

ASRP- EAGL Agreement Template

The template is structured in the same way that the EAGL agreement with Ecology will be. Upon Board or OCB Director approval, this template will be used to set up that agreement for signature.

If you have questions about completing this document, feel free to reach out to the OCB Planner or OCB Project Specialist assigned to your project.

Instructions for using this template

- Elements of the template that are **highlighted** require edits specific to your project.
- Wording in *red* is there as a guide for completing the template. You may remove this as well as highlighting when you've successfully edited a section to your satisfaction.
- You may edit all tasks, and task deliverables except for Task 1. Only the dollar amount allocated to this Task should be changed. Note, Task 1 is only for costs associated with maintenance of the grant agreement itself such as developing the template for your project, gathering information for and submitting Progress Report/Payment Request (PRPRs). The amount of Task 1 for the administration of the funding agreement with Ecology can be up to 10% of the total eligible cost.
- Note that not all tasks will apply to your specific project. Please delete task sections that do not apply to your project (except Task 1). For example, if there are no acquisitions to be funded by this project or project phase, the acquisition task is not necessary and may be deleted.
- The Authorized Signatory, Project Manager, and Billing Contact must eventually be registered with their respective EAGL organization account before the system can generate both a draft watermarked agreement and the final agreement for execution via DocuSign. Please reach out to your OCB Project Specialist for SAW and EAGL account initiation steps.
The [EAGL External Users' Manual](#) also has instructions you can follow.

Agreement OCBFA-2325-LcCd-00007

OFFICE OF CHEHALIS BASIN FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

LEWIS COUNTY COMMUNITY DEVELOPMENT

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY” and the Lewis County hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

GENERAL INFORMATION

Project Title:	Flood Warning and Alert System Implementation and Development
Total Cost:	\$347,000
Total Eligible Cost:	\$347,000
Effective Date:	July 1, 2025
The Expiration Date of this Agreement is no later than:	June 30, 2027

Project Short Description: (500-character limit, includes spaces)

The project focuses on flood damage reduction in the Chehalis Basin through the implementation and development of a Flood Warning System. This project includes the purchase, installation, and calibration of gages.

Project Long Description: 4000-character limit, includes spaces

The project focuses on flood damage reduction in the Chehalis Basin through the implementation and development of a Flood Warning System. This project includes the purchase, installation, and calibration of gages.

The project was originally established and administered by the Recreation and Conservation Office (RCO) under PRISM Agreement #23-1297. Effective July 1, 2025, administration of the agreement will transfer to the Office of Chehalis Basin (OCB).

The RECIPIENT serves as the lead administrative and fiscal agent for the Chehalis River Basin Flood Authority (Flood Authority). The Flood Authority is a key partner in the broader Chehalis Basin Strategy (CBS), responsible for implementing local flood hazard reduction projects, a local flood warning and alert system, and representing basin communities and governments during the formal development of the strategy by the Office of Chehalis Basin and Chehalis Basin Board (RCW 43.21A.732).

Overall Goal: (1000-character limit, includes spaces:

The goal is to complete the project initiated under RCO #23-2238 and enhance flood damage reduction in the Chehalis Basin by expanding the Flood Warning System. This will be achieved through the installation and calibration of new gages across the Basin, supporting improved monitoring and early warning capabilities. The project is part of the broader Chehalis Basin Strategy and is led by the Chehalis River Basin Flood Authority in coordination with local and state partners.

RECIPIENT INFORMATION

The funding agreement signature block is pulled from the Recipient Contact Form currently in EAGL. If contacts have changed, it's important to have the Recipient Contact information up to date. Only organization staff, not contractors or consultants, can serve as an Authorized Official on an active grant. Someone with an Authorized Official role can log in and update the contact form as needed.

Organization Name: Lewis County Community Development

Mailing Address: 125 NW Chehalis Ave
Chehalis, WA 98532

Physical Address: 125 NW Chehalis Ave
Chehalis, WA 98532

Recipient Contacts

Project Manager	Katrina Sukola Staff, Chehalis River Basin Flood Authority ICF 1200 - 6th Ave Ste 1800 Seattle, WA 98101 katrina.sukola@icf.com 617-417-8520
Authorized Signatory	Mindy Brooks Director, Lewis County Community Development 125 NW Chehalis Ave Chehalis, WA 98532 mindy.brooks@lewiscountywa.gov 360/740-2610
Billing Contact	Sarah Hensley Office Manager, Lewis County Community Development 125 NW Chehalis Ave Chehalis, WA 98532 sarah.hensley@lewiscountywa.gov 360/740-1232

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Office of Chehalis Basin
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Noreen Bolo OCB Project Specialist PO BOX 47600 Olympia, WA 98504-7600 nobo461@ecy.wa.us (564) 250-0352
Financial Manager	Noreen Bolo OCB Project Specialist PO BOX 47600 Olympia, WA 98504-7600 nobo461@ecy.wa.us (564) 250-0352
Technical Advisor	Nat Kale OCB Planner PO BOX 47600 Olympia, WA 98504-7600 nkal461@ecy.wa.gov (306) 706-4277

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all conditions contained within the entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Washington State Department of Ecology

Lewis County

Jeff Zenk
Director
Office of Chehalis Basin

Mindy Brooks
Director
Lewis County Community Development

Task Number: 1

Task Cost: \$0

Task Title: Grant Administration *[Task 1 is locked down and cannot be edited – Only Task Cost can be edited – You will fill in the budget below]*

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and an EAGL (Ecology Administration of Grants and Loans) recipient closeout report. In the event the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome:

- Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.
- Properly maintained project documentation.

Grant Administration Deliverables

Number	Description	Due Date (leave blank)
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form).	

Task Number: 2**Task Cost:** \$153,000**Task Title:** Transfer RCO Agreement #23-1297**Task Description:**

The RECIPIENT will complete the remaining activities detailed in the Flood Warning and Alert System Program Scope of Work initiated in the Recreation and Conservation Office (RCO) funding agreement 23-1297

Task Goal Statement:

Complete RCO agreement #23-1297.

Task Expected Outcome:

Finalize all milestones and deliverables for RCO #23-1297.

Deliverables:

Number	Description	Due Date (leave blank)
2.1	Upload to EAGL Copy of RCO #23-1297 funding agreement and all associated amendments.	
2.2	Upload to EAGL remaining deliverables from RCO #23-1297	

Task Number: 3**Task Cost:** \$194,000**Task Title:** Flood Warning and Alert System – Implementation and Development**Task Description:**

A. The RECIPIENT will refine and improve the functionality and usability of the Chehalis River Basin Flood Warning and Alert System through the purchase, installation, and calibration of new Board-approved gages. This may involve procuring third-party services. The operations and maintenance of existing gages throughout the basin is addressed separately and funded by Lewis County, Thurston County, and Grays Harbor County.

B. The RECIPIENT will ensure contractor provides the first 24 months of calibration for new gage installations by installing, testing, and calibrating the Flood Warning System's hydrometeorological sensors and network instruments.

C. The RECIPIENT will ensure the contractor updates the Flood Warning System's Basin Gage Plan.

D. The RECIPIENT will ensure the contractor develops and updates the gage, weather station, and webcam access agreements and asset reports.

E. The RECIPIENT will ensure the contractor periodically convene partners to identify and implement Flood Warning System improvements.

B. F. The RECIPIENT will submit product details and costs for all equipment or tool purchases for approval by ECOLOGY prior to purchasing the equipment or tool. This includes documentation on the process used to procure the equipment. No reimbursement will be made for equipment or tools that are not approved by ECOLOGY prior to purchase. Following ECOLOGY approval, the RECIPIENT will purchase the following equipment and tools. The RECIPIENT shall procure the equipment in accordance with state laws.

Task Goal Statement:

Refine and update Chehalis River Basin Flood Warning and Alert System, by overseeing the installation and calibration of new gages.

Task Expected Outcome:

- Purchase, install and calibrate board-approved gages.
- Regularly update Flood Warning System Gage Alert Program

Deliverables:

Number	Description	Due Date (leave blank)
3.1	Upload to EAGL Executed contracts and amendments for professional services, if applicable.	
3.2	Upload to EAGL Documentation for gage installations.	
3.3	Upload to EAGL Updated Flood Warning System's Basin Gage Plan.	
3.4	Upload to EAGL Completed Cultural Resource Review Checklist.	
3.5	Upload to EAGL Updated access agreements and asset reports.	
3.6	Submittal of product details and cost for equipment or tool purchase to ECOLOGY for review.	
3.7	Upload to EAGL Documentation of the procurement process.	
3.8	Complete and submit an Equipment Purchase Report in EAGL for all equipment purchases over \$5,000.	