



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# **Shoreline Master Program Periodic Review Grants**

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*2021-23 Funding Guidelines*

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## Publication and Contact Information

These funding guidelines are available on the Department of Ecology's website at <http://ecyapfaff/Biblio2/SummaryPages/2106010.html>

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# **Shoreline Master Program**

## **Periodic Review Grants**

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*2021-23 Funding Guidelines*

Shorelands and Environmental Assistance Program  
Washington State Department of Ecology  
Olympia, Washington

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# Chapter 1: Overview

The Shoreline Management Act requires local governments to periodically review their Shoreline Master Programs (SMPs) and, if necessary, revise their master programs to:

1. Assure that the master program complies with applicable law and guidelines in effect at the time of the review; and
2. Assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under chapter [36.70A](#) RCW, if applicable, and other local requirements.

These reviews follow comprehensive updates of master programs. The Act establishes a schedule for periodic reviews in RCW 90.58.080. Reviews are due on June 30 of the years listed below, and every eight years thereafter, for counties and the cities and towns within the counties.

- 2019: King, Pierce, and Snohomish.
- 2020: Clallam, Clark, Island, Jefferson, Kitsap, Mason, San Juan, Skagit, Thurston, and Whatcom.
- 2021: Benton, Chelan, Cowlitz, Douglas, Kittitas, Lewis, Skamania, Spokane, and Yakima.
- 2022: Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman.

Ecology is offering approximately \$2 million in grant funding to jurisdictions with periodic reviews due in 2022. These jurisdictions will have until June 30, 2023 to complete this work.

## Governing laws and rules

- *RCW 90.58.080 – Timetable for local governments to develop or amend master programs-Review of master programs-Grants.*
- *RCW 90.58.250 – Intent – Department to cooperate with local governments – Grants for development of master programs.*
- *WAC 173-26-090 -- Locally initiated review—Periodic review—Public involvement and approval procedures.*
- *WAC 173-26-100 -- Standard local process for approving/amending shoreline master programs.*
- *WAC 173-26-104 -- Optional joint review process for amending shoreline master programs.*



## How to use these guidelines

These funding guidelines provide information about eligibility requirements, the application process, and the general requirements applicable to all awards under this grant program. Appendices provide tips and resources, an FAQ about periodic review grants, the scope of work, and information about grant documents.

All grant applicants are responsible for reading and understanding these guidelines along with the *Administrative Requirements for Ecology Grants and Loans (Yellow Book)*. (Publication No. 17-01-004) before entering into a grant agreement with Ecology. The *Administrative Requirements* document is available at <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

# Chapter 2: Funding Program

## Eligible recipients

SMP grant funds for the 2021-23 biennium are awarded to jurisdictions with periodic reviews due in 2022. These jurisdictions are required to conduct a review of their master programs and, if necessary, revise their master programs on or before June 30 of their assigned year, per RCW 90.58.080.

The jurisdictions include the following counties, and the cities and towns within those counties:

- 2022 –Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman.

However, all jurisdictions shown above will have until June 30, 2023 to complete their periodic review work, consistent with the biennial funding.

## Eligible project types

Grants funds will be offered to jurisdictions with periodic reviews due in 2022. Jurisdictions that have not yet completed their comprehensive SMP update may use their grant to complete the comprehensive update, which would also incorporate periodic review.

Jurisdictions that completed the periodic review early may propose use of their grant amount for other shoreline management activities such as a public access plan, assessment of permit effectiveness, technical assistance memos, or other shoreline implementation work. These jurisdictions should work with Ecology to develop a tailored scope of work.

A jurisdiction that receives grant funds for periodic review, and completes its periodic review early enough in the grant cycle to spend any remaining grant funds, may request use of the funds to support other shoreline management activities, such as those mentioned above. Those jurisdictions would work with Ecology to develop a formal amendment to the grant agreement outlining the new tasks, deliverables, and budget changes. Ecology must first approve the SMP amendment or Findings of Adequacy before authorizing use of the remaining funds for other shoreline management activities.

## Funding cycle

Eligible jurisdictions may apply for the periodic review grant from July 1, 2021 through March 31, 2022. All grant funds must be spent by June 30, 2023. The grant will expire on that date and cannot be extended.

## Grant award amounts

Grants are awarded on a formula, rather than a competitive, basis. For this funding cycle, the grant allocation sets a specific amount for counties. Grants for cities and towns vary, depending on the jurisdiction’s population per Table 1, below:

**Table 1. Grant funding allocation**

Jurisdiction	Grant amount
Counties	\$84,000
Cities over 100,000	33,600
Cities 50,000 – 100,000	28,000
Cities 20,000 – 50,000	22,400
Cities 5,000 – 20,000	16,800
Cities under 5,000	11,200

## Match or cost-share

There are no Recipient match or cost-share requirements under the SMP-periodic review funding opportunity.

## Effective date

The effective date is the earliest date on which eligible project costs can be incurred. The effective date of the agreement is July 1, 2021; therefore, July 1, 2021 is the earliest date for which eligible project costs can be billed.

The Recipient can incur project costs on and after the effective start date and before Ecology’s signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed by Ecology. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk. Expenditures must be consistent with the scope of work and approved by Ecology.

*Ecology pays-out grant funds on a cost-reimbursement basis.* This means Recipients must incur a cost or obligation before it is eligible for reimbursement. The definition of “date cost incurred” is the date the Recipient receives the item or the service is performed.

Payment requests and progress reports are due 30 days after the last day of each quarter.

# Chapter 3: Applying for Funding

## Application process and requirements

Jurisdictions that decide to accept the grant must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) web based grants system. The application will be available in the EAGL system starting Thursday, July 1, 2021 and ending Thursday, March 31, 2022. You will not be able to apply after this date so do not delay. This application becomes the foundation of the grant agreement itself. The SMP PR application forms include prepopulated language for the standard five tasks and allow an applicant to add additional tasks and task descriptions as needed.

EAGL is a comprehensive grant management system. It allows Ecology's grant recipients to fill out and submit applications, manage agreements, request amendments, submit payment requests and progress reports for reimbursement, upload and track deliverables, and submit closeout reports, all electronically.

An EAGL user can perform certain actions depending on his or her assigned role and the current status of a document or subdocument. The options available to a user will change as a document and subdocument move through the workflow.

Please refer to the [EAGL – External Users' Manual](#) (December 2017) Publication No. 17-01-015 at <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf> for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions.

To access the application forms, applicants must first:

1. Register for a **Secure Access Washington (SAW) online services account**.
2. While logged into your SAW account, register for an **EAGL user account**.

## How to register for a SAW account

If you do not already have a SAW account, go directly to the SAW "[Create an Account](#)" site at. Each staff member of an organization who will have a role in the project (e.g., project manager, financial manager, and grant signatory) must establish their own separate SAW account before you can apply for a grant in EAGL. **You may not share a SAW account with another person or organization.**

Staff members may already have a SAW account due to their work with other Ecology grants. If so, they may use that user name and password.

After creating a SAW account, you will receive a confirmation email.

## How to register as an EAGL user

Click the confirmation link in the SAW email and log back into SAW. Select “Add a New Service.” Next, click “I would like to browse a list of services.” Click on “Department of Ecology” where you will find EAGL. Then click “Apply.”

For information about registering with EAGL, check out the [video](#), “[How to Obtain the Ecology Grants and Loans \(EAGL\) Database Service.](#)”

To register with EAGL, an applicant must provide the following information. Many jurisdictions already have these numbers and IDs. (Note: Processes such as those described below may take several days.)

- **Statewide Vendor Number:** Jurisdictions need to register as a Statewide Payee through the Washington State Office of Financial Management (OFM) to receive reimbursement. The vendor number is needed in order to apply for the grant through the EAGL system. For more information and vendor registration forms, visit the OFM website at: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services> . Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov). Note: This process may take 7 - 14 business days.
- **DUNS (Dun & Bradstreet number):** A DUNS number verifies the existence of a business entity, including government entities. Here is a link to [DUNS request service](#).
- **Federal Tax ID (EIN or TIN):** A jurisdiction more than likely has the EIN. If not, here is a link to [How to apply for an EIN](#) (IRS site).

After you register with EAGL, Ecology will activate your account within three business days. You will receive a system-generated notice once your EAGL account application is confirmed.

## Applying for a grant - initial steps

Once Ecology’s EAGL System Administrator has validated you as a new user, you will have access to EAGL. Only EAGL users in the role of Authorized Official can view available funding opportunities, initiate and submit an application.

As the Authorized Official, follow these steps to get started with your application for the grant:

1. Sign in to EAGL. You should see a **Welcome** page where you can initiate the application.

2. Under **View Available Opportunities**, Select the **View Opportunities** button. This button will take you to the **My Opportunities** page.
3. On the **My Opportunities** page, type in Shoreline Master Program in the **Document Instance** text field. Select the **Filter** button, and the SMP periodic review **Application Funding Opportunity** will appear. This shows the eligibility requirements.
4. Select the **Apply Now** button. This will take you to the **Application Menu**.
5. EAGL has assigned your application a **Document Information Number**, which is your assigned grant number throughout the life cycle of the grant. Please write this down so you can use it to access your grant documents.

Now that you have a Document Information Number, select the **View Forms** button under View, Edit and Complete Forms

6. The **View Forms** button will take you to the **Application Menu – Forms** page.
7. Using the **Application Instructions** under the Funding Program Guidelines heading, fill out and save each of the required application forms in the order in which they appear.

# Chapter 4: From Application to Agreement

This chapter provides a general overview of the EAGL grant agreement and process for developing the grant agreement, including:

- Scope of work, including grant deliverables
- Budget
- Project schedule (Deliverables Due Date Form)
- Agreement process
- Terms and conditions

The Shoreline Master Program – Periodic Review application forms in EAGL have been designed using prepopulated language for the standard five tasks. Applicants may also add additional tasks, task descriptions, and deliverables as needed. Each of these individual application forms roll-up into one application, which will be used during the agreement negotiation process. This simplifies and speeds up the application process significantly.

Please see the previous chapter for the instructions on getting started with your application. Detailed instructions for completing each of the required forms are provided in the Shoreline Master Program – Periodic Review – Application Instructions. These are located in EAGL, on the Application Menu – Forms page. Ecology’s EAGL External Users’ Manual provides additional information about EAGL.

## Scope of Work (SOW)

The SMP Periodic Review scope of work includes Tasks 1 through 5, which are based on RCW and WAC requirements. All jurisdictions will use this scope of work. Some jurisdictions may add one or more additional tasks. The scope of work tasks are:

Task 1. Project Oversight: Coordination, Management, and Administration

Task 2. Secure Consultant Services, if Needed

Task 3. Public Participation

Task 4. Review Shoreline Master Program and Draft Revisions, If Needed

Task 5. Final Draft SMP or Findings of Adequacy.

Jurisdictions can add additional tasks to the scope of work, if needed, to accomplish their periodic review work. (For example, an analysis of shoreline uses or a review of public access

locations.) Ecology's Project Manager (regional planner) will work with the local jurisdiction to ensure the scope of work is consistent with the requirements for SMP periodic reviews. Ecology's Project Manager and Financial Manager will review the language and content to ensure it meets statutory and rule requirements. The local jurisdiction and Ecology will work together during the agreement negotiations process before finalizing the agreement.

## Budget

The sum of all task costs should equal, but not exceed, the total grant award defined in the applicant's grant award letter. Jurisdictions that decide not to use grant funding for a specific task because they will pay for it themselves are expected to notify their Project and Financial Managers during the agreement negotiation process to ensure these task costs are identified in the Project Long Description located on the General Information forms page.

**Ecology recommends that Recipients review task budgets often to meet project goals within your established budget.** A 10 percent budget deviation is allowed between tasks (e.g., a Recipient can spend less money on one task and more on another). The deviation cannot exceed 10 percent of the total cost of the grant. The Ecology Project Manager and Financial Manager will monitor budget deviations, which may trigger a formal amendment.

## Budget Task Costs Form

The Budget Task Costs Form is a table that breaks down the budget by task and element. Providing budgets by both tasks and elements allows Ecology to track grant expenditures. This table will be pre-populated with the costs you provided when entering the Scope of Work information. You should also fill out the table to show the budget by element. Budget elements include salaries, benefits, contracted services, travel, goods and services, the indirect (overhead) rate of 30 percent of salaries and benefits. See examples of typical indirect costs in the payment request backup documentation section below.

## Schedule/Deliverables due Dates Form

All Ecology agreements are performance-based and reimbursement is determined on the successful completion of expected deliverables. Each deliverable in the Scope of Work is a tangible product outlined in the agreement. The jurisdiction will negotiate the deliverable due dates with Ecology's Project Manager. The deliverable due dates will be managed through the Deliverables Due Dates form (see Figure 1 below) located on the Application Menu – Forms page in EAGL. (Note: During the life cycle of the grant, the Recipient (jurisdiction) will coordinate and keep track of these dates with Ecology's Project Manager and will note any changes on the quarterly progress reports.) The due dates must be filled out before both the Recipient and Ecology sign the Agreement.



**Figure 1: Deliverables due Dates Form**

<b>Task 1</b>	<b>Project Oversight: Coordination, Management, Administration</b>	<b>Date Due</b>
1.1	Progress Report / Payment Request (PRPR)	Quarterly
1.2	Recipient Close Out Report (RCOR)	06/30/2023
<b>Task 2</b>	<b>Secure Consultant Services, If Needed</b>	<b>Date Due</b>
2.1	Final signed consulting contract. Upload to EAGL.	
2.2	Update in progress report.	Quarterly
<b>Task 3</b>	<b>Public Participation</b>	<b>Date Due</b>
3.1	Public Participation Plan. Upload to EAGL.	
3.2	Updates of public involvement activities in progress reports.	Quarterly
<b>Task 4</b>	<b>Review Shoreline Master Program and draft revisions, If Needed</b>	<b>Date Due</b>
4.1	A Periodic Review Checklist documenting consideration of statutory amendments, and internal consistency review. Upload to EAGL.	
4.2	Initial draft SMP amendments or Findings of Adequacy and supporting documentation. Upload to EAGL.	
4.3	Update in progress report.	Quarterly
<b>Task 5</b>	<b>Final Draft SMP or Findings of Adequacy</b>	<b>Date Due</b>
5.1	Updates of public review process activities in progress report. Upload to EAGL.	Quarterly
5.2	Submit an SMP final draft amendment or Findings of Adequacy, with relevant supporting documentation and a complete Periodic Review checklist. Upload to EAGL.	

The Deliverables Due Dates Form in EAGL will show the due dates for each deliverable. Be sure and check with your Ecology Project Manager if you want to change due dates.

## Agreement process

After the application has been submitted by the jurisdiction, the Ecology Fund Coordinator screens the application, verifies eligibility and award amount, and assigns an Ecology Project Manager and Financial Manager to the application. The application is then funded and negotiations between the Ecology Project Manager and the applicant can begin. With the five scope of work tasks already in place, negotiations focus on task costs, deliverable due dates and any additional tasks the applicant may propose.

## **Final agreement**

The Recipient will work with the Ecology Project Manager and Financial Manager to finalize the agreement for official signature. After the agreement is fully signed, Ecology's Financial Manager will upload a PDF of the signed agreement into EAGL and change the status to "Agreement Executed." The Financial Manager will also email the electronically signed agreement to the Recipient, along with a transmittal letter that outlines grant management expectations and provides hyperlinks to resource guidance materials.

## **Terms and conditions**

All grant agreements include terms and conditions that are not part of the scope of work. These terms and conditions are required and cannot be changed by the grant Recipient.

### **General terms and conditions**

General terms and conditions are approved by the State Office of the Attorney General, are included in all Ecology grant, and loan agreements. They address administrative requirements, amendments and modifications, archaeological and cultural resources, assignment of rights, communication, compensation, compliance with laws, conflict of interest, contracting for goods and services, disputes, independent status, minority and women's business enterprises, presentation and promotional materials, progress reporting, audits and records, termination of agreement and other provisions of the grant agreement.

See the [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html) at <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html> for more information. Part V, Purchasing and Contracts, provides detailed information about this important topic.

### **Special terms and conditions**

Special terms and conditions are particular to the grant or loan agreement. They may include detailed requirements, restrictions or conditions based on the funding program guidelines. For the 2021-23 SMP periodic review grants, special terms and conditions address the Deliverables Due Dates form in EAGL and document accessibility requirements.

The grant Recipients will negotiate the deliverables due dates with their Ecology project managers, who will enter the information in the Deliverables Due Dates Form. Recipients must keep track of these due dates and note changes on quarterly progress reports.

Accessibility requirements require deliverables documents to be provided to Ecology in their native format such as Word or Excel and in PDF format, which must pass the Adobe Acrobat Pro Accessibility Checker. This is to assure that documents posted on Ecology's website are accessible to visually impaired readers.

## Chapter 5: Grant Management

Managing your SMP periodic review grant requires paying particular and timely attention to a number of key tasks in order for your jurisdiction to be reimbursed for its work. These include payment requests/progress reports, which are due quarterly, and discussed below. This chapter also discusses grant amendments, grant file management and closeout reports.

### Payment Requests/Progress Reports

Ecology's grant programs are based on cost-reimbursement. Therefore, a Recipient must incur a grant-eligible cost or obligation before it is reimbursed. The definition of "date cost incurred" is the date the Recipient receives the item or the date service is performed (not the date of invoicing).

#### Registering for payment

All recipients of an Ecology grant or loan must register to receive payment from the State of Washington, Office of Financial Management (OFM). OFM maintains a central vendor file for Washington State agencies to use for processing vendor payments. This allows you, as a vendor (Grant Recipient), to receive reimbursement payments by direct deposit, the state's preferred method of payment.

For more information and vendor registration forms, visit the OFM website at: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services> . Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov).

#### Incurring eligible costs

The effective date is the earliest date on which eligible project costs can be incurred. The start date of the agreement is July 1, 2021; therefore, this is the earliest date for which eligible project costs can be billed.

The Recipient can incur project costs on and after the effective start date and before Ecology's signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed by Ecology. Per Ecology's Administrative Requirements, "Cost[s] will not be reimbursed until all parties sign the agreement. The agreement may have an effective date before the signature date. Any costs incurred after the effective date but before the signature date are done so at the Recipient's risk." Expenditures also must be consistent with the scope of work and approved by Ecology.

## When are quarterly reports and payment requests due?

Payment requests/progress reports (PRPR) are due 30 days after the last day of each quarter, as shown in Table 2. The Recipient can submit a payment request/progress report more often than quarterly, but not more often than once per month.

**All payment requests must be accompanied by a progress report.** If a Recipient is not claiming any costs for the quarter, a progress report is still required.

**Table 2. Progress report periods and due dates**

Progress Report	Reporting Period	Date Due
First Quarter	July 1 – September 30	October 30
Second Quarter	October 1 – December 31	January 30
Third Quarter	January 1 – March 31	April 30
Fourth Quarter	April 1 – June 30	July 30

## “Agreement Active” status required to submit a PRPR

A Recipient can **initiate** a new Payment Request/Progress Reports (PRPR) in EAGL once the grant agreement has been officially signed and is in “Agreement Executed” status. However, a PRPR cannot be **submitted** until the grant agreement has been changed to “Agreement Active” status.

## Payment request backup documentation

Project expenditures are monitored by Ecology for compliance with the task budget in the agreement. All eligible costs being claimed for reimbursement must have supporting backup documentation. It is best to highlight the cost on the backup documentation that will be entered as a line item in the EAGL payment request form. When all line items have been entered, scan and upload the supporting backup documentation costs to EAGL in the same order the costs are entered onto the EAGL payment request form. This makes the review and reconciliation process easier and quicker for your Ecology Project and Financial Managers.

Recipients may charge a maximum indirect (overhead) rate of 30 percent of salaries and benefits for the Recipient’s employees for time worked specifically on the project, subject to Ecology approval. If a Recipient is claiming indirect (overhead), this must be reported on a separate line item on the EAGL payment request form. Ecology requires backup documentation to reflect how the indirect rate is calculated, and specific costs included in the indirect rate. For more information about costs normally included in the indirect rate, see page 35 of [\*Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)\*](#) at <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>.

For payment submittal, Ecology forms that are listed below are required and should be included with backup documentation. (Note - These forms are not already built into the EAGL system. Recipient must upload these documents into EAGL).

- Copies of receipts and invoices.
- Timesheets and payroll records must include:
  - \*[Form E: Monthly timesheet](#) (Ecology form or equivalent). Timesheets must be signed and dated by *both* the employee and the supervisor. Show hours worked on the project broken out by task, date, and staff person.
  - For larger jurisdictions, a time accounting payroll system roll-up of staff costs by task/date/staff with subtotals will suffice.
- Meeting and travel expenses, must include:
  - \*[Form F: Record of Meeting Attendance](#) (Ecology form).
  - If light refreshments are deemed appropriate for a meeting, **a Light Refreshments Approval Form must be approved by Ecology’s Project Manager prior to the event and included with the payment request documentation.** An agenda of the event and a roster of attendees must be submitted as back up documentation with the payment request.
  - Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. All travel costs cannot exceed state travel rates. For travel policies and per diem map, please visit the Office of Financial Management’s [travel reimbursement resource](http://www.ofm.wa.gov/resources/travel.asp) site at <http://www.ofm.wa.gov/resources/travel.asp>

## Progress reports

Ecology requires a progress report for each calendar quarter of the grant period, even if no expenses are being claimed for the billing period.

A progress report must accompany each payment request so the Ecology Project Manager and Financial Manager can:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Track project progress.

If a payment request is not submitted, simply check “No” in response to “Are you submitting a payment request with this progress report?”

## Reporting on outcomes

Progress reports should include essential task information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of task completion over the life of the grant (should correspond with percent of task budget spent), and summary of accomplishments for the reporting period.

- Description and reasons for any delays.
- General comments.
- Additional documentation to support the quarterly progress report. Progress information includes such items that are not specified as a deliverable in the agreement and are specific to the time and date of the progress report.

## **Deliverables (naming conventions and uploading to EAGL)**

Upload all deliverables in the grant agreement to the Uploads form, located on the Application Menu-Forms page. Keep naming conventions short (D for deliverable, task number and name, e.g., DT2.2 Final Signed Consultant Contract).

Please avoid deleting general Uploads. However, if you must delete an Upload, remember to delete both the file itself and the document name in the description field.

## **Amendment request**

On occasion, an amendment to the grant agreement is needed. For Periodic Review grants, this may include redistributing the grant budget among the tasks or adding more tasks beyond the five standard tasks after the grant agreement is in place. A Recipient's Authorized Official or Project Manager may request an amendment by contacting the Ecology Project Manager and Financial Manager. A written request is required, via email, which describes the type of amendment requested, details on those changes, how those changes may or may not affect the budget, and the reason for the amendment request.

To initiate an amendment in the EAGL, the agreement must be in "Agreement Active" status. (Please refer to Chapter 11, "Amendments," in the *EAGL- External Users' Manual*, for step-by-step instructions).

## **Audits**

All grants are subject to audit. For the purposes of auditing, Recipients must retain records for a minimum of three years from the day of submittal of the last payment request.

Ecology has the authority to audit the grant project for three years after the project has officially ended. Ecology may also audit the grant project invoices, and backup documentation at any time during the project. If an audit identifies issues, the Recipient must correct any issues immediately.

## **Close Out Reports**

Closeout reports must be provided by both the Recipient and Ecology.

## Recipient Close out Report

A Recipient Closeout Report (RCOR) must accompany the final payment request. The RCOR summarizes each task and its outcomes, and includes the following:

- The problem statement addressed by the grant.
- The purpose of each task.
- The task results and outcomes achieved.

**The final payment request/progress report (PRPR) and the Recipient Closeout Report (EAGL form) are due within 30 days after the end of the agreement to ensure reimbursement.** Final payment requests are payable contingent upon receipt and Ecology approval of the final deliverables of the grant agreement. Final deliverables include scope of work deliverables, the final progress report/payment request, and close out documents.

For more information about the RCOR, see Chapter 14 of the [EAGL External Users' Manual](#).

## Ecology Close out Report

An Ecology Closeout Report (ECOR) will be filled out by the Ecology Project Manager. The Financial Manager will review and approve the report, and then move the agreement to Closeout/Termination. The Project Manager may have questions for the grant Recipient while completing this report.

# Appendix A: Tips and Resources

## Tips

A few tips for managing a grant agreement successfully include:

- Review Ecology’s Terms and Conditions of the grant agreement before you begin applying for the grant. This includes the Special Terms and Conditions. For a summary of these conditions, see Chapter 4, above.
- Periodically review and update the Deliverable Due Date Form in EAGL for all reporting deadlines and note any date changes on your quarterly progress report.
- Add deadlines and important dates to your calendar.
- Communicate proactively with your Ecology Project and Financial Managers when deviating from a task budget or if you need to change deliverable due dates. Effective communication will lead to successful management of your grant agreement.
- If contracting for third-party services, follow the same scope of work and applicable budget for these as the Ecology agreement. Recipients can find complete details about contracting for goods and services in the [\*Administrative Requirements for Recipients of Ecology Grants and Loans \(2017 Yellow Book\)\*](#).
- Review tutorials and trainings for preparing payment requests, progress reports and closeout reports.

## Resources

Reviewing the following documents and videos can aid in successful management of your Ecology grant.

[\*Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)\*](https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html) at <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

[\*EAGL - External Users’ Manual\*](https://fortress.wa.gov/ecy/publications/documents/1701015.pdf) (Dec.2017) Publication No. 17-01-015. (Provides detailed instructions about using EAGL, including terminology, role permissions, payment requests/progress reports, and more.) Find it at <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

[\*How to Obtain a SAW Account\*](https://www.youtube.com/watch?v=XFizCBKZpK8&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90&index=1) tutorial video at <https://www.youtube.com/watch?v=XFizCBKZpK8&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90&index=1>



*How to Obtain Access to EAGL* tutorial video at  
<https://www.youtube.com/watch?v=XXJh9arfasQ&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90&index=2>

*Shoreline Master Program PRPR Video-20200716 1709-1*  
Cisco WebEx Meetings - Replay Recorded Meeting  
<https://watech.webex.com/recordingservice/sites/watech/recording/55590e410f4d4aad9d7213907035ec15/playback>

SMP Grants Webpage at  
<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Shoreline-Master-Program-periodic-review-grants>

SMP Planners Toolbox Webpage at  
<https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

# Appendix B: Frequently Asked Questions

## Shoreline Master Programs - Periodic Review Grants

Please read below for questions and answers about the SMP periodic review grants and Ecology's Administration of Grants and Loans (EAGL) online system.

The seven processes of a grant in EAGL include:

1. Application
2. Agreement
3. Amendment
4. Payment requests/progress reports
5. Equipment purchase (not applicable to SMP grants)
6. Site Visit Reports
7. Closeout

### Application

#### Is there a grant match requirement?

No match is required for SMP periodic review grants.

#### If the SMP periodic review process will cost more than the Ecology grant award, can the total grant budget be allocated to one of the five tasks? Or do we have to allocate some of the budget to each task?

Ecology has preferred grant management practice is to set up the task budget appropriately among all tasks. (Task 1/Project Oversight should be no more than 15 percent of the total grant award.)

If jurisdictions pay for tasks on their own and are not requesting Ecology reimbursement, these tasks should have \$0.00 in the task budget. Please note that for tasks with a \$0.00 budget, deliverables still must be submitted to Ecology. The exception to this is Task 2/Secure Consultant Services; if a consultant is not hired; a consultant contract is not required by Ecology.

Ecology will note which tasks the jurisdiction will pay for on their own in the EAGL Project Long Description.

**If we plan to hire a consultant, should the Task 2/Secure Consultant Services budget reflect only the cost of hiring the consultant and drawing up the consultant contract?**

Yes, the Task 2/Secure Consultant Services budget should only cover the cost of staff time spent on hiring a consultant (hours spent writing and approving the contract). Once the consultant is hired, the consultant hours should be billed to the appropriate task (Tasks 3, 4, and 5) for the work completed. Payment request must include the hours worked and hourly rate of pay per task reported.

**I am trying to apply for our grant in EAGL, but I do not even see the name of my jurisdiction. What should I do?**

First, someone at the jurisdiction needs to register with Secure Access Washington (SAW), then EAGL. In EAGL, that person becomes an Authorized Official. Only those with the Authorized Official role in EAGL for the particular grant (SMP periodic review, in this case) can see the funding opportunities for their jurisdiction and submit the grant application.

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology’s [Grants and Loans](#) web page.

After you are registered as the Authorized Official, select “View Available Opportunities” on the EAGL Welcome Page. That link will take you to the “My Opportunities” Page. Type “Shoreline Master Program” in the Document Instance text field, select the Filter button and the SMP 21-23 funding opportunity will appear.

## **Agreement**

**Does the EAGL application represent the agreement itself or will a separate agreement need to be created and signed?**

The EAGL application becomes the funded agreement; a separate agreement is not needed.

After the applicant submits the application, Ecology’s Project Manager/Regional Planner will negotiate the draft agreement with the applicant. During the negotiation process, changes can be made to the Recipient contacts, scope of work tasks, budget, and Deliverables Due Date forms.

When both parties approve a final draft, the Ecology Financial Manager will put the agreement in the EAGL format. Ecology management will approve the draft, and the final agreement will be sent to the grant Recipient with signature instructions. The grant Recipient must either 1) add wet signatures; or 2) add digital signatures and send an email approval to Ecology; then scan the signed agreement and email it back to Ecology for signature. After Ecology adds a digital signature, the agreement will be in Active EAGL status, and the project can move forward.

**What if more than one signatory needs to sign the grant agreement?**

The primary signatory, which EAGL refers to as the Authorized Signatory, must be registered

with SAW and EAGL. The Authorized Signatory should be the individual who is primarily responsible for authorizing and signing the agreement and amendments.

Once the Authorized Signatory has been selected from a drop-down list on the Recipient Contacts form, more signatories may be added in the fields on the bottom of the Recipient Contacts form. Enter the name and title of each additional signatory. Press the Save button to save your work and add rows, as necessary.

### **Is a formal grant amendment required to shift the task budgets?**

It is important to establish an accurate budget during the agreement negotiation process, and stay within budget during the grant.

Ecology allows up to a 10 percent deviation of the total grant amount to shift between tasks. For example, for a \$10,000 grant, up to \$1,000 can be shifted between tasks without requiring a formal amendment. Please note the overall grant amount will not increase.

EAGL will allow a deviation to occur once or twice, but the Ecology Financial Manager may require a formal amendment to realign the task budgets (showing the credit/debit of actual task expenditures) before the final payment is submitted and the grant is closed.

## **Payment Request/Progress Report (PRPR)**

### **How often can PRPRs be submitted?**

Recipients are required to submit progress reports once per quarter, and should not submit them more often than once per month. Payment requests are not required with each progress report.

### **How is the grant money disbursed to the Recipients?**

The SMP periodic review grants are reimbursement grants. Recipients must submit backup documentation, such as copies of consultant invoices and payroll records or signed timesheets, as well as progress reports, with each payment request. Funding is generally aligned with work progress, i.e., no work progress, no reimbursement. As stewards of public funds, Ecology's objective is to assure that funds spent balance with work accomplished.

### **Should consultant contracts be written to match the Ecology grant scope of work tasks?**

Yes. The consultants need to align their tasks and billings with Ecology's grant tasks 1-5 (plus additional tasks, if part of the grant agreement) to make the tracking and reconciliation easier on all parties.

Please note, consultants should not bill toward the grant Task 1-Project Oversight, or Task 2-Secure Consultant Services. Only Recipient staff time should be billed towards Tasks 1 and 2. Consultants should bill towards the scope of work in Tasks 3-5 and any additional tasks.

**If all grant funds have been spent before Task 5 is completed, must the Recipient still send quarterly reports?**

Yes. Recipients are required to submit quarterly progress reports even if they are not claiming any reimbursement on expenditures, at the time. Ecology will not reimburse all grant funds until the final payment request/progress report and all deliverables have been received. The final deliverables include the scope of work deliverables, final PRPR, and closeout documents. The grant agreement provides a set amount of grant funds on a reimbursable basis for tasks that result in specific deliverables.

**Does EAGL automatically send quarterly PRPR reminders?**

Currently, EAGL does not send automatic reminders. It is the responsibility of the recipient to understand when the PRPRs are due and comply with these requirements. Ecology’s Project and Financial Managers may send reminder notices.

PRPRs are due 30 days after the end of the quarter.

- The January - March PRPR is due by April 30.
- The April - June PRPR is due by July 30.
- The July -September PRPR is due by October 30.
- The October - December PRPR is due by January 30.

**If we are not using a consultant, how much detail needs to go into the invoice for staff time? If we are using a consultant, what details should we provide?**

The recipient should include as much detail as possible for both staff and consultant hours and costs. For example, in the table below, the Item Category shows salaries/benefits. Under Item Description, the staff’s work completed, hours worked, and hourly rate are shown. Payee is the staff person’s name. Overhead/indirect must be on a separate line. Ecology allows Overhead/Indirect up to 30 percent of staff salaries and benefits.

**PRPR expenditures example**

Task Title	Item Category	Item Description	Payee	Invoice #	Date Incurred Start	Date Incurred End	Amount
Project Oversight	Salaries/ Benefits	Negotiate agreement – 10 hours@\$50/hour	Joe Joseph	Payroll	07/01/2021	09/30/2021	\$500
Project Oversight	Over-head/ Indirect	30% Overhead/ Indirect	Joe Joseph		07/01/2021	09/30/2021	\$150
						Total	\$650

Each PRPR must have backup documentation such as receipts, invoices, timesheets, payroll records, and meeting and travel expenses uploaded to EAGL. It is best to scan and upload the PRPR supporting backup documentation in the order it is entered in EAGL, making the review and reconciliation process much easier and quicker for your Project Manager and Financial Manager.

You can watch [Ecology's 10-minute PRPR](#) video at:

<https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8Bml4b96dKa-HHPVPWkuWuPNiU4nCO90>.

## **Close Out**

### **When are final payment requests due?**

The grant agreement expires on June 30, 2023. Unfortunately, the grant expiration date and grant funds cannot be extended.

Final PRPRs, payment request backup documentation, scope of work deliverables, and the EAGL Recipient Close out Report are due within 30 days of the June 30, 2023 expiration date, or July 30, 2023. The final reimbursement must show the work was completed on or before the June 30, 2023.

## **Appendix C: Periodic Review Scope of Work**

Note: This scope of work is provided so you can become familiar with the Periodic Review tasks. Your jurisdiction is required to submit a grant application in EAGL (Ecology's online grant and loan system) and have a completed and signed grant agreement in place before it can be reimbursed for Periodic Review work.

Comments provided for the tasks offer direction for completing the grant application in EAGL. For Tasks 1 through 5, you only need to enter the Task Cost and name of your Task Coordinator. All other information such as the Task Title, Task Description, etc. is in the template and cannot be changed.

If you plan to conduct additional work beyond the scope of Tasks 1 through 5, please first consult your Ecology Project Manager before providing this information in Task 6, etc.

## **Project Short Description**

RECIPIENT will complete a periodic review of the Shoreline Master Program (SMP) that is developed in a manner consistent with requirements of the Shoreline Management Act (SMA), RCW 90.58, and its implementing rules, WAC 173-26, including the Shoreline Master Program Guidelines (Guidelines).

## **Project Long Description**

The purpose of the SMP periodic review is (a) To assure that the master program complies with applicable law and guidelines in effect at the time of the review, and (b) To assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under chapter RCW 36.70A, if applicable. Local governments should also consider amendments needed to address changed circumstances, new information, or improved data.

Beyond the scope of this agreement, the Recipient will continue the SMP formal adoption process as stated in the SMA and WAC 173-26. Work related to these activities and formal adoption by the local governing body is eligible for reimbursement under this grant, provided it is completed by June 30, 2023. The adoption process includes the activities shown below.

1. Complete SEPA review and documentation

Conduct SEPA review pursuant to the State Environmental Policy Act (RCW 43.21C).

2. Provide GMA 60-day notice of intent to adopt

For local governments planning under the Growth Management Act, notify ECOLOGY and the Department of Commerce of intent to adopt the SMP amendment at least 60 days in advance of final local approval, pursuant to RCW 36.70A.106.

3. Hold public hearing

Hold at least one public hearing prior to local adoption of the draft SMP or Findings of Adequacy, consistent with the requirements of WAC 173-26-100 or WAC 173-26-104.

4. Prepare a responsiveness summary

Prepare a summary responding to all comments received during the public hearing and the public comment period. The names and mailing addresses of all interested parties providing comment shall be compiled.

5. Adopt SMP and submit to ECOLOGY

Complete the adoption process for the SMP update under either WAC 173-26-100 or WAC 173-26-104 and submit the locally-adopted Draft SMP amendment or Findings of Adequacy and Periodic Review Checklist to ECOLOGY under WAC 173-26-110.



## SCOPE OF WORK

### Task Number: 1

Task 1 includes ONLY work between the Recipient and Ecology to manage the grant and work that cannot be distinguished from the other tasks. Examples are agreement negotiations, meetings between the Recipient and Ecology, and time to complete quarterly progress reports/payment requests (PRPRs) and grant close out documents.

Consultants' time spent on the scope of work tasks should not be allocated to Task 1/Project Oversight or Task 2/Secure Consultant Services, but should instead be allocated to Tasks 3-5. The task cost should reflect this.

**Task Cost:** \$\_\_\_\_\_

**Task Title:** Project Oversight: Coordination, Management, and Administration

#### **Task Description:**

The RECIPIENT shall provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, project management, and project administration.

A. The RECIPIENT shall coordinate with ECOLOGY throughout the SMP review process. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.

B. The RECIPIENT shall coordinate with other applicable federal, state and local agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules. In addition, the RECIPIENT will consult with other appropriate entities which may have useful information if necessary.

C. The RECIPIENT shall conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.

D. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

**Task Goal Statement:**

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

**Task Expected Outcome:**

Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report.

Properly maintained project documentation.

**Recipient Task Coordinator:** \_\_\_\_\_

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

**Project Oversight: Coordination, Management, and Administration**

**Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
1.1	Progress reports	Quarterly (see Agreement Special Terms and Conditions)
1.2	Recipient Close Out Report	6/30/2023

**SCOPE OF WORK**

**Task Number: 2**

In EAGL, enter the proposed Task 2 budget.

If you will not hire a consultant to carry out any of the work in Tasks 3-5, enter \$0.00.

If you are hiring a consultant, this task budget pays staff time to hire the consultant. After the consultant is hired, the consultant's time will be billed towards Tasks 3-5.

**Task Cost:** \$\_\_\_\_\_

**Task Title:** Secure Consultant Services, If Needed

**Task Description:**

If applicable, the RECIPIENT will:

A. Secure qualified consultant services: In accordance with the RECIPIENT or State of Washington procurement procedures, the RECIPIENT will enter into a contract with the selected consultant(s) and prepare a sub agreement in accordance with the scope of work in this agreement.

**Task Goal Statement:**

To ensure the RECIPIENT has qualified personnel to conduct the scope of this project.

**Task Expected Outcome:**

If applicable, signed contract and sub-agreement with consultant(s).

**Recipient Task Coordinator:** \_\_\_\_\_

In EAGL, please enter the name of the Recipient staff person responsible for completing this task.

**Secure Consultant Services  
Deliverables**

Number	Description	Due Date
2.1	Final signed consulting contract. Upload to EAGL per the date in the Deliverable Due Dates form.	
2.2	Update in progress report.	Quarterly

**SCOPE OF WORK**

**Task Number: 3**

In EAGL, enter the proposed Task 3 budget.

**Task Cost:** \$ \_\_\_\_\_

**Task Title:** Public Participation

**Task Description:**

The RECIPIENT will:

**A. Develop Public Participation Plan**

Prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The public participation plan should include applicable local requirements such as planning commission review and formal hearings, as well as applicable state notice requirements.

**B. Conduct public participation activities**

Implement the public participation plan throughout the course of the SMP periodic review process.

**Task Goal Statement:**

To inform and involve all stakeholders in the SMP periodic review process.

**Task Expected Outcome:**

Continuous public participation activities throughout the SMP periodic review process.

**Recipient Task Coordinator:** \_\_\_\_\_

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

**Public Participation Deliverables**

Number	Description	Due Date
3.1	Public Participation Plan. Upload to EAGL per the date in the Deliverable Due Dates form.	
3.2	Updates of public involvement activities in progress reports.	Quarterly

## SCOPE OF WORK

### Task Number: 4

In EAGL, enter the proposed Task 4 budget.

Task Cost: \$ \_\_\_\_\_

Task Title: Review Shoreline Master Program and Draft Revisions, if Needed

#### Task Description:

The RECIPIENT will:

A. Review the SMP to determine if revisions are needed.

1. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended, and determine if local amendments are needed to maintain compliance. Ecology will provide a checklist of legislative and rule amendments to assist local governments with this review.

A.1: These items are provided in our Periodic Review checklist. Add additional items to the checklist to reflect your review per A.2 and A.3, below.

2. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the Shoreline Master Program or Findings of Adequacy.

A.2: For example, a CAO amended since the last SMP update. Either revise SMP text with new CAO ordinance number and adoption date to incorporate the CAO by reference, or revise SMP text to synchronize up with the newer CAO.

3. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

A.3: For example, physical changes to jurisdiction, new flood mapping, fixing implementation challenges.

B. Draft revised SMP goals, policies and regulations, or prepare Findings of Adequacy

1. Prepare amended goals and policies or regulations identified through the review process. Use the checklist to identify where in the SMP changes are made to address applicable statutory or regulatory changes.

2. Where the review conducted under Task 4A concludes no changes are necessary, prepare draft Findings of Adequacy.

**Task Goal Statement:**

To review the SMP to determine if changes are necessary, and revise the SMP if changes are deemed necessary.

**Task Expected Outcome:**

A completed Periodic Review Checklist documenting the initial staff review of the SMP, and either initial draft SMP amendments or draft Findings of Adequacy.

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

**Recipient Task Coordinator:** \_\_\_\_\_

**Review Shoreline Master Program or Draft Revisions**

**Deliverables:**

Number	Description	Due Date
4.1	A Periodic Review Checklist documenting consideration of statutory amendments, and internal consistency review. Upload to EAGL per the date in the Deliverable Due Dates form.	
4.2	Initial draft SMP amendments or Findings of Adequacy and supporting documentation. Upload to EAGL per the date in the Deliverable Due Dates form.	

**SCOPE OF WORK**

**Task Number: 5**

In EAGL, enter the proposed Task 5 budget.

**Task Cost:** \$ \_\_\_\_\_

**Task Title:** Final Draft SMP or Findings of Adequacy

**Task Description:**

The RECIPIENT will:

A. Conduct public review process

Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.

B. Assemble final draft amendment or Findings of Adequacy

Assemble a complete SMP final draft amendment in preparation for review and approval by the local jurisdictional governing body. Where the review determines that no changes are needed, the Recipient will prepare a formal Findings of Adequacy.

**Task Goal Statement:**

Complete a Shoreline Master Program final draft amendment or Findings of Adequacy.

**Task Expected Outcome:**

A Shoreline Master Program final draft amendment or Findings of Adequacy.

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

**Recipient Task Coordinator:** \_\_\_\_\_

**Final Draft SMP or Findings of Adequacy  
Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
5.1	Updates of public review process activities in progress report.	Quarterly
5.2	Submit an SMP final draft amendment or Findings of Adequacy, with relevant supporting documentation and a complete Periodic Review checklist. Upload to EAGL per the date in the Deliverable Due Dates form.	



**SCOPE OF WORK**

**Task Number: 6**

Please enter information for additional tasks, if any, beyond those in Tasks 1-5, after consulting with your Ecology Project Manager.

**Task Cost:** \$ \_\_\_\_\_

**Task Title:** Additional Task

**Task Description:**

**Task Goal Statement:**

**Task Expected Outcome:**

**Recipient Task Coordinator:** \_\_\_\_\_

**Deliverables**

Number	Description	Due Date
6.1		