

# DROUGHT RELIEF GRANT APPLICATION

## Instructions

### General Instructions

Applicants are encouraged to submit applications for grant funding as *early as possible*, once a proposal is identified that would reduce or avoid hardships that would otherwise result from the current drought emergency. Take care to *provide accurate and complete answers* to each question in the application, to the best of your ability. Incomplete applications will be returned.

The answers supplied in this application will be used to determine:

- The eligibility of the applicant and the proposal for funding under the Drought Relief Grant Program.
- The priority and ranking of the proposal in regard to competing proposals.

Once a proposal is selected for potential funding, further information and clarification may be requested.

### Questions

1. Applicants must be public bodies, as defined in WAC 173-167-030. Provide the name and mailing address of the public body that is applying for funding. Identify the type of organization (if, not evident from the name), the date of formation, and the authority it was organized under.

Examples:

City or Town	RCW 35.02
Irrigation District	RCW 87.03
Public Utility District	RCW 54.08
Utility Local Improvement Dist	RCW 88.32
Water – Sewer District	RCW 57.04

2. Provide the name and contact information for the applicant's representative for questions or actions related to the grant application.
3. Describe the proposal as completely as possible, including the specifics from questions 9 (timeline) and 10 (project components). Attach an area map that shows the project site location. If available, also provide the layout of the proposal.
4. Describe how the drought has or is expected to harm or cause hardship for the applicant and its constituents:
  - What portion (percentage) of the normal water supply is not available?
  - What is the potential impact that will be reduced or avoided by the proposal?
  - Are the potential losses short-term (loss of an annual crop, bottled water delivery necessary), or long-term (loss of mature fruit trees, permanent damage to diversion or delivery systems, loss of breeding stock)?
  - If possible, provide an estimate of the potential financial loss to the applicant and their constituents should the impacts of the drought go unabated.
  - Explain why these circumstances are drought related, rather than an ongoing problem during normal water years.
5. Describe how the proposal would reduce or avoid the harm or hardships described in 4 (above). Include information on factors that ensure the capability and reliability of the proposal to alleviate the impacts of the drought. (Examples include: Adaptive management plan, contingencies, consultation with experts in the field, staff expertise, maintenance plan, etc.)
6. Describe any other measures taken by the applicant to reduce or eliminate drought impacts *beyond* the scope of the current proposal, such as drought planning, tiered utility rates, programs that promote or enforce conservation, piping ditches, repairing or replacing leaking piping, irrigation efficiency measures.

7. Emergency drought authorizations grant temporary access to alternative water supplies when drought has reduced supplies available under existing legal water rights. Ecology processes these requests within a short time-frame, but may only grant authorization if other existing rights will not be impaired. When approved, the emergency water right expires at the conclusion of the declared emergency and a new application must be filed to renew the use even in subsequent drought emergencies.
8. Affected agencies include those with permitting, funding, or other jurisdictional approval. Affected tribes may not be restricted to those having a local reservation. The [Federally Recognized Tribes of Washington State map](#) can help you determine which tribes to contact.
9. Emergency drought relief projects funded under this grant program must be given expedited permit processing (two weeks). Priority is given to those projects that provide the most benefit during the current declared drought. The proposal must be completed before January 1, 2016 when the current drought emergency declaration expires.
10. Enter the estimated costs associated with each activity that is necessary to complete your proposal. Do not include the costs of activities that are already complete.
11. Use the responses in #10 above to determine the total estimated project cost. Refer to the “[Yellow Book](#)” for guidance on “eligible project costs.” WAC 173-167-040 (3) exempts drinking water suppliers that serve a population under 25,000, where the mean household income is less than 80 percent of the state average. Contact Rebecca Inman at (360) 407-6450 if you have questions on how to verify eligibility for the exemption.
12. An authorized representative of the applicant must sign the application indicating that the information provided is true, complete, and correct.
13. Send the original signed application and supporting documents to:

Dept of Ecology  
Water Resources Program  
PO BOX 47600  
Olympia WA 98504  
Attn: Rebecca Inman

If you have questions or any problems completing this application,  
please contact Rebecca Inman at  
(306) 407-6450 or [Rebecca.Inman@ecy.wa.gov](mailto:Rebecca.Inman@ecy.wa.gov).



**4. DESCRIPTION OF NEED**

Describe what would occur without the benefit of the proposed project(s), including: the nature of the actual hardship, both short-term and long-term impacts, the expected loss of normal water supply by percentage, and the estimated potential financial losses. Explain why these circumstances constitute a water supply emergency resulting from natural-caused drought conditions, rather than a pre-existing condition during a normal water year.

**5. EXPECTED OUTCOME(S)**

Describe how the projects would reduce or avoid harm or hardships and any measures planned to assure the capability and reliability of the proposed project(s) to provide an emergency water supply to the applicant.

**6. WATER SHORTAGE RESPONSE ACTIONS ALREADY TAKEN**

Describe the measures taken by the applicant to plan for or mitigate the effects of drought (e.g., conservation, irrigation efficiency measures, leakage, elimination of non-essential uses).

**7. WATER RIGHTS**

- (a) Describe whether you have or will be submitting an application for an emergency drought authorization and or have other pending water right applications
  
  
  
  
  
  
  
  
  
  
- (b) List the applicant's legal water rights to divert or withdraw water for use on land within the applicant's legal boundaries, and attach copies.

**8. INTERGOVERNMENTAL COORDINATION**

Provide a summary of how the applicant has and/or will consult with affected agencies and/or Indian Tribes prior to and during implementation of the proposed project(s). Include a list of the affected agencies and Indian Tribes and a summary of impacts/approvals if known. (Attach an additional sheet if necessary.)

**9. PROJECT(S) SCHEDULE/DURATION**

- (a) When do you expect to have all the required permitting, approvals, and funding?
  
  
  
  
  
  
  
  
  
  
- (b) Approximately how long will the proposed project(s) take to complete?
  
  
  
  
  
  
  
  
  
  
- (c) Expected project(s) schedule, including start date, completion date, and significant intermediary steps:

**10. PROJECT COMPONENTS**

Check appropriate box or boxes and complete estimated cost for proposed activities under this grant.

- (a)  Engineering design and report \$ \_\_\_\_\_
- (b)  Project(s) plans and specifications \$ \_\_\_\_\_
- (c)  Purchase of land, rights-of-way, easements \$ \_\_\_\_\_
- (d)  Construction \$ \_\_\_\_\_
- (e)  Construction engineering \$ \_\_\_\_\_
- (f)  Education and outreach \$ \_\_\_\_\_
- (g) Other \_\_\_\_\_ \$ \_\_\_\_\_

<b>11. FUND SOURCES</b>	<b>Estimated total project cost</b>		<b>Estimated eligible project cost</b>	
(a) Total estimated project(s) cost	100 %	\$ _____	100 %	\$ _____
(b) Total estimated eligible project(s) cost	%	\$ _____	%	\$ _____
(c) Ecology grant share	%	\$ _____	%	\$ _____
(d) Match fund source(s): (specify)	%	\$ _____	%	\$ _____
(e)	%	\$ _____	%	\$ _____
(f)	%	\$ _____	%	\$ _____
(g)	%	\$ _____	%	\$ _____

Applicant may be exempt under WAC 173-167-040(3) from the fund match requirement

**12. CERTIFICATION**

I certify to the best of my knowledge that the information in this application is true, complete, and correct and that I am legally authorized to sign and submit this information on behalf of the applicant.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**13. Send original, including attached sheets, maps, copies of water rights, and other supporting documents, to:**

**Department of Ecology  
Water Resources Program  
PO Box 47600  
Olympia, WA 98504-7600  
ATTN: Rebecca Inman**