



DEPARTMENT OF
ECOLOGY
State of Washington

Grant Proposal Requirements and Guidelines

*Coastal Protection Fund
Resource Damage Assessment*

September 2017

Publication no. 17-08-017

Publication and Contact Information

This document is available on the Department of Ecology's website at:

<https://fortress.wa.gov/ecy/publications/summarypages/1708017.html>

For more information contact:

Geoff Baran

Funding Coordinator

Coastal Protection Fund Resource Damage Assessment Grant

Spill Prevention, Preparedness, and Response Program

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-7114

Email: geoff.baran@ecy.wa.gov

Washington State Department of Ecology - www.ecy.wa.gov

***Accommodation Requests:** To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-7455. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.*

Grant Proposal
Requirements and Guidelines

Coastal Protection Fund
Resource Damage Assessment

Spill Prevention, Preparedness, and Response Program
Washington State Department of Ecology
Olympia, Washington

This page is purposely left blank

Table of Contents

	<u>Page</u>
1. Coastal Protection Fund overview	1
The Resource Damage Assessment (RDA) Account.....	1
RDA account expenditures	1
Governing laws and rules.....	1
Contact information	1
2. Funding program details	2
Eligibility	2
Match	2
Funding limit.....	2
Restrictions	2
3. Applying for funding	3
Secure Access Washington (SAW) account.....	3
Ecology Administration of Grants and Loans (EAGL)	3
4. Application evaluations and scoring.....	4
5. Final funding decisions	5
6. Agreement.....	5

1. Coastal Protection Fund overview

Under RCW 90.48.390, the Washington State Legislature created the Coastal Protection Fund (CPF). The purpose of the CPF is to serve as a non-appropriated revolving fund to pay for projects that:

- Restore or enhance environmental, recreational, archeological, or aesthetic resources for the benefit of Washington's citizens
- Investigate the long-term effects of oil spills
- Develop and implement aquatic land geographic information systems

The CPF is divided into three accounts:

- Terry Husseman Account,
- John Bernhardt Account, and
- Resource Damage Assessment (RDA) Account.

These guidelines refer to the RDA Account of the Coastal Protection Fund.

The Resource Damage Assessment (RDA) Account

The RDA account contains moneys collected from natural resource damage assessments under RCW 90.48.366 through RCW 90.48.368. The RDA account is further divided into sub-accounts based on where the spills occur.

For this grant opportunity, funds from all three regional sub-accounts are available for project proposals throughout the state.

RDA account expenditures

Disbursement of RDA Account moneys is directed by the CPF Steering Committee after consultation with affected local entities and tribal governments. The Steering Committee will evaluate all applications and fund one or more proposals for the current application period.

Governing laws and rules

- Chapter 90.48 RCW, Water Pollution Control
<http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48>
- Chapter 90.48.390 RCW, Coastal Protection Fund–Established–Moneys credited to Use.
<http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.390>
- Chapter 90.48.400 RCW, Coastal Protection Fund-Disbursal of moneys from.
<http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.400>

Contact information

For more information contact:

Geoff Baran

Resource Damage Assessment Account Fund Coordinator
Spill Prevention, Preparedness, and Response Program

Phone: 360-407-7114

Email: geoff.baran@ecy.wa.gov

Mailing Address:

P.O. Box 47600

Olympia, WA 98504-7600

Physical Address:

300 Desmond Drive SE

Lacey, WA 98503-1274

Washington State Department of Ecology – www.ecy.wa.gov

2. Funding program details

Eligibility

There are no restrictions on who is eligible to apply for funding from the CPF RDA Account. Eligible projects must be from the three categories found in RCW 90.48.400 listed above.

Some examples of eligible projects include:

- Riparian restoration projects
- Wetland restoration projects
- Stream bank stabilization projects
- Fish and wildlife habitat enhancement projects
- Low Impact Development (LID) projects
- Purchase of land/property for conservation purposes

Match

There is no match requirement. Preference may be given to project proposals that use the CPF funds as a match to leverage additional funding.

Funding limit

Project proposals can be submitted for the total amount of funding available, but preference may be given to projects costing \$50,000 or less.

Restrictions

Applicants may not be reimbursed from the CPF for the salaries and benefits of permanent employees for routine operational support. Projects will be given preference when the percentage of funding used for overhead is minimized. The proportion of funds provided by the CPF used

for administrative overhead, including staff salaries and benefits for project management, for a given project, must not exceed 15 percent.

3. Applying for funding

All applications must be submitted electronically via the Ecology Administration of Grants and Loans (EAGL) system.

New users must register for a Secure Access Washington (SAW) account prior to beginning the application process. New user account approval may take up to two weeks. More information about creating SAW accounts and requesting access to EAGL is available at <http://www.ecy.wa.gov/funding/EAGL-NewUser.html>.

All applications must be submitted by Monday, November 6, 2017.

Applications and materials sent as hard copies or by e-mail will not be considered.

Secure Access Washington (SAW) account

SAW is a secure gateway for many Washington online services. If the person completing the application already has a SAW account, then they may use that user name and password. Please read and follow the instructions to request access to the EAGL system. Instructions can be found on Ecology's website for New EAGL Users at <http://www.ecy.wa.gov/funding/EAGL-NewUser.html>.

Also, each staff member of the applying organization that will have a role on the project (e.g., project manager, financial manager, and grant signatory) must establish their own separate SAW account before applying. Please read and follow the directions for Organization Requirements for EAGL at <http://www.ecy.wa.gov/funding/EAGL-OrgRequirements.html>.

Ecology Administration of Grants and Loans (EAGL)

EAGL is a comprehensive web-based grant and loan management system that allows Ecology's grant and loan clients to electronically apply for and manage grant applications and agreements, request amendments, submit payment requests and progress reports, and submit closeout reports.

Once an applicant has been validated as a new user by Ecology's EAGL System Administrator, you will have access to EAGL. The EAGL User Training Manual is located in the top right corner of the EAGL system, under My Training Materials.

Ecology will screen each application for eligibility after submission. The applicant will be contacted if questions arise or if the application contains ineligible or potentially ineligible project components that do not pass the screening process.

Ecology will return the application to the applicant for resubmission if still within the application timeframe. All applications must be submitted by 11:59 pm on November 6, 2017. Any remaining ineligible project components will be removed from submitted applications prior to the evaluation phase.

It is in the best interest of the applicant to submit their application as early as possible. This will allow the applicant more time to make necessary adjustments after screening is complete and before the grant application cycle closes.

4. Application evaluations and scoring

Once the application period is closed, all proposals submitted in EAGL will be evaluated by the CPF Steering Committee. Evaluation scores will be used by the steering committee to rank eligible projects for funding consideration. The evaluation scoring criteria is listed in the following table (Table 1).

Table 1. Project scoring criteria

Scoring element	Points
Overall project outcomes	10
Habitat value	10
Public benefit	10
Benefits to threatened and endangered species or injured resources	10
Sustainable outcome/protection	10
Leveraged funds and resources	5
Stakeholder support	5
Regional significance/big picture	5
Readiness to proceed	5
Deliverables	5
Project schedule	5
Budget	5
Total possible points	85

In general, successful proposals include many of the following elements:

- Projects that maintain, support, or enhance ecological process characteristic of a healthy system
- Projects that maintain, support, or enhance a diversity of habitats, species, and/or uses historically indigenous to the area
- Plans for monitoring and maintenance to ensure and document success
- Funding or support from other sources, including projects where the CPF funds will be used as a match to leverage additional funding
- Staff consideration for administration, implementation, and management of the project
- All necessary permits in-hand

- Complete project design, scope of work, schedule, and budget
- All equipment, materials, and personnel necessary to complete the project

Typically, successful land acquisition proposal will include the following elements:

- Property has a clear title that can be transferred to an appropriate public agency or conservation entity
- Acquired land can be protected in perpetuity through a restricted deed, conservation easement, etc.
- Property is free of any contamination as determined by an environmental assessment, and is not being counted as mitigation for damage of other land

Projects on private property must upload a formal written land owner agreement or other similar mechanism to ensure that actions by the land owner do not negatively impact the project benefits to public natural resources.

5. Final funding decisions

Once all applications are evaluated, the CPF steering committee will compare the applications that received high evaluation scores. The steering committee will then select one or more successful applications for funding. Successful applicants will receive a formal offer letter from the CPF steering committee chair.

Ecology will change the status of the application in EAGL to “Agreement Initiated,” and agreement negotiations can begin with the applicant and Ecology.

If the steering committee is unable to identify enough satisfactory project proposals after the initial round of applications, Ecology will open an additional application period to solicit more grant applications.

6. Agreement

The successful applicant will work with Ecology to ensure that the agreement has clear, quantifiable goals and deliverables, and that all activities are eligible. They will also ensure all necessary designs, permits, and agreements are identified and secured. Once this is complete, the applicant and Ecology will generate a final agreement for signatures.

Once the agreement is signed by both the recipient and Ecology, a fully executed original copy of the agreement will be returned to the recipient. The *applicant* becomes the *recipient* once the agreement is signed. A PDF of the signed agreement is uploaded into EAGL by Ecology and the status is changed to “Agreement Executed.”

All agreements must be signed and returned to Ecology within 30 days of receiving the agreement or the offer will be rescinded. Special considerations may be made by Ecology. It is in the best interest of the recipient to keep communications open with Ecology throughout the grant process.