



STATE FISCAL YEAR 2026-2027

FLOOD RESPONSE GRANT

WATERWAY AND DEBRIS CLEARANCE

GRANT PROGRAM PLAN

Washington Military Department
Emergency Management Division
Recovery Section
Public Assistance Program





Flood Response: Waterway and Debris Clearance Grant Program Plan

This plan sets forth the organization and procedures for administration of the Flood Response: Waterway and Debris Clearance Grant Program in the State of Washington to meet the requirements as established by Substitute Senate Bill 6003 Section 1048 (25) (2026).

This Program Plan is approved by:

Joel Haarstad, Recovery Section Manager

Date

Washington Emergency Management Division

Washington Military Department



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Introduction

Purpose

The purpose of this plan is to set forth the grant program plan for Flood Response: Waterway and Debris Clearance Grant Program as established by Substitute House Bill 6003.

Authority

The Flood Response: Waterway and Debris Clearance Grant Program is authorized through legislative appropriation and administered under applicable Washington State statutes governing state grant programs.

RCW 38.52.030(10): The director is authorized to administer a state public infrastructure assistance program for emergency assistance to county governments and federally recognized tribal governments within the state that experience or respond to public infrastructure damage due to natural, technological, or human-caused disaster. The department may initiate rulemaking to address the distribution of funds from county governments to recipients within the county, including political subdivisions as defined in RCW 38.52.010, special purpose districts as defined in RCW 36.96.010, and nonprofit organizations.

Program administration is guided by:

- Substitute Senate Bill 6003, Section 1048
- Emergency Proclamation 25-07.2
- Washington State Administrative and Accounting Manual (SAAM)
- Local Government Budgeting, Accounting, and Reporting System (BARS)
- Applicable Revised Code of Washington (RCW)
- Washington Administrative Code (WAC)
- Washington Military Department policies and procedures

The Department shall administer the program consistent with all applicable state laws and ensure expenditures align with the legislative purpose of reducing flood risk through waterway debris removal.



I. Program Overview

Program Description

The Flood Response: Waterway and Debris Clearance Grant Program (Flood Response Grant) was established to provide financial assistance to eligible Washington counties for the removal of flood-generated debris from rivers, streams, and other waterways impacted by the December 2025 severe weather and flooding events. The program is administered by the Washington Military Department (Department), Emergency Management Division, and is designed to support local jurisdictions in implementing projects that reduce future flood risk, protect public safety, safeguard critical infrastructure, and improve the conveyance capacity of waterways.

Flood-generated debris, including woody material, sediment, vegetation, and other obstructions, can significantly impede the natural flow of water, increase the likelihood of future flooding and threaten public infrastructure, private property, and environmentally sensitive areas. Through this grant program, the Department seeks to reduce these hazards by funding projects that remove eligible obstructions and restore the ability of waterways to safely convey floodwater.

The program is administered as a competitive, non-reimbursement-based grant. Eligible counties submit applications describing proposed debris removal projects, estimated costs, project schedules, and anticipated outcomes. Applications are evaluated using established scoring criteria that prioritize projects based on public safety, flood mitigation benefits, protection of critical infrastructure, project readiness, cost effectiveness, and overall consistency with the program's objectives.

The Department is responsible for administering the grant program in a fair, transparent, and consistent manner while ensuring compliance with all applicable state laws, grant requirements, and financial management standards. This includes reviewing applications, evaluating project eligibility, executing grant agreements, monitoring project performance, reviewing reimbursement requests, conducting compliance monitoring, and completing project closeout activities.

The Flood Response Grant emphasizes accountability and responsible stewardship of public funds by requiring recipients to maintain adequate documentation, comply with applicable procurement and permitting requirements, submit periodic progress reports, and demonstrate that grant funds are used solely for approved purposes. The Department employs a risk-based monitoring approach to verify compliance, measure program performance, and ensure that funded projects achieve the intended flood mitigation outcomes.

This Grant Program Plan establishes the policies, procedures, and administrative requirements governing the implementation of the Flood Response Grant Program. It is intended to provide



consistent guidance to Department staff and Grantees throughout the lifecycle of the grant, from application and award through project completion and closeout.

Objectives

The Flood Response Grant administers state appropriated funds to eligible counties to support timely waterway clearance activities that reduce flood hazards resulting from the December 2025 severe weather event. The program seeks to:

- Reduce the risk of future flooding by removing debris and sediment that impede natural water flow.
- Protect lives, public infrastructure, private property, and critical facilities from future flood impacts.
- Increase community resilience through projects that provide lasting flood mitigation benefits.
- Ensure state funds are awarded through a fair, transparent, and accountable competitive grant process.
- Promote timely completion of projects in accordance with state grant requirements and applicable environmental and regulatory requirements.

Available Funding

The Flood Response Grant is funded through a state legislative appropriation to assist eligible counties with implementing projects that reduce flood risk through the removal of flood-generated debris from rivers, streams, and other waterways impacted by the December 2025 severe weather and flooding events.

Approximately \$3.1 million has been appropriated for this program, through Substitute Senate Bill 6003 Section 1048 (25). Funding is available only for eligible projects that support the purpose and objectives of the program and comply with the requirements established in the Notice of Funding Opportunity (NOFO), Grant Agreement, and this Grant Program Plan.

Funding will be awarded through a competitive application process. Applications will be evaluated using established scoring criteria, and awards will be made based on project eligibility, anticipated flood mitigation benefits, project readiness, available funding, and alignment with legislative priorities. The Department reserves the right to fully fund, partially fund, or decline funding for any application based on the results of the evaluation process and available appropriations.

Funding under this program is provided through a fixed grant award. Once a Grant Agreement has been fully executed, grant funds will be distributed to the Grantee in accordance with the



payment terms established in the Grant Agreement. Grant recipients are responsible for managing awarded funds in accordance with all applicable state laws, the Grant Agreement, and the approved Scope of Work and Budget.

Grantees may expend awarded funds only for eligible costs identified in the approved project budget. Any changes to the approved Scope of Work or Budget require prior written approval from the Department in accordance with the amendment procedures established in the Grant Agreement.

Any grant funds that remain unexpended at the completion of the project may only be used for eligible activities consistent with the purpose of this grant program and in accordance with any requirements established by the department.

Because funding is limited, the Department may redistribute declined, withdrawn, or deobligated funds to other eligible projects, when appropriate and consistent with legislative intent.

Funding availability period is from April 1, 2026 – June 30, 2027

Who Can Apply

Eligible applicants include a county identified in Emergency Proclamation 25-07.2. A county may administer the grant directly or through a flood control district, flood control zone district, or other special purpose district with authority over flood control or waterway management within the county.

II. Program Guidelines

Flood Response Funds (Competitive Grant)

Application Period

Application Package Period – May 20, 2026, through July 4, 2026 (45 days)

Application Requirements

Eligible applicants must submit a complete application package by the published application deadline. Applications are reviewed for completeness and eligibility before advancing to the competitive evaluation process. Incomplete applications or applications received after the deadline may be deemed ineligible for funding.

The application package must include, at a minimum:

- A completed grant application.



- A detailed project description that clearly identifies the proposed waterway or debris clearance activities and demonstrates how the project addresses flood-related impacts resulting from the December 2025 severe weather event.
- A project budget identifying the amount of funding requested and anticipated project costs.
- A project schedule identifying major milestones and anticipated completion dates.
- Maps, photographs, or other supporting documentation sufficient to identify the project location and existing conditions.
- Documentation demonstrating that the proposed activities comply with the eligibility requirements identified in the Notice of Funding Opportunity (NOFO).
- Any additional documentation required by the Washington Military Department to evaluate project eligibility, readiness, and overall benefit.

Applicants are responsible for ensuring all required information is complete, accurate, and submitted by the established deadline. The Department may request clarification or additional documentation during the review process when necessary to determine project eligibility or complete the evaluation of an application. Submission of an application does not guarantee funding.



Selection and Scoring Criteria

PROJECT SELECTION CRITERIA

The Washington Substitute Senate Bill 6003, Section 1048, funded through the Natural Climate Solutions Account for Fiscal Years 2026–2027, is funding the Flood Response: Waterway and Debris Clearance Grant Program. Questions posed are based on the legislative proviso, industry best practices, and lessons learned from prior FEMA Public Assistance Category A - Debris Removal projects. The scoring for the FRGP funding is based on this process to rank each proposal.

Process: Volunteers from the Planning Committee or their proxies will score and rank the projects, preparing a ranked list. From that list, the Planning Committee will decide which projects to recommend to the State Recovery Manager who will have the final decision of which projects are funded.

Supporting documentation must be submitted with application.

CRITERIA: PROTECTION OF LIFE SAFETY, PUBLIC HEALTH, URGENCY, AND SEVERITY OF THREAT

Assess the immediacy and severity of the threat posed by the debris condition and the extent to which the proposed project protects life safety, public health, emergency access, or occupied areas.

Scoring Scale

- **Mastery:** Application clearly documents an immediate or severe threat to life safety, public health, emergency response access, or occupied areas. Project demonstrates substantial risk reduction and urgent need for intervention
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application does not clearly demonstrate an immediate threat, lacks supporting detail regarding public safety impacts, or provides limited explanation of how the project reduces risk or protects affected populations

CRITERIA: PROTECTION OF CRITICAL INFRASTRUCTURE AND PUBLIC FACILITIES

Assess the extent to which the project protects critical infrastructure, utilities, transportation routes, public facilities, or essential services from flood-related impacts or debris hazards.

Scoring Scale

- **Mastery:** Application clearly identifies critical infrastructure or public facilities at risk and demonstrates how the proposed work will significantly reduce the potential for damage, service disruption, or loss of access
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application does not adequately identify infrastructure at risk or fails to explain how the project will meaningfully reduce damage potential, service disruption, or access concerns

CRITERIA: REDUCTION OF DOWNSTREAM FLOOD RISK

Assess the degree to which the proposed project reduces downstream flooding risk, debris transport hazards, erosion, or flood-related damage to downstream communities or infrastructure.

Scoring Scale

- **Mastery:** Project demonstrates substantial mitigation benefits through measurable or clearly supported reduction of downstream flooding risk or damage potential
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application provides limited evidence that the proposed work will reduce downstream flood risk or lacks sufficient information to demonstrate meaningful mitigation benefit

CRITERIA: SEVERITY OF WATERWAY OBSTRUCTION OR FLOW RESTRICTION

Assess the extent to which debris obstructs, restricts, or alters normal waterway flow conditions, channel capacity, bridge openings, culverts, or drainage functions.

Scoring Scale

- **Mastery:** Application clearly documents severe obstruction or restriction of waterway flow conditions and demonstrates that debris removal will significantly improve hydraulic capacity or water conveyance
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application does not clearly describe the severity of obstruction or flow restriction, or fails to demonstrate how the proposed work will improve waterway conditions

CRITERIA: ADEQUATE COST ANALYSIS AND OVERALL MITIGATION VALUE

Assess whether project costs are reasonable, supported, and proportional to the anticipated mitigation, public safety, and flood risk reduction benefits.

Scoring Scale

- **Mastery:** Application provides a clear and well-supported cost analysis demonstrating efficient use of funds and strong overall mitigation value relative to the anticipated public benefit and flood risk reduction outcomes
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application lacks sufficient cost detail, contains unsupported cost estimates, or does not adequately demonstrate that anticipated benefits justify the proposed investment



CRITERIA: POTENTIAL IMPACTS TO VULNERABLE OR HISTORICALLY IMPACTED COMMUNITIES

Assess the extent to which the proposed project benefits vulnerable, underserved, repetitive loss, or historically flood-impacted communities.

Scoring Scale

- **Mastery:** Application clearly identifies impacted populations or communities and demonstrates meaningful reduction of flood risk, improved safety, or enhanced resilience benefits for those communities
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application does not identify affected communities or provides limited explanation of how the project benefits vulnerable or historically impacted populations

CRITERIA: READINESS TO PROCEED AND PROJECT FEASIBILITY

Assess the applicant's readiness and capability to successfully implement the proposed project within the grant performance period.

Scoring Scale

- **Mastery:** Application demonstrates a clear and achievable scope of work, identified project timeline, site access, coordination needs, permitting considerations, and sufficient capability to complete the project in a timely manner
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application lacks sufficient project planning detail, readiness information, implementation capability, or feasible timeline to demonstrate successful project completion.

CRITERIA: GEOGRAPHIC DISTRIBUTION AND STATEWIDE PROGRAM BALANCE

Assess how the project contributes to regional flood resilience, watershed recovery, or broader statewide flood mitigation objectives while supporting equitable distribution of available funding.

Scoring Scale

- **Mastery:** Project demonstrates regional or watershed-level benefits and contributes to broader flood resilience objectives while supporting balanced distribution of program funding across impacted areas of the state
- **Competent:** Mostly aligned with Mastery
- **Adequate:** Partially aligned with Mastery
- **Insufficient:** Application provides limited information regarding regional benefits, watershed impacts, or broader program value beyond the immediate project area



Eligible Costs

Allowable costs are limited to reasonable, necessary, and properly documented expenses directly associated with approved debris removal and waterway clearance activities under the Flood Response Grant Program. Allowable costs may include:

- Removal, collection, transport, reduction, and disposal of eligible debris from rivers and waterways
- Debris removal activities necessary to restore waterway flow capacity or reduce downstream flooding risk
- Removal of debris obstructing bridge openings, culverts, drainage channels, or other water conveyance features
- Contractor costs directly associated with eligible project work
- Force account labor, equipment, and materials directly related to eligible project activities
- Equipment rental and operation costs necessary to complete approved work
- Disposal fees, tipping fees, or staging costs associated with eligible debris removal activities
- Engineering, technical, or environmental services directly supporting eligible project implementation
- Temporary access improvements necessary to complete approved debris removal work
- Site stabilization or erosion control measures directly associated with approved debris removal activities
- Permitting costs or required regulatory compliance activities associated with the approved project
- Project management and grant administration costs directly associated with implementation of the approved project, if authorized by the grant agreement
- Documentation, mapping, inspection, or monitoring costs necessary to support project eligibility, implementation, or closeout

All costs must:

- Be directly tied to the approved scope of work
- Be incurred during the approved grant performance period
- Be adequately documented and supported
- Comply with applicable state procurement, contracting, and environmental requirements



- Not duplicate funding from another federal, state, local, insurance, or other funding source unless specifically authorized by law or policy.

Ineligible Costs

Ineligible costs for Flood Response funds include but are not limited to the following:

- Routine maintenance
- Work outside of waterways
- Pre-existing conditions not worsened by the event
- Roadway or facility repair projects
- Bank stabilization unrelated to debris clearance
- Long-term capital construction projects
- Projects lacking clear disaster nexus documentation
- Activities funded through another state or federal source, the Department will determine the eligibility of costs based on whether they align with the program objectives and the intended purpose of the program and funds.

Appeals

If an application is denied, the applicant may appeal the decision by submitting a written appeal to the Department within 30 days of receiving the notice of denial. The appeal must include new information or additional supporting documents that were not included in the original application. The Department will review the appeal and respond within 30 days of receiving it. The decisions are final appeals after the first submission will no longer be accepted.

Appeals must be submitted and emailed to assist.public@mil.wa.gov.

Awards

Funding awards will be made to approved applicants whose proposed projects meet the requirements of the Flood Response Grant Program. Award amounts will be based on the availability of appropriated funds, the approved project scope and budget, the project's demonstrated flood mitigation benefit, and the results of the application evaluation process.

The Department may award less than the amount requested based on available funding, project eligibility, project priorities, and the overall benefit of the proposed activities. The total amount awarded to each grantee will be identified in the Grant Agreement and represents the maximum amount of funding available to the grantee for completion of the approved project.

Grant funds must be used solely for the activities identified in the approved Statement of Work and must be consistent with the purpose and requirements of the Flood Response Grant.



Approved applications will receive a letter of approval from WMD that includes the grant award amount. The letter of approval will include details on grant deliverables and the required report forms.

Payments

Grant awards will be provided as non-reimbursement grants to Grantees. The Department will determine the final award amount based on the approved application, available funding, program priorities, and the requirements of the Flood Response Grant Program.

Upon execution of the Grant Agreement, the Department will make the fully awarded grant amount available to the Grantee. The grant award is provided to support completion of the approved project and is not a reimbursement of costs incurred. The Grantee is responsible for managing the grant funds and using them only for allowable, reasonable, necessary, and eligible activities consistent with the approved Statement of Work, Budget, and the terms and conditions of the Grant Agreement. The Grantee must maintain adequate records documenting the use of grant funds and comply with all applicable reporting, monitoring, and audit requirements.

If actual project costs are less than anticipated, the Grantee may use remaining grant funds for other eligible activities consistent with the approved project, the purpose of the Flood Response Grant Program, and the terms of the Grant Agreement. The Grantee must identify and report the use of remaining grant funds in its required progress and final reports.

To receive payment, the Grantee will submit to the Department a completed A19-1A Invoice Voucher signed by the authorized signatory. The Department will process the payment request within 30 days of receipt. All payment requests must be submitted 30-days prior to the end of the grant agreement. Approved applicants are encouraged to submit their requests as early as possible to allow ample time for review and processing.

Deliverables and Reports

Grantees must complete the approved project in accordance with the Statement of Work, Budget, project schedule, and terms and conditions of the Grant Agreement. Grantees are responsible for providing documentation demonstrating progress toward and completion of the approved project.

Progress Reports. Grantees must submit progress reports to the Department every 60 days during the Period of Performance, or as otherwise specified by the Department. Progress reports must include, at a minimum:

- A summary of work completed during the reporting period;
- The percentage of the project completed, both during the reporting period and cumulatively;



- Grant expenditures incurred during the reporting period and cumulatively, including a comparison to the approved Budget;
- A description of any delays, challenges, or changes affecting project completion;
- Planned activities for the next reporting period;
- An updated project schedule, if applicable; and
- Photographs, maps, invoices, receipts, contracts, or other supporting documentation requested by the Department to demonstrate project progress or the use of grant funds

Final Report. The Grantee must submit a final report within 30 days following completion of the approved project or the end of the Period of Performance, whichever occurs first, unless otherwise approved by the Department. The final report must document completion of the approved project and include, at a minimum:

- A summary of the completed project activities and outcomes;
- The final status of the project and percentage of work completed;
- Total grant funds expended and a summary of how the funds were used;
- Identification of any remaining or unspent grant funds and the proposed or actual use of those funds, as applicable;
- An explanation of any significant deviations from the approved Statement of Work, Budget, or project schedule; and
- Photographs or other documentation demonstrating completion of the project, as requested by the Department.

The Department may request additional information or supporting documentation at any time to verify project progress, completion, eligibility of activities, or use of grant funds. Grantees must retain records supporting the use of grant funds and project activities in accordance with the record retention requirements of the Grant Agreement and applicable state and federal requirements.

Failure to submit required reports or documentation may result in additional monitoring, withholding of future grant funds or awards, or other corrective action consistent with the Grant Agreement and applicable requirements.



III. Close-Out

The Flood Response Grant will be closed when the Grantee has completed the approved project, submitted all required reports and closeout documentation, and the Department has determined that all applicable Grant Agreement requirements have been satisfied.

The following actions will be completed in conjunction with the “closing:”

- Complete all approved project activities within the Period of Performance;
- Submit the required final report and the required project closeout certification;
- Report the total amount of grant funds expended and document the use of grant funds;
- Identify any remaining or unspent grant funds and document their use, as applicable;
- Resolve any outstanding monitoring findings, requests for information, or other compliance issues; and
- Retain all records associated with the grant in accordance with the record retention requirements of the Grant Agreement and applicable law.

Performance Requirements and Noncompliance

Grantees are subject to monitoring throughout the Period of Performance and must comply with the requirements of the Grant Agreement, approved Statement of Work and Budget, and applicable state and federal requirements. If the Department identifies noncompliance or nonperformance, the Department may require the Grantee to take corrective action within a specified timeframe.

Consequences for noncompliance or nonperformance may include, but are not limited to, increased monitoring, required corrective action, reduction or withholding of future grant awards, suspension or termination of the Grant Agreement, and other remedies available under the Grant Agreement or applicable law.

Closeout and End of Grant Performance Period

All approved project activities must be completed on or before the Grant Agreement End Date of June 30, 2027, unless the Department approves an extension in writing. The Grantee must submit the required final report and closeout documentation within 30 days following completion of the approved project or the end of the Period of Performance, whichever occurs first, unless otherwise approved by the Department.

Record Retention

The Grantee must maintain complete and accurate records sufficient to demonstrate the use of grant funds and the performance and completion of the approved project. Records must include, as applicable, financial records, contracts, invoices, receipts, payroll records, project documentation, progress reports, photographs, and other supporting documentation. These



records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following the payment of the final reimbursement request; Provided, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

Public Information

The Grant Agreement and records related to the grant are subject to public disclosure as required by Washington's Public Records Act, RCW 42.56. The Department and Grantee shall not release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other within ten (10) business days of receipt of the request.

Public Records Disclosure

As a courtesy, the Grantee will promptly provide the Department with a copy of any public records request received by the Grantee that pertains to this Grant Agreement or grant-funded activities and will each be separately liable and responsible for processing any such requests for records in accordance with RCW 42.56.



IV. Frequently Asked Questions

1. Who is eligible to apply for this grant?

Eligible applicants include counties identified in Emergency Proclamation 25-07.2 may apply for funding. A county may administer the grant directly or through a flood control district, flood control zone district, or other special purpose district with authority over flood control or waterway management within the county.

2. Can a Grantee receive grant funds before incurring project costs?

Yes. This is a non-reimbursement grant, and grant funds may be made available to the Grantee before the Grantee incurs project costs. Upon execution of the Grant Agreement, the Department will make the full awarded grant amount available to the Grantee, subject to the terms and conditions of the Grant Agreement. The Grantee is responsible for managing the grant funds and using them only for eligible activities authorized under the approved Statement of Work, Budget, and Grant Agreement. The Grantee must maintain adequate records documenting the use of grant funds and report expenditures and project progress as required by the Grant Agreement and Program Plan.

3. Can the Department award less than the amount requested?

Yes. The Department may award less than the amount requested in an application. Award amounts will be determined based on the approved application, available funding, program priorities, application evaluation and scoring, and the requirements of the Flood Response: Waterway and Debris Clearance Grant Program. An application requesting a particular amount does not guarantee that the full amount requested will be awarded.

4. What happens to unused funds?

If the cost of the approved project is less than anticipated, the Grantee may use remaining grant funds for other eligible activities that are consistent with the approved project, the purpose of the Grant Program, and the terms of the Grant Agreement. The Grantee must report on the use of remaining grant funds in its required progress and final reports. The Department may provide additional direction regarding the use of remaining funds when necessary to ensure compliance with the Grant Program and applicable requirements.

5. What happens if the project costs more than the grant award?

The grant award is the maximum amount the Department will provide under the Grant Agreement unless the Department formally approves an amendment or additional funding. The Grantee is responsible for costs that exceed the awarded grant amount unless another eligible funding source is available or the Department approves



additional funding. The Grantee should not assume that additional costs will be funded by the Department.

6. Can the approved project scope or budget be changed after the grant is awarded?

The Grantee may not make material changes to the approved Statement of Work, Budget, or project without prior Department approval when required by the Grant Agreement. Minor adjustments may be permitted when they remain within the approved project purpose and do not materially change the scope, budget, outcomes, or eligibility of the project. Grantees should contact the Department before making a change that could affect the approved scope, budget, schedule, or eligibility of project activities. The Department will determine whether a formal amendment or other written approval is required.

7. Can a Grantee use grant funds for a different project after receiving the award?

No, not without Department approval. Grant funds must be used for the approved project and eligible activities identified in the Grant Agreement. Remaining funds may be used for other eligible activities consistent with the approved project and the purpose of the Grant Program, as described in the Grant Agreement. A Grantee that wishes to substantially change the project or use funds for a different project must obtain Department approval before doing so.

8. What reports are required?

Grantees must submit progress reports every 60 days during the Period of Performance, unless otherwise specified by the Department.

Progress reports must include, at a minimum:

- A summary of work completed;
- The percentage of the project completed;
- Grant expenditures during the reporting period and cumulatively;
- Any delays, challenges, or changes affecting the project;
- Planned activities for the next reporting period;
- An updated project schedule, if applicable; and
- Photographs or other documentation requested by the Department.

A final report must be submitted within 30 days following completion of the approved project or the end of the Period of Performance, whichever occurs first, unless otherwise approved by the Department.

9. How long must grant records be retained?

The Grantee must maintain complete and accurate records sufficient to demonstrate the use of grant funds and the performance and completion of the approved project. Records must include, as applicable, financial records, contracts, invoices, receipts, payroll records, project documentation, progress reports, photographs, and other supporting documentation. These records shall be subject to inspection, review, or audit



by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following the payment of the final reimbursement request; Provided, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

10. What happens if the project cannot be completed within the Period of Performance?

The Grantee must notify the Department as soon as it becomes aware that the project may not be completed within the approved Period of Performance. The Grantee may request an extension when circumstances outside the Grantee's control or other appropriate circumstances affect the project's completion. Extensions are not automatic and must be approved by the Department in writing before the expiration of the Grant Agreement when required. The Grantee should not assume that costs or activities occurring after the Grant Agreement End Date are eligible without written Department approval.

11. What happens if a Grantee does not comply with the Grant Agreement?

Grantees are subject to monitoring throughout the Period of Performance. If the Department identifies noncompliance, the Department may require the Grantee to take corrective action within a specified timeframe. Depending on the nature and severity of the issue, consequences may include increased monitoring, required corrective action, reduction or withholding of future grant awards, suspension or termination of the Grant Agreement, or other remedies available under the Grant Agreement and applicable law.

12. How does the grant close out?

A grant will be closed when the Grantee has completed the approved project, submitted all required reports and closeout documentation, and the Department has determined that applicable Grant Agreement requirements have been satisfied. The Grantee will notify the Department within 30-days of physical completion of the project.

Closeout generally includes:

- Completion of approved project activities;
- Submission and acceptance of the final report;
- Documentation of the use of grant funds;
- Resolution of outstanding monitoring or compliance issues; and
- Completion of any required closeout certification or other documentation.

The Grantee must continue to retain grant records after closeout for the applicable record retention period.



Questions

For questions on the Flood Response Grant Program, please contact:

Recovery Section – Public Assistance

Assist.public@mil.wa.gov

Helpful Links

Webpage: [Grants Flood Response | Washington State Military Department](#)

Appendices

Appendix A – Grant Program Forms

Appendix A

Grant Program Forms

60-Day Progress Report

Flood Response: Waterway and Debris Clearance Grant Program

Grant Information

Grantee: Click or tap here to enter text.	Grant Agreement Number: Click or tap here to enter text.
Project Name: Click or tap here to enter text.	Reporting Period: Click or tap here to enter text.
Report Due Date: Click or tap here to enter text.	Grant Agreement End Date: Click or tap here to enter text.
Grant Award Amount: Click or tap here to enter text.	Project Manager/Contact: Click or tap here to enter text.

1. Project Status

- ☐ On Schedule
- ☐ Ahead of Schedule
- ☐ Delayed
- ☐ Complete

2. Work Completed

Describe the overall status of the project and activities completed during this reporting period and identify the location(s) where work occurred.

Click or tap here to enter text.

3. Project Expenditures

Report expenditures associated with the approved project. Expenditures are reported for informational and accountability purposes and do not constitute a request for reimbursement.

Category	Expenditures This Period	Cumulative Expenditures
Salaries/Benefits	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Materials	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Equipment	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Contractor/Consultant	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Disposal	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Other		
Total	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.

Grant Award Amount: \$ Click or tap here to enter text.

Cumulative Grant Expenditures: \$ Click or tap here to enter text.

Estimated Remaining Grant Funds: \$ Click or tap here to enter text.

If the Grantee anticipates that grant funds will remain after completion of the approved activities, describe how the remaining funds are being or are expected to be used:

Click or tap here to enter text.

4. Schedule

Provide an update on the project schedule. Identify any changes from the approved schedule.

Click or tap here to enter text.

Anticipated Project Completion Date: Click or tap to enter a date.

5. Delays, Challenges, or Issues

Identify any delays, challenges, procurement issues, permitting issues, environmental concerns, or other circumstances that may affect project completion.

Click or tap here to enter text.

If applicable, describe the corrective action being taken:

Click or tap here to enter text.

6. Changes to Project Scope or Budget

Have there been any changes to the approved Statement of Work or Budget?

☐ No

☐ Yes — Department approval has been requested

☐ Yes — Department approval has been received

If yes, describe the change:

Click or tap here to enter text.

7. Project Documentation

Attach documentation demonstrating project progress, as applicable (photographs, maps or site documentation, contracts/procurement documentation, invoices/receipts, etc.)

8. Planned Activities for Next Reporting Period

Describe the activities planned for the next 60-day reporting period.

Click or tap here to enter text.

9. Certification

I certify that the information contained in this report is true and accurate to the best of my knowledge and that the grant funds reported above have been used or are being used for activities consistent with the approved project, Statement of Work, Budget, and Grant Agreement.

Authorized Representative Name: Click or tap here to enter text.	Title: Click or tap here to enter text.
Signature:	Date: Click or tap to enter a date.

Grant Closeout Certification

Flood Response: Waterway and Debris Clearance Grant Program

Grant Information

Grantee: Click or tap here to enter text.	Grant Agreement Number: Click or tap here to enter text.
Project Name: Click or tap here to enter text.	Grant Award Amount: Click or tap here to enter text.
Grant Agreement End Date: Click or tap here to enter text.	Actual Project Completion Date: Click or tap here to enter text.

1. Project Completion

The Grantee certifies that the approved project has been completed in accordance with the Grant Agreement, approved Statement of Work, and applicable requirements.

Project Completion Status:

- ☐ The project is complete.
- ☐ The project is substantially complete, and the remaining activities have been approved by the Department.

Final Project Completion Date: Click or tap to enter a date.

2. Grant Funds

Total Grant Award: Click or tap here to enter text.	Total Grant Funds Expended: Click or tap here to enter text.
Remaining/Unspent Grant Funds: Click or tap here to enter text.	

The Grantee certifies that grant funds have been used for eligible activities consistent with the approved project, Statement of Work, Budget, and Grant Agreement.

If remaining grant funds exist, describe how the funds were used or are being used for eligible activities:

Click or tap here to enter text.

3. Project Activities

The Grantee certifies that the activities identified in the approved Statement of Work have been completed, except for any deviations or changes previously approved by the Department.

Describe any significant changes from the approved Statement of Work, Budget, or project schedule:

Click or tap here to enter text.

- ☐ No significant changes occurred.

4. Reporting

The Grantee certifies that all required progress reports have been submitted to the Department and that the final report is being submitted with this certification.

- ☐ All required reports have been submitted.
- ☐ The final report is attached.

5. Documentation and Records

The Grantee certifies that it has maintained records sufficient to document:

- ☐ Use of grant funds
- ☐ Project expenditures
- ☐ Completion of approved project activities
- ☐ Procurement and contracting activities, as applicable
- ☐ Project progress and outcomes
- ☐ Compliance with applicable Grant Agreement requirements

The Grantee agrees to retain these records for the required retention period and make them available for inspection, monitoring, or audit as required by the Grant Agreement and applicable law.

6. Outstanding Issues

Are there any outstanding project, financial, compliance, monitoring, audit, or other issues related to this grant?

- ☐ No
- ☐ Yes — Explain below:

Click or tap here to enter text.

7. Certification

By signing below, I certify, to the best of my knowledge and belief, that:

1. The information provided in this Closeout Certification and the accompanying final report is true, complete, and accurate.
2. The approved project activities have been completed as reported.
3. Grant funds have been used for eligible activities consistent with the Grant Agreement.
4. All required reports and supporting documentation have been submitted or will be maintained as required.
5. The Grantee has complied with the applicable terms and conditions of the Grant Agreement.
6. The Grantee understands that grant records may be subject to monitoring, inspection, review, or audit by the Department, the Office of the State Auditor, and other authorized entities.

Authorized Representative Name:	Title:
Signature:	Date:

Department Use Only

Final Report Received:	Closeout Documentation Received:
Closeout Approved By:	Title:
Date:	

Outstanding Issues:

☐ None

☐ Yes — See notes below

Grant Status:

☐ Closed

☐ Pending Additional Information

☐ Other: _____

FRWDC GRANT PROGRAM APPLICANT INFORMATION

*If your project is selected for funding, a grant agreement will be executed between you and the Washington Military Department. **The information below will be used to draft the grant agreement.***

Entity	
Entity Address	
Project Contact/Grant POC	
Title	
Email	
Phone	
Alternate Contact	
Title	
Email	
Phone	
UEI #	
UBI #	
EIN #	
Legislative District(s)	
Congressional District(s)	
SWV #	
Grant Agreement Signatory	
Title	
Second Signatory (if required)	
Title	
Additional Key Contacts	
Name	
Title	
Email	
Phone	

SIGNATURE AUTHORIZATION FORM (SAF)

WASHINGTON MILITARY DEPARTMENT
Camp Murray, Washington 98430-5122

Please read instructions on page 2 before completing this form.

NAME OF ORGANIZATION	DATE SUBMITTED
CONTRACT / PROJECT DESCRIPTION	CONTRACT NUMBER

1. AUTHORIZING AUTHORITY

PHYSICAL SIGNATURE	E-SIGNATURE	PRINT OR TYPE NAME	TITLE

2. AUTHORIZED TO SIGN CONTRACTS / AMENDMENTS

PHYSICAL SIGNATURE	E-SIGNATURE	PRINT OR TYPE NAME	TITLE

3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT

PHYSICAL SIGNATURE	E-SIGNATURE	PRINT OR TYPE NAME	TITLE

INSTRUCTIONS FOR THE SIGNATURE AUTHORIZATION FORM (SAF)

This form identifies the authorizing authority(ies) and person(s) who have the authority to sign contracts, amendments, and requests for reimbursement. It is required for the management of your contracts with the Washington Military Department (WMD). Please complete all sections. The signature and/or e-signatures included on this SAF must match what is on the contracts, amendment, debarment form, and A-19 invoice voucher submitted. It is required that the signatures in WMD's files are current. Changes in staffing or responsibilities will require a new SAF.

At least one person must be assigned to each of the three roles and the same person can be assigned to multiple roles. If more than one individual will be signing a contract, amendment, or reimbursement request please make sure everyone signs this form. If additional lines are needed, please fill out two forms and title them 1 of 2 and 2 of 2.

1. **Authorizing Authority.** Generally, the person(s) signing in this section heads the organization such as the chief executive office. In some cases, other employees within the organization may have been delegated this authority.
2. **Authorized to Sign Contracts / Amendments.** The person(s) given the authority to bind the organization to the terms and conditions of the contract.
3. **Authorized to Sign Requests for Reimbursement.** Often the chief financial officer or members of the accounts receivable team. When a request for reimbursement is received, the signature on the A-19 invoice voucher is verified that it matches the signature on this form. **It is advisable to have more than one person authorized to sign reimbursement requests.** This will help prevent delays in processing a request if one person is temporarily unavailable. The payment can be delayed if the request is presented without the proper signature.

Once filled out, send the original to WMD with the signed contract. It is recommended you keep a copy with the executed contract in your files.

If you have any questions regarding this form or to request new forms, please email the contracts office at contracts.office@mil.wa.gov.

Debarment, Suspension, Ineligibility or Voluntary Exclusion Certification Form

NAME		Doing business as (DBA)	
ADDRESS	Applicable Procurement or Solicitation #, if any:	WA Uniform Business Identifier (UBI)	Federal Employer Tax Identification #:
This certification is submitted as part of a request to contract.			

Instructions For Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

READ CAREFULLY BEFORE SIGNING THE CERTIFICATION. Federal regulations require contractors and bidders to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the department, institution or office to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable CFR, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under applicable CFR, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under applicable CFR, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Bidder or Contractor Signature: _____

Date: _____

Print Name and Title: _____



WASHINGTON MILITARY DEPARTMENT INVOICE VOUCHER

AGENCY NAME
WASHINGTON MILITARY DEPARTMENT ACCOUNTS PAYABLE/SFS BUILDING #1 CAMP MURRAY, WA 98430-5092
VENDOR OR CLAIMANT (Warrant is to be payable to)
[Agency Name] [Agency Name (if needed)] Address City, WA, Zip

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	CHARGE CODE
2450		

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY

(SIGN IN BLUE INK)	
[Signatory Title]	[MM/DD/YYYY]
(TITLE)	(DATE)

FEDERAL ID NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to IRS)

[Federal ID Number or SSAN]				RECEIVED BY		DATE RECEIVED				
DATE	DESCRIPTION			QUANTITY	UNIT	UNIT PRICE	AMOUNT			
[MM/DD/YYYY]	[FRWDC-Entity Name-Payment Request]						\$ -			
PREPARED BY		PHONE NUMBER	DATE	AGENCY APPROVAL			DATE			
		###-###-####	[MM/DD/YYYY]							
DOC. DATE		PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	USE TAX	VENDOR MESSAGE			
					[Statewide Vendor #]		[Vendor Message]			
REF DOC SUF	TRANS CODE	M O D	FUND	MASTER INDEX	SUB SUB OBJECT	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
									\$ -	
									\$ -	
									\$ -	
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									\$ -	
									\$ -	

DOC. DATE		PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	USE TAX	VENDOR MESSAGE			
					[Statewide Vendor #]		[Vendor Message]			
REF DOC SUF	TRANS CODE	M O D	FUND	MASTER INDEX	SUB SUB OBJECT	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	

Description:										
SFY26- FRWDC Grant Funds - Entity Name - Debris Clearance Payment Request										

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER:
		\$ -	