



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# **Terry Husseman Account (THA) Grant Program**

---

## *Funding Guidelines*

May 2016 - Revised June 2017  
Publication No. 16-06-013

# Publication and Contact Information

This report is available on the Department of Ecology's website at:  
<http://www.ecy.wa.gov/programs/sea/grants/cpf/index.html>

For more information contact:

**Sara Hunt**

Terry Husseman Account Fund Manager  
Eastern Regional Office

**Mailing and Physical address:**

4601 N Monroe  
Spokane, WA 99205-1295  
Phone: 509-329-3561  
Email: [sara.hunt@ecy.wa.gov](mailto:sara.hunt@ecy.wa.gov)

**Amy Krause**

Terry Husseman Account Fund Administrator/  
Fund Coordinator/Financial Manager  
Headquarters, Lacey

**Mailing address:**

PO Box 47600  
Olympia, WA 98504-7600

**Physical address:**

300 Desmond Drive SE  
Lacey, WA 98503  
Phone: 360-407-7107  
Email: [amy.krause@ecy.wa.gov](mailto:amy.krause@ecy.wa.gov)

Washington State Department of Ecology - [www.ecy.wa.gov](http://www.ecy.wa.gov)

*To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-7107. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.*

# Fund Coordinators

Fund Coordinator	Counties Covered
<p><b>Amy Krause (and Financial Manager)</b>  <b>Lacey Headquarters (HQ)</b>                      P.O. Box 47600                      Olympia, WA 98504-7600                      Email: <a href="mailto:amkr461@ecy.wa.gov">amkr461@ecy.wa.gov</a>                      Phone: (360) 407-7107</p>	<p>Statewide</p>
<p><b>Tammy Riddell</b>  <b>Southwest Regional Office (SWRO)</b>                      P.O. Box 47775                      Olympia, WA 98504-7775                      Email: <a href="mailto:trid461@ecy.wa.gov">trid461@ecy.wa.gov</a>                      Phone: (360) 407-6295</p>	<p>Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, and Wahkiakum</p>
<p><b>Michelle Gilbert</b>  <b>Central Regional Office (CRO)</b>                      1250 West Alder Street                      Union Gap, WA 98903-0009                      Email: <a href="mailto:migi461@ecy.wa.gov">migi461@ecy.wa.gov</a>                      Phone: (509) 457-7139</p>	<p>Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima</p>
<p><b>Lynn Schmidt PE</b>  <b>Eastern Regional Office (ERO)</b>                      N. 4601 Monroe                      Spokane, WA 99205-1295                      Email: <a href="mailto:lyns461@ecy.wa.gov">lyns461@ecy.wa.gov</a>                      Phone: (509) 329-3413</p>	<p>Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman</p>
<p><b>Ralph Svrjcek</b>  <b>Northwest Regional Office (NWRO)</b>                      3190 160th Ave. SE                      Bellevue, WA 98008-5452                      Email: <a href="mailto:rsvr461@ecy.wa.gov">rsvr461@ecy.wa.gov</a>                      Phone: (425) 649-7165</p>	<p>Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom</p>

This page is purposely left blank

# **Terry Husseman Account (THA) Grant Program**

---

## *Funding Guidelines*

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

# Table of Contents

Publication and Contact Information .....	i
Fund Coordinators .....	ii
Table of Contents .....	v
Figures and Tables .....	vi
Chapter 1: Terry Husseman Account Overview .....	1
Governing laws and rules.....	1
How to use these guidelines.....	1
Chapter 2: Funding Program Details .....	2
Eligible Applicants.....	2
Eligible Project Types.....	2
Funding Cycles .....	3
Grant Award Amounts.....	3
Limitations on use of grant funds .....	3
Match or cost-share.....	4
Chapter 3: Applying for Funding.....	4
Application process and requirements .....	4
Secure Access Washington (SAW) Account.....	4
Ecology Administration of Grants and Loans (EAGL) .....	4
Chapter 4: Application Evaluations and Scoring.....	5
Application Forms in EAGL.....	6
Scope of Work (SOW).....	6
Budget.....	7
Upload Attachments.....	10
Chapter 5: Final Funding Decisions .....	10
Funding decisions .....	10
Chapter 6: Agreement.....	11
Agreement Development .....	11
Agreement Finalized and Signed by both parties .....	11
Cultural Resources / Inadvertent Discovery Plan (IDP).....	11
Chapter 7: Grant Management.....	12
Agreement.....	12
Amendment.....	13
Payment Requests/Progress Reports (PRPR) .....	13
Incurring Eligible Costs .....	13
Requirements of payment request back up documentation .....	14
Reporting on task progress.....	15
Reporting on outcomes .....	15
Uploading Deliverables .....	15
Uploading Progress Report information .....	16
Uploading Information Tip Sheet for EAGL.....	16
Equipment Purchases .....	16
Site Visits .....	16

Recipient Closeout Report .....	16
Ecology Closeout Report .....	17
EAGL Training Tools and Resources .....	18
Tools and Trainings to Manage your Grant or Loan .....	18

## **Figures and Tables**

Figure 1. Task 1 as shown in EAGL.....	8
Figure 2. Task and element breakdown table. ....	9
Table 1. Examples of eligible and ineligible project types.....	3
Table 2. Project scoring criteria. ....	6
Table 3. Progress report periods and due dates.....	14

# Chapter 1: Terry Husseman Account Overview

The Washington State Legislature created the Coastal Protection Fund (CPF) as a non-appropriated revolving fund to pay for projects that:

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

Within the Department of Ecology (Ecology), the account is divided into the Spills sub-accounts (Natural Resource Damage Assessments and John Bernhardt) and the Water Quality sub-account, known as the Terry Husseman Account (THA). Payments from penalties issued for water quality violations of the Water Pollution Control Act are deposited into the THA. The account’s purpose is to honor the past contributions and successes of Mr. Husseman in the field of environmental management.

These guidelines relate to the THA only.

## Governing laws and rules

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

## How to use these guidelines

These funding guidelines provide information about THA grant eligibility requirements, the application process, and the general requirements applicable to all awards under this grant program.

Ecology holds all grant applicants responsible for reading and understanding these guidelines along with the [\*Administrative Requirements for Ecology Grants and Loans Managed in EAGL\*](#) before entering into a grant agreement with Ecology.

If, after reading these guidelines, you have determined you are eligible to apply for a THA funding opportunity grant, please reference Chapter 3: Applying for Funding for complete details.



# Chapter 2: Funding Program Details

## Eligible Applicants

The following organizations are considered eligible as a lead applicant for this grant opportunity:

- Washington counties, cities, and municipalities.
- Other state recognized local governments:
  - Conservation Districts.
  - Special Purpose Districts (i.e., Ports and Public Utility Districts).
- Federally recognized Tribal governments.
- State agencies.
- Regional Fisheries Enhancement Groups (RFEG).

If you are unsure of your organization's eligibility, we recommend you contact the appropriate Regional [Fund Coordinator](#) either by e-mail or telephone.

## *Ineligible Applicants*

Private entities and non-profit organizations are not eligible to receive THA funding. However, they may partner with eligible entities to leverage other funding or add to a project's total resource needs.

Regional Fisheries Enhancement Groups (RFEG) are an exception. In 1990, the Washington State Legislature created the RFEG Program to involve local communities, citizen volunteers, and landowners in the state's salmon recovery efforts. Each of the 14 RFEGs works within a specific geographic region based on watershed boundaries.

## Eligible Project Types

THA grants support locally sponsored *on-the-ground* projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state (i.e., streams, lakes, wetlands, or the ocean).

On-the-ground projects that restore or enhance the natural environment may be proposed to address an *environmental emergency*. An environmental emergency is a risk to the natural environment as a result of a natural or man-made disaster.

On-the-ground projects of *statewide significance* may be proposed that use innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, and result in a significant improvement to the natural environment.

To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

Table 1. Examples of eligible and ineligible project types.

<b>Eligible Project Type – Examples</b>	<b>Ineligible Project Type – Examples</b>
Riparian restoration projects	Watershed Planning
Wetland restoration projects	Research and data gathering
Stream bank stabilization projects	Species Management (not habitat management)
Fish and wildlife habitat enhancement projects	Land use/stormwater management planning
Livestock exclusion fencing projects	
Low Impact Development (LID) projects	

### **Funding Cycles**

Project proposals are solicited annually from each of Ecology’s four regional offices. Project proposals that address an environmental emergency or are of a statewide significance may be accepted year round but must meet all of the evaluation criteria to be eligible. Please contact your Regional [Fund Coordinator](#) to discuss your project proposal.

*Project request cycles depend on current THA balance levels in a region’s sub-account. High account balances can occur when more water quality penalties are issued statewide in one year as compared to other years or when larger than normal penalties are issued.*

### **Grant Award Amounts**

Grant awards can be up to a maximum of \$50,000. The typical grant award ranges from \$10,000 to \$25,000.

### **Limitations on use of grant funds**

Ecology does not provide staff assistance for project development or design. Those responsibilities belong to the grant recipient. Any technical assistance needs must be identified and included in the project proposal / budget or other available financial or in-kind resources.

Grant funds may be used only to cover direct costs related to implementing the project itself or for extraordinary project costs that are not part of routine operations. Grant funds cannot be used by agencies to reimburse costs not directly associated with the project, such as regular salaries/benefits of permanent employees for routine operational support.

Direct costs can be identified specifically with a particular objective of the project, including:

- Compensation of employees for time worked on the project.
- Costs of materials and approved expenditures used specifically for the project.

- Costs of services furnished for the project by other activities.

### **Match or cost-share**

There are no recipient match or cost-share requirements. However, contributing funds may be used to demonstrate stakeholder support and can increase competitiveness of an application.

## **Chapter 3: Applying for Funding**

### **Application process and requirements**

To apply for a THA funding opportunity, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL). To access the application forms, applicants must first register through Secure Access Washington (SAW).

### **Secure Access Washington (SAW) Account**

SAW is a secure gateway for many Washington online services. If the person completing the application already has a SAW account then they may use that user name and password. Please read and follow the instructions to request access to the EAGL system, which can be found on Ecology's website for new EAGL users at:

<http://www.ecy.wa.gov/funding/EAGL-NewUser.html>.

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

### **Ecology Administration of Grants and Loans (EAGL)**

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

EAGL is built using the following **seven processes** known as the "Life Cycle" of a grant or loan:

1. Application.
2. Agreement.
3. Amendment.
4. Payment Request and Progress Reports (PRPR).
5. Equipment Purchase.

6. Site Visit Report.
7. Close Out Report.

Once an applicant has been validated as a new user by Ecology's EAGL System Administrator, you will have access to EAGL.

The EAGL User Training Manual, is located in the top right corner of the EAGL system, under My Training Materials.

## **Chapter 4: Application Evaluations and Scoring**

Once the application period has finished, all project proposals submitted in EAGL are evaluated and considered for funding by their respective regions. Ecology's project evaluators will use the following criteria to score project proposals (Table 2).

Grant award decisions are based on:

- Expected environmental and water quality benefits.
- Broad local support.
- Stakeholder involvement or support.
- Project and associated budget quality.
- Cost effectiveness.
- Leveraged funding/resources.
- Readiness of the grantee to proceed with the project (e.g., partners are ready to proceed, necessary designs, permits, and agreements are identified or secured, and the project can be completed within 12 to 18 months).
- A recipient's known or anticipated ability to manage and complete grant-funded environmental projects on time and within budget.

The total possible points for an application is 50. The scoring criteria is broken into 8 categories, each representing a portion of the possible 50 points.

Table 2. Project scoring criteria.

Category	Points (out of 50)
Project outcomes	10
Deliverables	5
Project schedule	5
Budget	5
Readiness to proceed	5
Leveraged funds and resources	5
Broad, local support	5
Implementation of planning efforts	10

In general, a successful THA project proposal will:

- Clearly describe the environmental and/or community benefits that will occur as a result; projects must provide primary benefits to public resources.
- List project deliverables, linked to the benefits of the project.
- Provide an accurate and reasonable budget and project schedule.
- Demonstrate that funds can be spent in a timely manner (12-18 months) and the applicant has the capacity to proceed immediately, if funds are awarded.
- Document broad support for the project from stakeholders or affected parties, planning efforts the project is linked to, or other reasons the project is a priority.
- While match is not required, note other resources that would be leveraged by an award.

### **Application Forms in EAGL**

The application in EAGL is formatted as several webpage-based forms. The rest of this chapter provides guidance on what information belongs in each of the different forms.

### **Scope of Work (SOW)**

Provide a detailed SOW that includes descriptions, specific goals and quantifiable outcomes, budget totals, deliverables for each task, and identifies the task coordinator.

### Scoring Guide

- How well the scope describes goals and project outcomes.
- Degree to which the tasks and deliverables described in the scope of work are likely to accomplish stated project objectives and stated timelines that are achievable.

## Required Tasks

Standard language for Task 1 is required for all THA grant projects and will automatically be included in scopes of work in the online application (Figure 1). Subsequent tasks will follow the same format. Since Task 1 is pre-populated in the application, the total cost for Task 1 is all that needs to be entered. *The task 1 deliverable due dates can be left blank for now and negotiated with the Project Management Team, if the project is chosen for funding.*

## **Budget**

Provide a budget for the proposal (maximum allowable request is \$50,000 including overhead) broken down by task and by element. In addition, provide a narrative explaining the budget.

## Scoring Guide

Proposals will be evaluated based upon:

- The adequacy of the budget information and whether it is clearly presented.
- Whether the budget seems reasonable to pay for the stated tasks and whether it provides a good return on investment.

The budget tables will be provided in the online application. The first table, budget by task, will be pre-populated and the Total Eligible Cost column based on the task costs you provided when entering the scope of work information. Total Eligible Project Cost is the amount you are requesting from Ecology per task. **There is no required local match for these funds.** You will need to enter the required information in the Total Project Cost column, which will differ from eligible cost only if you are providing additional funds/value that reflect the total cost to complete the project. You will also need to complete the table that breaks down the budget by element (Figure 2).

Task Number	1													
Task Title	Project Administration/Management	Task Cost <input type="text"/> *												
Task Description	<p>A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).</p> <p>B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and <u>interlocal</u> agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.</p> <p>C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.</p>													
Task Goal Statement	Properly managed project that meets agreement and ECOLOGY administrative requirements.													
Task Expected Outcomes	<p>* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.</p> <p>* Properly maintained project documentation.</p>													
Recipient Task Coordinator	<input type="text"/>													
Deliverables	<table border="1"> <thead> <tr> <th>Deliverable #</th> <th>Description</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>Quarterly Progress Reports</td> <td><input type="text"/></td> </tr> <tr> <td>1.2</td> <td>Recipient Closeout Report</td> <td><input type="text"/></td> </tr> <tr> <td>1.3</td> <td>Project Outcome Summary Report</td> <td><input type="text"/></td> </tr> </tbody> </table>		Deliverable #	Description	Due Date	1.1	Quarterly Progress Reports	<input type="text"/>	1.2	Recipient Closeout Report	<input type="text"/>	1.3	Project Outcome Summary Report	<input type="text"/>
Deliverable #	Description	Due Date												
1.1	Quarterly Progress Reports	<input type="text"/>												
1.2	Recipient Closeout Report	<input type="text"/>												
1.3	Project Outcome Summary Report	<input type="text"/>												

Figure 1. Task 1 as shown in EAGL.

<b>By Task</b>		
Task Title	Total Eligible Cost	*Total Project Cost
		<input type="text"/>
<b>Total</b>	\$0	\$0

  

<b>By Element</b>		
Element	*Total Eligible Cost	*Total Project Cost
Salaries	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>
Salaries and Benefits Combined	<input type="text"/>	<input type="text"/>
Contracts	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Goods/services	<input type="text"/>	<input type="text"/>
Overhead	<input type="text"/>	<input type="text"/>
<b>Total</b>	\$0	\$0

Figure 2. Task and element breakdown table.

Budget categories should be broken down to the following, if applicable:

- *Salaries* – wages for staff implementing project: break down costs by staff type, rates, and hours. Where possible, identify the personnel who will be working on each task.
- *Benefits* – costs employers incur for providing benefits beyond salary or wages.
- *Contracted Services* – amount budgeted for contractual work and basis for the estimate.
- *Travel* – include method used to calculate travel costs (e.g., mileage rate, estimated miles traveled) at state travel rates.
- *Equipment* – tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year. Examples are furnishings, equipment and software.
- *Goods/Services* – supplies and other material costs that are not equipment.



- *Overhead* – limited to 25% of salaries and benefits.
- *Other* – other costs described by the nature of the expense and method of estimation.

## **Upload Attachments**

You will be able to attach relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- Evidence of support from, and coordination with, relevant stakeholders, including local governments, tribal governments, and others.

For each attachment, provide a brief description of the document and then attach by browsing your file for that document.

# **Chapter 5: Final Funding Decisions**

## **Funding decisions**

An Ecology Regional [Fund Coordinator](#) will notify applicants of the funding decision:

- The project (proposal application) has met the scoring criteria and a formal offer letter awarding grant funds will be sent.
- The project (proposal application) has not met the scoring criteria and Ecology is not able to issue a grant award.

For projects that are selected for funding, the Recipient will receive a formal offer letter from the Regional Director, assigning a Project Management Team as well as general expectations about the fund award and the grant agreement. The Project Management Team consists of a Financial Manager from the headquarters office and a Project Manager from the regional office where the project is located.

The Financial Manager will change the status of the application in EAGL to “Agreement Initiated” and agreement negotiations can begin with the Recipient and the Project Management Team.

# Chapter 6: Agreement

## Agreement Development

The Project Management Team uses information provided in the funding proposal as the starting point for developing the funding agreement. The applicant and the Project Management Team will work together to ensure that the agreement has clear, quantifiable goals and deliverables, that all activities are eligible, and that all required language is provided in the agreement. They will also ensure all necessary designs, permits, and agreements are identified and secured and that cultural resource requirements have been, or will be, met.

## Agreement Finalized and Signed by both parties

The applicant will work with the Project Management Team to finalize the agreement for official signatures. Once the agreement is signed by both the recipient and Ecology, a fully executed original agreement will be returned to the recipient. The *applicant* becomes the *recipient* once the agreement is signed. A PDF of the signed agreement is uploaded into EAGL by the Financial Manager and the status is changed to “Agreement Executed.”

## Cultural Resources / Inadvertent Discovery Plan (IDP)

Most THA projects involve ground disturbing activities, which could result in an inadvertent discovery of, or impact to, cultural resources<sup>1</sup> (archaeological and historic resources, including sites, buildings, structures, districts, and objects).

The THA grants are non-federal funds and have no federal nexus. Therefore, they do not trigger Section 106 Consultation under the National Historic Preservation Act (NHPA) of 1966. Nor do they meet the following categories of State funded capital projects requiring Governor’s Executive Order (GEO) 05-05 review:

- Capital construction projects.
- Land acquisition projects for the purpose of capital construction.

However, a Recipient must take reasonable action to avoid, minimize, or mitigate adverse effects to cultural resources by complying with RCW 27.53, Archaeological Sites and Resources. The Department of Archaeology and Historic Preservation (DAHP) may require the Recipient to obtain a permit pursuant to Chapter 27.53 RCW prior to conducting on-site activity that will impact cultural or historic properties.

---

<sup>1</sup> “Cultural Resources” as defined by the Washington Department of Archaeological & Historic Preservation (DAHP), Washington State Standards for Cultural Resources Reporting, 2015. 68 pp. Available online at: <http://www.dahp.wa.gov/sites/default/files/CR%20Update%202015%282%29.pdf>

To comply with all cultural resource requirements, the Recipient is required to submit an **Inadvertent Discovery Plan (IDP)** to Ecology **prior** to implementing any project that involves ground disturbing activities. A template is available on the Ecology website<sup>2</sup>. The IDP must be on the project site, and available to all project staff, consultants, and volunteers, during ground disturbing activities. Everyone should know how to find and use the IDP in the case of a discovery.

Activities associated with archaeological and cultural resources are an eligible reimbursable cost subject to approval by your Ecology Project Manager. Any ground disturbing activities that occur prior to the submission of an IDP **will not** be eligible for reimbursement.

## Chapter 7: Grant Management

### Agreement

Tips for managing a grant agreement:

- Review the [\*Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL\*](#). This document establishes the administrative requirements for all grants administered by and through Ecology.
- Review the terms and conditions of the grant agreement before you begin.
- Communicate with your Project Manager and Financial Manager when deviating from a task's scope of work or budget, or if it appears you will either exceed or under spend the entire grant amount. (A substantial change to the scope of work or budget will automatically trigger a grant amendment.)
- Keep a calendar of all reporting deadlines with early reminders of important dates.
- If contracting for third-party services, follow the same scope of work and applicable budget. Recipients can find complete details about contracting for goods and services using Ecology's [\*Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL\*](#).
- Review tutorials / trainings for preparing payment requests, progress reports, and closeout reports.

---

<sup>2</sup> <http://www.ecy.wa.gov/programs/wq/funding/Res/EnvRev/EnvRevMain.html>

## **Amendment**

To initiate an Amendment, the Agreement must be in “Agreement Active” status. An Amendment can be initiated in EAGL by:

- Your organization’s Authorized Official.
- Ecology’s Project Manager.
- Ecology’s Financial Manager.

A Recipient Authorized Official can initiate an amendment by referencing the [Amendment Tip Sheet](#).

A Recipient 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 being requested, such as, time extension, modification of the scope of work, or budget redistribution, as well as the reason for the amendment request.

Ecology’s Project Manager or Financial Manager will notify the Recipient of the decision to approve the amendment or not.

## **Payment Requests/Progress Reports (PRPR)**

All Ecology recipients must register as a Statewide Payee through the Washington State Department of Enterprise Services (DES). DES issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments. Registration details can be located online at: <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

This registration process allows a recipient to sign up for direct deposit, also known as Electronic Fund Transfer (EFT), which reduces processing costs and payment delays. Or if a Recipient already has a Statewide Vendor Number (starts with SWV) and are registered but want to change from a paper check to direct deposit or update bank account or contact information, this too can be done to make those changes.

If you have questions about the vendor registration process or setting up direct deposit payments, contact DES at the Payee Help Desk at (360) 407-8180 or Email: [PayeeHelpdesk@watech.wa.gov](mailto:PayeeHelpdesk@watech.wa.gov).

## **Incurring Eligible Costs**

The effective date is the earliest date on which eligible costs may be incurred. The effective date is negotiated between the applicant and the Project Management Team during agreement development.

The applicant may incur project costs on and after the effective 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.

*Ecology pays-out grant funds on a cost-reimbursement basis.* This means a recipient 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 as shown in Table 3.

Table 3. Progress report periods and due dates.

<b>Progress Report</b>	<b>Reporting Period</b>	<b>Date Due</b>
First Quarter	July 1 – September 30	October 30
Second Quarter	October 1 – December 31	January 31
Third Quarter	January 1 – March 31	April 30
Fourth Quarter	April 1 – June 30	July ( <i>to be announced</i> )

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

It is best to scan and upload the PRPR supporting back up documentation costs in the order it is entered into EAGL, making the review and reconciliation process much easier and quicker for your Project Manager and Financial Manager. Some Ecology forms are required and should be included with back up documentation. These forms are not already built into the EAGL system.\*

### **Requirements of payment request back up documentation**

All eligible costs being claimed on the payment request must have supporting back up documentation uploaded into EAGL, such as:

- Copies of receipts.
- Copies of 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.
  - [\\*Form H: Conversion to Composite Hourly Rate](#), (Ecology form). Show the calculation of the hourly rate.
- Meeting and travel expenses, must include:
  - [\\*Form F: Record of Meeting Attendance](#), (Ecology form).
  - If light refreshments are deemed appropriate, a Light Refreshments Approval Form will be requested and approved by Ecology’s Project Manager prior to the event. 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 shall not exceed State travel rates. *For Travel policies and per diem map*, please visit the Office of Financial Management’s travel reimbursement resource site at: <http://www.ofm.wa.gov/resources/travel.asp>

If you are having trouble with any links to the forms above, please reference [EAGL Training Tools and Resources](#) of these guidelines for help finding these forms on Ecology’s website.

Please reference the administrative requirements set forth in the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#) to help guide you on eligible and ineligible costs.

### **Reporting on task progress**

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

A corresponding progress report must accompany each payment request and allows the Project Manager and Financial Manager to:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Learn how the project is proceeding.

### **Reporting on outcomes**

Data in progress reports will include essential task outcome information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of completion per task, summary of accomplishments for the reporting period.
- Description and reasons for any delays.
- Description and reasons for cost overruns.
- General comments.

### **Uploading Deliverables**

You can upload your deliverables in the grant agreement known as the “parent document.” Keep naming conventions short, (D for deliverable; task number and name, e.g., D2.5 Monitoring Report).

## **Uploading Progress Report information**

Photos of project, volunteer events, or other items not specified as a deliverable in the agreement can be uploaded in the Progress Report uploads.

## **Uploading Information Tip Sheet for EAGL**

For additional instructions regarding uploading required document information into EAGL please reference the [Recipient Uploads Tip Sheet](#) .

## **Equipment Purchases**

Equipment purchases are eligible if Ecology's Project Management Team approved them in advance or they are specified in the agreement.

## **Site Visits**

Ecology's Project Manager will be conducting one or more site visits to document that work done on the project has been completed and carried out in accordance with the purpose and scope of the grant agreement.

Either the Recipient or the Ecology Project Manager may initiate a site visit at any time.

At the end of the grant period, a site visit will be required to close out the agreement and payout the final PRPR.

The site visit form is for Ecology Project Managers to fill out only. The Recipient is not required to fill this form out in EAGL.

## **Recipient Closeout Report**

A Recipient Closeout Report must accompany the final payment request. The final payment request, including the recipient closeout report, is due within 30 days of the end of the agreement to ensure payment. Final payment requests are payable contingent on receipt of the final products and deliverables of the grant agreement. The Recipient will need to ensure the final payment check box is checked when submitting the final payment.

A Recipient Closeout Report summarizes the entire 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.

If a Recipient mistakenly creates a closeout report, they can cancel it while it is still in the initiated status.

Upon completion of the project, unspent grant funds will be returned to Ecology for use on other eligible projects.

For detailed steps, please reference Chapter 21: “How to Initiate a Closeout Report” on page 63-65 of the Recipient’s User’s Manual, located in the EAGL system.

### **Ecology Closeout Report**

An Ecology Closeout Report must be filled out by the Ecology Project Manager. The Financial Manager reviews and approves this report and then moves the agreement to Closeout/Termination.



# EAGL Training Tools and Resources

## Tools and Trainings to Manage your Grant or Loan

For EAGL Training Tools and Resources, please visit Ecology's Website – Grants & Loans homepage at <http://www.ecy.wa.gov/funding/index.html>.

Click on “Tools and Trainings to Manage your Grant or Loan”, click on “In EAGL.”

There you will find **Ecology's Administrative Requirements, user tip sheets and other resources**, such as:

- [EAGL Training Videos and Helpful User Tips](#)  
<https://www.youtube.com/playlist?list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90>
- Uploading Information to EAGL
  - [Recipient Uploads Tip Sheet](#)  
<http://www.ecy.wa.gov/funding/RecipientUploadsTipSheet.pdf>
- Managing Permissions and Roles in EAGL
  - [Managing Recipient Roles Tip Sheet](#)  
<http://www.ecy.wa.gov/funding/ManagingRecipientRolesTipSheet.pdf>
- Grant and Loan Agreement Guidance
  - [Administrative Requirements for Ecology Grants and Loans \(EAGL\)](#)  
<https://fortress.wa.gov/ecy/publications/summarypages/1401002.html>

For projects collecting environmental data

- [Quality Assurance Project Plan \(QAPP\) template and guidance - QAPP's are required for grants and loans that pay for collection of environmental data](#)  
<http://www.ecy.wa.gov/programs/eap/qa/docs/GranteeQAPP/index.html>
- [Environmental Information Management \(EIM\) for reporting environmental data](#)  
<http://www.ecy.wa.gov/eim/>
- Amending your grant or loan
  - [Amendment Tip Sheet](#)  
<http://www.ecy.wa.gov/funding/RecipientAmendmentTipSheet.pdf>
- Submitting a Payment Request/Progress Report (PRPR) and/or Equipment Purchase Report
  - [Initiating a Payment Request / Progress Report \(PRPR\) Tip Sheet](#)  
<http://www.ecy.wa.gov/funding/RecipientPRPRTipSheet.pdf>
  - [Equipment Purchase Report Tip Sheet](#)  
<http://www.ecy.wa.gov/funding/RecipientEquipmentTipSheet.pdf>
- Other Resources – [Ecology Databases](#).
  - A comprehensive list of Ecology databases information ranging from facility/site identification, GIS data, and Environmental and Permitting data. <http://www.ecy.wa.gov/database.html>