or whether the match funds are not yet secured (e.g. waiting to see if another grant comes through). See the Funding Guidelines for more information about match requirements. (1,000 character limits with spaces)

[Type here]

1. Describe any additional project information. (1,000 character limits with spaces)

[Type here]

1. Upload other supporting documentation.

Upload documentation in EAGL.

## Uploads form

Use this form to upload additional project documents that aren’t already uploaded in the Planning Project Information form.

Friendly tips for uploads:

* EAGL will accept the following file types: .docx, .xlsx, .pdf, .jpg. and .zip.
* EAGL does not accept Outlook (.msg) file types. If possible, save emails in a PDF format, and upload it to EAGL.
* If you have shape files (GIS files), save them in a .zip file, and upload it to EAGL.
* EAGL has a 35MB file size limit. If you have a large file that exceeds 35MB, we suggest splitting it into two separate smaller files, compressing it, or putting it into a .zip file.
* Refer to the [*EAGL External Users’ Manual*](https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html)[[12]](#footnote-12) for more information regarding uploads.

## Submit an application

Continue following the instructions in the Application Instructions to submit the application. Applications must be submitted before the deadline, 5:00 p.m. on Thursday, March 30, 2023. EAGL will not allow you to submit applications after the deadline.

You will receive an EAGL email notification once the application is successfully submitted. If you don’t receive an email confirmation, check if there are any errors in the application.

If you run into application issues, contact one of the following staff before the deadline:

* Layne Slone, Ecology Financial Manager, layne.slone@ecy.wa.gov or (c) 360-867-8171;
* Scott McKinney, FCAAP Fund Coordinator, scott.mckinney@ecy.wa.gov or
(c) 360-918-3428; or
* Amelia Petersen, Floodplain Planner, amelia.petersen@ecy.wa.gov or (c) 360-480-3298.
1. https://apps.ecology.wa.gov/publications/summarypages/2206017.html [↑](#footnote-ref-1)
2. https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html [↑](#footnote-ref-2)
3. http://secureaccess.wa.gov/ [↑](#footnote-ref-3)
4. https://ecology.wa.gov/About-us/How-we-operate/Grants-loans [↑](#footnote-ref-4)
5. https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees [↑](#footnote-ref-5)
6. https://apps.ecology.wa.gov/publications/summarypages/2206016.html [↑](#footnote-ref-6)
7. http://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530 [↑](#footnote-ref-7)
8. https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map [↑](#footnote-ref-8)
9. https://esd.wa.gov/labormarketinfo/distressed-areas [↑](#footnote-ref-9)
10. https://healthequity.wa.gov/councils-work/environmental-justice-task-force [↑](#footnote-ref-10)
11. https://www.epa.gov/ejscreen [↑](#footnote-ref-11)
12. https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html [↑](#footnote-ref-12)