



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Guidelines 2020 – 2021 Biennium

Oil Spill and Hazardous Materials Response and Firefighting Equipment Grants

December 2018

Publication 18-08-018

Publication and Contact Information

This document is available on the Department of Ecology's website at:
<https://fortress.wa.gov/ecy/publications/summarypages/1808018.html>

For more information contact:

Laura Hayes, Fund Coordinator
Oil Spill & Hazardous Materials Response and Firefighting Grant
Spill Prevention, Preparedness, and Response Program
P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-7485
Email: laura.hayes@ecy.wa.gov

Washington State Department of Ecology – www.ecology.wa.gov

- Headquarters, Olympia 360-407-6000
- Northwest Regional Office, Bellevue 425-649-7000
- Southwest Regional Office, Olympia 360-407-6300
- Central Regional Office, Union Gap 509-575-2490
- Eastern Regional Office, Spokane 509-329-3400

To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-7211 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

**Funding Guidelines
2020 – 2021 Biennium**

*Oil Spill and Hazardous Materials
Response and Firefighting
Equipment Grants*

Spill Prevention, Preparedness, and Response Program

Washington State Department of Ecology

Olympia, Washington

This page is purposely left blank

Table of Contents

	<u>Page</u>
List of Tables	vi
Tables	vi
Introduction.....	1
Background.....	1
How to use these guidelines.....	1
Funding priorities.....	2
Partnerships.....	2
Financial hardship.....	2
Timeline	3
Application Process and Requirements	4
How to apply.....	4
Applicant eligibility	5
Project eligibility.....	5
Project tasks	7
Evaluation process	9
Grant Management.....	13
Agreement.....	13
Amendment.....	14
Payment request/progress reports (PRPR).....	14
Equipment purchase.....	16
Site visits.....	16
Recipient Closeout Report	17
Ecology Closeout Report	17
Appendices.....	18
Appendix A: EAGL training tools and resources	18
Appendix B: Median household income (MHI).....	19
Appendix C: Evaluation guidance	30
Appendix D: Tips for your application.....	37
Appendix E: Eligible task language.....	38

List of Tables

Page

Tables

Table 1: Grant cycle timeline.....	3
Table 2: Scoring range criteria for eligible projects	11
Table 3: Distribution of funds through eligible tasks	12
Table 4: Progress Report quarterly deadline.....	15
Table 5: Administrative requirements, user tip sheets, and other resources.....	18
Table 6: ACS five-year estimates as of January 2017	19

Introduction

The Washington State Department of Ecology (Ecology) is soliciting grant proposals for oil spill and hazardous materials response and firefighting equipment, resources, and trainings that support local, regional, and statewide emergency response to oil spills and hazardous materials incidents.

These guidelines relate to the 2020–2021 Oil Spill and Hazardous Materials Response and Firefighting Equipment Grant (Equipment Grant) only.

Funding available for grants in the 2020–2021 biennium has not been determined by the Washington State Legislature. Funding allocated to Ecology for this program will be determined after the 2019 Legislative Session and available for grants through a competitive process.

There are no federal funds associated with this grant.

Background

In 2015, the Washington State Legislature passed, and Governor Jay Inslee signed, the Oil Transportation Safety Act (ESHB 1449). Section 26 of the Act directs Ecology to develop and implement an oil spill and hazardous materials response and firefighting equipment grant program to build preparedness and response capacity in Washington State.

ESHB 1449 directs Ecology to assess needs for response equipment in consultation with emergency first responders, oil spill response cooperatives, representatives from the oil and rail industries, and businesses that are recipients of liquid bulk crude oil.

In addition, ESHB 1449 directs Ecology to review funding proposals submitted to the grant program in consultation with this workgroup to prioritize funding for areas determined to have the greatest need, and to coordinate grants to maximize the benefits of currently existing equipment and resources that have been put in place by first responders and industry.

How to use these guidelines

In these guidelines, Ecology provides information about eligibility requirements, the application process, and general requirements applicable to all grant awards under this grant program.

All grant applicants are responsible for reading and understanding these guidelines along with the *Administrative Requirements for Recipients of Ecology Grants and Loans* before entering into a grant agreement with Ecology. This document can be found on [Ecology's Grant & Loan Guidance web page](#).¹

In the section below, “Application Process & Requirements,” you will find complete details on how to apply for a grant.

¹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

Funding priorities

Ecology will distribute available funds to the applicants with the highest ranked proposals for projects of local, regional, or statewide significance that address activities described in this guide.

Priority will be given to projects in areas with the greatest need for response and firefighting equipment as determined by Ecology in consultation with the equipment grant workgroup. Ecology and the workgroup will coordinate grants to maximize currently existing equipment and resources that have been put in place by emergency responders and industry.

The equipment grant workgroup consists of members from the emergency response community, oil spill response cooperatives, representatives from the oil and rail industries, and businesses that are recipients of liquid bulk crude oil.

Partnerships

Applicants are strongly encouraged to form partnerships, as appropriate and needed, to address issues of common concern and to build preparedness and response capacity locally, regionally, and statewide. Eligible partners include, but are not limited to, other emergency response agencies, local emergency planning committees (LEPCs), tribes, state agencies, not-for-profit organizations, non-governmental organizations, and special purpose districts.

Financial hardship

Ecology will prioritize funding for areas and regions of the state with the greatest need for firefighting and oil spill and hazardous materials response equipment based in part on financial hardship.

To meet this criteria, an applicant must:

- Have an existing residential population within their jurisdiction that is 25,000 or less at the time of the application.
- Demonstrate that the median household income (MHI) in the applicant's jurisdiction is 80% or less of Washington State's MHI.

Projects that do not meet the criteria for financial hardship are still eligible but will not receive the extra points assigned to this criterion during evaluation of grant applications.

To determine if your project meets the criteria for financial hardship, see Appendix B, Median Household Income.

Timeline

Table 1: Grant cycle timeline

Date	Activity
January 2019	Grant workshops
January 2, 2019	Grant application opens
March 6, 2019 at 11:59 p.m.	Deadline to submit grant applications
March – May 2019	Screening and evaluations
August 2019	Ecology issues the Final Offer and Applicant List
August – September 2019	Negotiate and sign funding agreements
June 30, 2021	Projects completed

Application Process and Requirements

How to apply

All applications must be submitted electronically via Ecology's Administration of Grants & Loans (EAGL) system.

New users must register for a Secure Access Washington (SAW) account prior to beginning the application process. New user account approval may take up to two weeks. More information about creating SAW accounts and requesting access to EAGL is available on [Ecology's Grants & Loans web page](#).²

Once in the EAGL system, applicants can access the funding application and the EAGL User Manual that provides instructions on accessing and using the system.

- Applicants can submit applications beginning **January 2, 2019**.
- **All applications must be submitted by 11:59 p.m. on March 6, 2019.**
- Applications and materials sent as hard copies or by email will not be considered.

Secure Access Washington (SAW) account

SAW is a secure gateway for many Washington State online services. If the person completing the application already has a SAW account, 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 Grants & Loans web page](#).

Also, each staff member of your organization who will have a role on the project (e.g., Project Manager, Financial Manager, and grant signatory) must establish their own SAW account before you can apply. Please read and follow the instructions on how to request a SAW account on [Ecology's Grants & Loans web page](#).

Ecology Administration of Grants and Loans (EAGL)

EAGL is a comprehensive web-based grant and loan management system that allows Ecology's grant and loan clients to apply and manage grant applications and 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

² <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

6. Site Visit Report
7. Close Out Report

Once you have 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.

Applicant eligibility

Eligible applicants

Applicants eligible for response equipment funding include:

- Washington counties, cities, and municipalities
- Other state recognized local governments
 - Ports
 - Public utility districts
 - Other special purpose districts (i.e. clean air agencies, fire protection)
- Federally recognized tribal governments
- Washington state agencies

Applicants that received funding during a previous grant cycle are eligible to apply for this grant cycle.

Ineligible applicants

Private entities, nonprofit organizations, and non-government organizations are not eligible to receive funding from the Equipment Grant. However, they may partner with eligible entities to coordinate equipment allocation or training benefits.

Project eligibility

Grant match and ceiling

There are **no match requirements**, and grant awards will cover 100 percent of eligible costs of the grant offer amount.

There is currently no ceiling for grant awards. However, a project may be partially deferred to the next grant cycle in order to distribute funds in a way that will maximize the benefit across the state.

Limitations on use of grant funds

Grant funds may only be used to reimburse approved costs *directly associated with the project*, not existing obligations such as the regular salaries/benefits of permanent employees for routine operational support or other regulatory or permit requirements.

During agreement negotiations, a final budget will be approved by the Fund Coordinator. The final budget will direct what approved costs can be reimbursed.

Equipment, training, and other costs awarded through the grant must be received before June 30, 2021.

Eligible projects

All projects must support the implementation of local, regional, or statewide emergency response plans and must demonstrate the ability to sustain long-term benefits to multiple stakeholders across a region or statewide.

Project benefits may include, but are not limited to:

- Reduce response time.
- Improve efficiency in the safe use and deployment of equipment and resources.
- Increase regional response coordination with other response agencies and partners.
- Increase responder safety during oil spill and hazmat incidents.
- Protect human health and safety within the community.
- Maximize benefits seen from existing equipment and resources.
- Minimize impacts to environmental, cultural, and historical resources.

The terms *equipment* and *resources* are used in ESHB 1449 to set parameters on eligible activities for this grant. To be consistent with definitions found in the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL guide](#),³ equipment and resources will be identified according to the following definitions in the development of grant agreements. However, in this funding guidelines document, the terms *equipment* and *resources* are interchangeable with “equipment, tools, and supplies.”

Equipment includes tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system.

Tools include tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per functional unit.

Supplies include all tangible personal property other than tools or equipment.

Conditionally eligible projects

Travel costs and per diem associated with training:

- Incurred before June 30, 2021.
- Reimbursable at the Washington [state travel rate](#)⁴ during time of travel.

Salaries and benefits of employees to do maintenance work :

³ <https://fortress.wa.gov/ecy/publications/summarypages/1401002.html>

⁴ <http://www.ofm.wa.gov/resources/travel.asp>

- Must be part of the employee’s normal job (for example, works in the maintenance shop).
- Work can include, but is not limited to, replacing tires, lights, or batteries on eligible equipment used for oil spill, hazmat, or associated firefighting response.
- Salaries and benefits of a qualified employee to provide instruction for eligible training.

Ineligible projects

Ineligible projects or project components include but are not limited to:

- Projects that do not support the implementation of emergency response plans for oil spill and hazardous materials response and firefighting.
- Capital construction projects.
- Grant application preparation.
- Project administration or overhead, such as salaries and benefits, of employees for the time worked on the project.
- Indirect costs.
- Firefighting apparatus, including tenders, quints, and engines.
- Mechanical oil collection equipment, to include skimmers and vector trucks.
- Firefighting foam containing perfluorinated compounds.
- Unmanned aerial vehicles.
- Administration costs, indirect costs, and other personnel service costs.
- Excavators.
- Cleaning and decontamination of response equipment.

Project tasks

There are four eligible project tasks that will appear in the Scope of Work – Tasks in EAGL:

- Project Administration
- New Response Equipment Purchase
- Oil Spill Response and Hazardous Material Training
- Maintenance and Enhancement of Existing Grant Equipment

Please contact the Ecology Fund Coordinator with questions about eligible costs not described in the eligible project tasks below.

Project administration

While costs are not reimbursable under this task, there is a level of administration required during the management of your grant. Recipients are expected to submit timely progress reports, payment requests, and equipment and closeout reports.

New response equipment purchase

Equipment, tool, and supply eligibility is dependent upon demonstration of need to fulfill duties associated with the applicant's role in an oil spill or hazardous materials incident as described in a local, regional, statewide, or tribal emergency response plan.

Eligible costs associated with the purchase of new equipment include shipping and tax. It is the responsibility of the recipient to pay Use Tax, which is reimbursable through their awarded grant with appropriate documentation submitted.

Funding proposals for this task must be for equipment, tools, and supplies used for oil spill and hazardous materials response and firefighting.

Equipment and resources that do not meet this criteria or are not clearly tied to the applicant's role in an emergency response plan may be marked as ineligible or a potentially ineligible project components. The remaining eligible project components will be forwarded for evaluation.

Ecology will coordinate grants to maximize the benefits of current existing equipment and resources put in place by emergency responders and industry. This will include negotiating with applicants for the purchase, maintenance, and/or storage of additional, new, or updated equipment and/or resources to be placed in areas or regions of the state that are in the greatest need for resource and oil spill and hazardous materials response and firefighting equipment.

Cleaning and decontamination costs for equipment and resources used for spill and hazardous materials response are ineligible. However, if Ecology requests the use of equipment during an incident, Ecology or a designated contractor will replace, clean, and/or decontaminate any equipment and resources owned by a recipient that is used in an incident.

Some equipment purchased with grant money may be listed in the [Worldwide Response Resource List \(WRRL\)](#).⁵ The WRRL is a database that stores data on various types of oil spill response equipment.

Oil spill response and hazardous materials training

Training and/or certifications for the safe and efficient deployment and use of oil spill and hazardous materials response and firefighting equipment are an eligible activity under this grant.

Applicants are strongly encouraged to consider training needs associated with each new equipment purchase. Ecology expects applicants to request funds for trainings and certifications necessary for the safe and efficient deployment and use of equipment and resources requested in the proposal.

Applicants are expected to request funds for training and certifications that support the applicant's role in oil spills and hazardous materials incidents as described in a local, regional, or statewide response plan, such as a local emergency response plan, a hazard mitigation plan, a hazardous materials response plan associated with an LEPC, the Northwest Area Contingency Plan, or the Washington State Comprehensive Emergency Management Plan.

⁵ <https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Worldwide-Response-Resource-List>

Documentation showing the cost, course title, date, persons attending, and sponsor organization must be submitted with the funding application.

Eligible costs:

- Costs to bring an instructor in for training.
- Costs associated with reserving a location for training.
- Transportation, lodging, and per diem associated with travel for training.
- Other costs associated with hosting a training are conditionally eligible. Please consult with the Fund Coordinator to discuss.

Ineligible costs:

- Salaries and benefits to backfill employees to attend training.
- Salaries and benefits of employees attending training.

Contact the Ecology Fund Coordinator with questions about eligible trainings and certifications.

Funds awarded for training and certification must be spent by June 30, 2021.

Maintenance and enhancement of existing grant equipment

Routine maintenance and replacement of equipment awarded during previous grant cycles is a high priority through this grant. While the recipient is expected to demonstrate the ability to take care of routine and unexpected maintenance needs themselves, request for cost reimbursement is eligible as long as funding is available.

Potential eligible costs:

- Maintenance and repair to maintain equipment in efficient operating condition.
- Repair and replace equipment that came with the Equipment Cache Trailers.
- Replace parts of equipment from a previous grant (for example, calibration gas).
 - Exception: Foam is not considered replacement of equipment from a previous grant and will need to be requested under the New Response Equipment Purchase Task.

Costs for work that adds to the permanent value of a property or appreciably extends its designed life are *not eligible*.

Contact the Fund Coordinator of this grant program prior to submitting a grant proposal if there are questions about the eligibility of requested maintenance and repair costs.

Evaluation process

The evaluation criteria are based on the directives of the 2015 Legislature as described in the 2015 Oil Transportation Safety Act (ESHB 1449, Sec. 26.3(a)) to include a review of equipment and resources requests, funding requirements, and coordination with existing equipment and resources in the area of project proposal.

Application evaluation process

With support from Ecology staff, the Fund Coordinator will screen each application for eligibility after submission. The applicant will be contacted if questions arise or if the application contains ineligible or potentially ineligible project components that result in an application that does not pass the screening process.

Ineligible equipment or training requests do not necessarily disqualify an application.

The Fund Coordinator will return the application to the applicant for resubmission if it is still within the application timeframe, which ends on **March 6, 2019 at 11:59 p.m.** If beyond the due date, the ineligible components will be removed from consideration, and applications will be moved into the evaluation phase for scoring and ranking.

It is in the best interest of the applicant to submit their application as early as possible. The applicant will have more time to make necessary adjustments after screening is complete before the grant application cycle closes.

There is no penalty for only requesting funding for one task.

Refer to Appendix C for guidance on how evaluation criteria is scored.

Grant award decisions are based on, but not limited to:

- Organizational role in an oil spill and hazardous materials incident, outlined in an existing response plan.
- Oil spill and hazmat response risks and impacts.
- Ability to house and maintain equipment.
- Project and associated budget quality.
- Cost effectiveness.
- Ability to safely deploy and use requested equipment, or request for appropriate training to safely deploy and use requested equipment.
- Level of coordination with existing equipment and response agencies or partners.
- Financial hardship.

Scoring process and prioritization

There are five types of evaluation for this grant: the Internal Evaluation, Local Needs Assessment, and then each of the three tasks: New Equipment, Training, and Maintenance. The table below shows the minimum score possible for each evaluation in order to be eligible to receive funding. Please note that for New Equipment, Training, Maintenance, and the Internal Evaluation, a score of 0 for most of the criterion will make the project ineligible for funding.

Table 2: Scoring range criteria for eligible projects

Evaluation	Minimum score possible to receive funding	Eligible score range
Local Needs Assessment	NA. This score will be used to help prioritize funding and added to the internal score and each of the three task scores the applicant is applying for.	50 – 750
New Equipment	425. Applicants must receive a minimum score of 425 in order to be considered eligible to receive funding for this task. A score of 0 on criteria will make the request ineligible.	425 – 750
Training	350. Applicants must receive a minimum score of 350 in order to be considered eligible to receive funding for this task. A score of 0 on criteria will make the request ineligible.	350 – 700
Maintenance	300. Applicants must receive a minimum score of 300 in order to be considered eligible to receive funding for this task. If any part of the request is not appropriate for this task, it will be moved to the right task for evaluation. A score of 0 on criteria will make the request ineligible.	300 – 450
Internal Evaluation & Financial Hardship	45. Applicants must receive a minimum score of 45 in order to be considered eligible to receive any funding through this grant. A score of 0 on criteria will make the request ineligible, unless it is for Criteria 5.6 or 5.7.	45 – 240

The final score for each of the three tasks is shown here:

- New Equipment Final Score = Local Needs Assessment + New Equipment + Internal Evaluation
- Training Final Score = Local Needs Assessment + Training + Internal Evaluation
- Maintenance Final Score = Local Needs Assessment + Maintenance + Internal Evaluation

There is no penalty for only applying for one or two of the eligible tasks. There is no benefit to your score for applying for all three tasks.

Once funding is available, it will be awarded to the highest scoring applications until funding runs out. Eligible and high priority projects that do not receive funding may be placed on a waitlist for deferment to the next grant cycle.

Fund distribution

Funding available for grants in the 2020 – 2021 biennium has not been determined by the Washington State Legislature at the time of publication of this document. Funding allocated to Ecology for this program will be determined after the 2019 Legislative Session.

Ecology will distribute funds based on three tasks: New Equipment, Training, and Equipment Maintenance and Enhancement. The following table shows the approximate distribution between the three tasks.

Table 3: Distribution of funds through eligible tasks

Task	Distribution
New Equipment	85%
Training	10%
Equipment Maintenance and Enhancement	5%

If funding is leftover from one task, it will be applied to eligible projects waiting for funding in another task.

Grant Management

Agreement

The Ecology Fund Coordinator will notify applicants of the funding decision when:

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

If you have been notified your project has been chosen to be funded, you will receive a formal offer letter from the Spill Prevention, Preparedness, and Response (SPPR) Program Manager outlining general expectations about the fund award and the grant agreement.

The Fund Coordinator will assign a Project Manager and a Financial Manager to your application, the status of the application in EAGL will be changed to “Agreement Initiated,” and agreement negotiations will begin.

If your project has met the scoring criteria, but funds for the grant cycle are no longer available, your project will be placed on a waitlist. When funding becomes available, projects on the waitlist will be funded before new projects, even if it is a new biennium.

Negotiations

During agreement negotiations, you will work with your assigned Project Manager.

The agreement, at a minimum, will include:

- An approved scope of work.
- Total project costs.
- A budget.
- Performance schedule.
- Ecology General Terms and Conditions.

This will include negotiating with applicants for the purchase, maintenance, and/or storage of additional, new, or updated equipment and/or resources to be placed in areas or regions of the state that are in the greatest need for resources and oil spill and hazardous materials response and firefighting equipment. Task costs and project total costs will be amended to reflect any additional equipment and resources. This may occur during the application phase or during the negotiation of funding agreements.

Agreement finalized

You will work with your assigned Ecology Project Manager and Financial Manager to finalize the agreement for official signatures. Once two hard copies of the agreement have been signed by your organization and sent to Ecology for signature, a PDF of the signed agreement is

uploaded into EAGL by your Financial Manager, and the status is changed to “Agreement Executed.” An original signed agreement is sent to you for your files.

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.

For this grant, amendments are typically only used for the following:

- Recipient wants to move more than 10% of funds from one task to another task.
- Recipient has gone over budget and funds are available to adjust award amount. (Approval from the Ecology Fund Coordinator is required.)

Payment request/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 are located on the DES website.](#)⁶

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. 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.

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 4.

⁶ <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>

Table 4: Progress Report quarterly deadline

Progress Report	Reporting period	Date due
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 31

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 backup 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.

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.
- Meeting and travel expenses must include:
 - [Form F: Record of Meeting Attendance](#).⁷
 - 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 backup 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, visit the [Office of Financial Management’s travel reimbursement resource site](#).⁸

If you are having trouble with any links to the forms above, see Appendix A, EAGL Training Tools and Resources, 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.

⁷ <https://fortress.wa.gov/ecy/publications/UIPages/PublicationList.aspx?IndexTypeName=Topic&NameValue=Grants+and+Loans&DocumentTypeName=Form>

⁸ <http://www.ofm.wa.gov/resources/travel.asp>

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, and summary of accomplishments for the reporting period.
- Description and reasons for any delays.
- Description and reasons for cost overruns.
- General comments.

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.

Equipment purchase

Equipment purchases are eligible if approved in the Final Budget during Agreement Negotiations. A finalized budget will be uploaded to your application in EAGL. An Equipment Purchase Report must be completed by the Recipient for individual purchases over \$5,000.

Site visits

Ecology's Project Manager will conduct, or coordinate through other Ecology staff, 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.

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 checkbox is checked when submitting the final payment.

A Recipient Closeout Report summarizes the entire task and its outcomes, and it includes:

- 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, it can be canceled 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 pages 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.

Appendices

Appendix A: EAGL training tools and resources

For EAGL training tools and resources, visit [Ecology’s Grant & Loan Guidance web page](#). There you will find Ecology’s administrative requirements, user tip sheets, and other resources.

Table 5: Administrative requirements, user tip sheets, and other resources

Resource	Website location
EAGL Training Videos and Helpful User Tips	https://www.youtube.com/playlist?list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90
Ecology Administration of Grants and Loans (EAGL) public map	https://fortress.wa.gov/ecy/eaglmap/
EAGL External Users’ Manual	https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html
Grant and Loan Agreement Guidance – Administrative Requirements for Ecology Grants and Loans (EAGL)	https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html
How to Submit a Payment Request/Progress Report (PRPR) or Equipment Purchase Report in EAGL	https://www.youtube.com/watch?v=Lbl7gzh6pgA
Comprehensive list of Ecology database information ranging from facility/site identification, GIS data, and environmental and permitting data	https://ecology.wa.gov/About-us/Online-tools-publications/Online-tools-databases

Appendix B: Median household income (MHI)

The U.S. Census Bureau provides population data. It also provides median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census designated places (CDP) are included in the five-year data series produced by ACS.⁹

The MHI data in Table 6 are from the ACS five-year estimates available in January 2017. The population data in Table 6 are from the U.S. Census Bureau estimates available in January 2017. Ecology uses the data in Table 6 when making hardship determinations. If a community does not have an MHI or a population listed in Table 6, Ecology will use the MHI or population for the county where the community is located or another applicable location, such as a CDP or a census tract.

MHI Surveys

If an applicant disputes the MHI estimate used by Ecology, the applicant may conduct a scientific survey to determine the MHI for the project area. If an applicant chooses to conduct an income survey, they must adhere to the [Infrastructure Assistance Coordinating Council \(IACC\) Income Survey Guide](#), and the results must be approved by Ecology.¹⁰

Table 6: ACS five-year estimates as of January 2017

Place	MHI (\$)	Population
Washington	\$61,062	6,985,464
Adams County	\$46,564	19,081
Asotin County	\$44,394	22,040
Benton County	\$60,251	184,930
Chelan County	\$51,837	74,267
Clallam County	\$47,253	72,397
Clark County	\$60,756	444,506
Columbia County	\$38,581	3,989
Cowlitz County	\$47,452	102,338
Douglas County	\$53,636	39,599
Ferry County	\$38,125	7,652
Franklin County	\$56,980	86,443
Garfield County	\$45,855	2,230
Grant County	\$48,714	92,070
Grays Harbor County	\$43,538	71,419
Island County	\$58,815	79,329
Jefferson County	\$49,279	30,083
King County	\$75,302	2,045,756
Kitsap County	\$62,941	255,441
Kittitas County	\$46,458	42,204
Klickitat County	\$48,319	20,820
Lewis County	\$44,100	75,515
Lincoln County	\$46,069	10,363
Mason County	\$50,406	60,791
Okanogan County	\$40,730	41,332
Pacific County	\$37,684	20,645

⁹ Searches of the ACS database can be conducted at <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#>

¹⁰ <http://www.infracfunding.wa.gov/>

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Pend Oreille County	\$40,599	12,968
Pierce County	\$59,953	821,952
San Juan County	\$55,960	15,956
Skagit County	\$54,129	119,343
Skamania County	\$52,374	11,243
Snohomish County	\$70,722	746,653
Spokane County	\$50,079	480,832
Stevens County	\$41,978	43,548
Thurston County	\$61,677	262,723
Wahkiakum County	\$44,485	4,035
Walla Walla County	\$47,946	59,726
Whatcom County	\$53,145	207,100
Whitman County	\$36,631	46,737
Yakima County	\$44,749	247,408
Aberdeen city	\$40,958	16,429
Aberdeen Gardens CDP	\$55,966	261
Addy CDP	\$9,167	139
Ahtanum CDP	\$50,197	3,359
Airway Heights city	\$36,351	6,449
Albion town	\$37,875	585
Alderton CDP	\$66,223	3,314
Alderwood Manor CDP	\$67,222	9,337
Algona city	\$56,667	3,107
Allyn CDP	\$67,237	2,144
Almira town	\$44,167	263
Amanda Park CDP	\$28,438	154
Amboy CDP	\$62,212	1,878
Ames Lake CDP	\$125,170	1,358
Anacortes city	\$60,419	16,048
Anderson Island CDP	\$44,706	1,053
Arlington city	\$64,086	18,578
Arlington Heights CDP	\$88,828	2,725
Artondale CDP	\$88,539	13,376
Ashford CDP	\$36,706	296
Asotin city	\$53,964	1,360
Auburn city	\$59,347	74,527
Bainbridge Island city	\$101,689	23,343
Bangor Base CDP	\$49,545	6,392
Banks Lake South CDP	\$36,375	200
Barberton CDP	\$89,408	6,201
Baring CDP	\$35,417	164
Barney's Junction CDP	\$28,289	179
Basin City CDP	\$51,914	1,373
Battle Ground city	\$58,525	18,576
Bay Center CDP	\$50,156	202
Bay View CDP	\$92,208	826
Beaux Arts Village town	\$159,250	333
Belfair CDP	\$51,567	3,298
Bell Hill CDP	\$102,656	954
Bellevue city	\$94,638	134,630
Bellingham city	\$43,536	82,944
Benton City city	\$51,023	3,156
Bethel CDP	\$73,442	3,906
Bickleton CDP	\$48,125	61
Big Lake CDP	\$92,153	1,934
Bingen city	\$51,042	914
Birch Bay CDP	\$58,715	8,404

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Black Diamond city	\$67,526	4,291
Blaine city	\$59,464	4,905
Blyn CDP	\$8,977	30
Bonney Lake city	\$80,967	18,516
Bothell city	\$81,972	41,207
Bothell East CDP	\$105,104	9,307
Bothell West CDP	\$86,723	19,088
Boulevard Park CDP	\$46,910	3,815
Brady CDP	\$65,926	604
Bremerton city	\$45,658	39,017
Brewster city	\$38,167	2,624
Bridgeport city	\$38,077	2,285
Brier city	\$102,944	6,443
Brinnon CDP	\$47,222	705
Browns Point CDP	\$78,462	1,260
Brush Prairie CDP	\$59,625	2,708
Bryant CDP	\$88,590	1,815
Bryn Mawr-Skyway CDP	\$58,268	16,473
Buckley city	\$54,189	4,475
Bucoda town	\$38,603	622
Buena CDP	\$25,109	1,691
Bunk Foss CDP	\$96,212	3,522
Burbank CDP	\$76,531	3,114
Burien city	\$53,712	49,785
Burley CDP	\$63,100	1,735
Burlington city	\$43,439	8,509
Camano CDP	\$68,002	15,500
Camas city	\$90,136	20,890
Canterwood CDP	\$126,417	3,408
Canyon Creek CDP	\$64,435	3,045
Carbonado town	\$63,036	547
Carlsborg CDP	\$29,375	675
Carnation city	\$73,611	1,733
Carson CDP	\$35,727	2,361
Cascade Valley CDP	\$32,188	2,280
Cashmere city	\$52,461	3,146
Castle Rock city	\$41,585	2,334
Cathcart CDP	\$82,222	2,553
Cathlamet town	\$39,643	612
Cavalero CDP	\$98,450	4,950
Centerville CDP	\$58,750	167
Central Park CDP	\$49,107	2,652
Centralia city	\$37,100	16,683
Chain Lake CDP	\$92,375	4,660
Chehalis city	\$34,379	7,314
Chelan city	\$49,905	3,974
Cheney city	\$27,600	11,171
Cherry Grove CDP	\$113,750	647
Chewelah city	\$29,316	2,592
Chico CDP	\$107,361	2,157
Chinook CDP	\$51,538	341
Clarkston city	\$32,042	7,330
Clarkston Heights-Vineland CDP	\$63,309	6,590
Clayton CDP	\$25,150	346
Cle Elum city	\$45,324	2,544
Clear Lake CDP (Pierce County)	\$60,375	1,114
Clear Lake CDP (Skagit County)	\$68,542	1,061

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Clearview CDP	\$100,395	3,682
Clinton CDP	\$53,875	766
Clover Creek CDP	\$59,848	6,792
Clyde Hill city	\$180,568	3,150
Cohasset Beach CDP	\$34,083	641
Colfax city	\$46,114	2,842
College Place city	\$42,704	8,957
Colton town	\$57,279	435
Colville city	\$34,242	4,692
Conconully town	\$24,750	172
Concrete town	\$31,000	739
Connell city	\$49,577	5,359
Cosmopolis city	\$58,304	1,547
Cottage Lake CDP	\$135,291	23,703
Coulee City town	\$43,929	634
Coulee Dam town	\$51,250	1,290
Country Homes CDP	\$49,044	5,573
Coupeville town	\$44,417	2,141
Covington city	\$87,811	18,689
Cowiche CDP	\$36,000	1,007
Creston town	\$32,386	273
Crocker CDP	\$80,114	1,385
Curlew CDP	\$28,000	117
Curlew Lake CDP	\$52,054	560
Custer CDP	\$70,625	423
Dallesport CDP	\$40,357	1,365
Darrington town	\$44,583	1,497
Dash Point CDP	\$102,083	830
Davenport city	\$46,736	1,610
Dayton city	\$37,121	2,852
Deep River CDP	\$34,539	182
Deer Park city	\$40,417	3,784
Deming CDP	\$32,361	420
Des Moines city	\$58,057	30,715
Desert Aire CDP	\$50,192	2,131
Dixie CDP	\$50,536	268
Dollars Corner CDP	\$74,276	1,101
Duluth CDP	\$87,132	1,550
DuPont city	\$74,971	9,054
Duvall city	\$117,674	7,373
East Cathlamet CDP	\$50,294	490
East Port Orchard CDP	\$55,824	5,109
East Renton Highlands CDP	\$91,382	11,092
East Wenatchee city	\$53,206	13,473
Eastmont CDP	\$91,444	21,274
Easton CDP	\$60,962	374
Eatonville town	\$59,306	2,830
Edgewood city	\$80,264	9,600
Edmonds city	\$75,044	40,689
Electric City city	\$63,977	1,094
Elk Plain CDP	\$64,769	14,252
Ellensburg city	\$29,952	18,637
Elma city	\$27,031	3,035
Elmer City town	\$43,438	307
Endicott town	\$33,750	239
Enetai CDP	\$57,333	1,919
Entiat city	\$43,417	1,190

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Enumclaw city	\$54,325	11,494
Ephrata city	\$54,737	7,948
Erlands Point-Kitsap Lake CDP	\$56,118	3,065
Eschbach CDP	\$39,861	260
Esperance CDP	\$68,722	3,811
Everett city	\$49,578	105,685
Everson city	\$54,500	2,553
Fairchild AFB CDP	\$54,514	2,947
Fairfield town	\$34,821	464
Fairwood CDP (King County)	\$93,490	20,032
Fairwood CDP (Spokane County)	\$59,276	8,262
Fall City CDP	\$74,744	1,729
Farmington town	\$52,250	104
Federal Way city	\$55,673	92,859
Felida CDP	\$96,000	7,744
Fern Prairie CDP	\$80,919	2,108
Ferndale city	\$51,875	12,355
Fife city	\$55,603	9,477
Fife Heights CDP	\$74,010	2,009
Finley CDP	\$70,146	5,958
Fircrest city	\$61,398	6,612
Five Corners CDP	\$63,521	19,662
Fobes Hill CDP	\$73,050	2,824
Fords Prairie CDP	\$53,103	1,815
Forks city	\$34,269	3,693
Fort Lewis CDP	\$44,097	13,163
Four Lakes CDP	\$67,727	221
Fox Island CDP	\$95,208	3,731
Frederickson CDP	\$69,032	19,949
Freeland CDP	\$44,375	1,803
Friday Harbor town	\$44,036	2,162
Garfield town	\$41,364	496
Garrett CDP	\$47,328	1,508
Geneva CDP	\$81,766	2,544
George city	\$43,000	648
Gig Harbor city	\$65,365	7,918
Gleed CDP	\$60,116	2,948
Glenwood CDP	\$55,000	186
Gold Bar city	\$58,516	2,193
Goldendale city	\$31,292	3,437
Gorst CDP	\$39,519	484
Graham CDP	\$74,107	24,976
Grand Coulee city	\$31,667	897
Grand Mound CDP	\$58,529	3,329
Grandview city	\$38,990	11,083
Granger city	\$38,816	3,404
Granite Falls city	\$58,490	3,451
Grapeview CDP	\$62,560	1,156
Grayland CDP	\$25,938	489
Grays River CDP	\$31,875	474
Green Bluff CDP	\$121,036	992
Hamilton town	\$39,000	230
Hansville CDP	\$61,442	3,617
Harrah town	\$48,269	680
Harrington city	\$39,583	327
Hartline town	\$37,083	119
Hatton town	\$26,406	74

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Hazel Dell CDP	\$48,452	20,155
Herron Island CDP	\$52,740	81
High Bridge CDP	\$98,603	3,152
Hobart CDP	\$90,032	6,362
Hockinson CDP	\$79,970	4,985
Home CDP	\$55,809	1,702
Hoodsport CDP	\$32,056	880
Hoquiam city	\$32,238	8,479
Hunts Point town	\$180,000	508
Ilwaco city	\$33,603	1,021
Inchelium CDP	\$31,250	494
Index town	\$57,159	178
Indianola CDP	\$65,893	3,486
lone town	\$48,500	342
Issaquah city	\$89,776	33,682
Jamestown CDP	\$50,625	427
Kahlotus city	\$46,528	224
Kalama city	\$51,979	2,498
Kapowsin CDP	\$73,984	285
Kayak Point CDP	\$92,472	2,068
Kelso city	\$33,843	11,837
Kendall CDP	\$38,790	126
Kenmore city	\$90,427	21,575
Kennewick city	\$51,661	76,918
Kent city	\$60,191	124,292
Kettle Falls city	\$38,750	1,437
Key Center CDP	\$60,714	3,811
Keyport CDP	\$83,214	488
Kingston CDP	\$47,153	1,963
Kirkland city	\$92,127	84,721
Kittitas city	\$39,803	1,387
Klahanie CDP	\$127,589	11,586
Klickitat CDP	\$30,735	448
La Center city	\$75,313	3,066
La Conner town	\$40,455	748
Lacey city	\$59,407	44,825
LaCrosse town	\$41,641	265
Lake Bosworth CDP	\$72,596	554
Lake Cassidy CDP	\$98,814	3,666
Lake Cavanaugh CDP	\$42,778	125
Lake Forest Park city	\$92,516	13,059
Lake Goodwin CDP	\$77,525	3,577
Lake Holm CDP	\$103,790	3,416
Lake Ketchum CDP	\$77,868	948
Lake Marcel-Stillwater CDP	\$130,694	1,269
Lake McMurray CDP	\$48,281	132
Lake Morton-Berrydale CDP	\$91,875	9,921
Lake Roesiger CDP	\$87,535	772
Lake Shore CDP	\$73,686	6,957
Lake Stevens city	\$74,159	29,774
Lake Stickney CDP	\$67,664	8,930
Lake Tapps CDP	\$105,129	12,710
Lakeland North CDP	\$71,166	12,380
Lakeland South CDP	\$71,792	13,460
Lakeview CDP	\$40,500	892
Lakewood city	\$44,902	59,122
Lamont town	\$39,167	84

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Langley city	\$51,591	1,287
Larch Way CDP	\$85,658	3,834
Latah town	\$44,107	160
Leavenworth city	\$43,447	2,227
Lebam CDP	\$45,833	133
Lewisville CDP	\$78,214	1,732
Liberty Lake city	\$64,270	8,269
Lind town	\$59,250	488
Lochsloy CDP	\$76,523	2,593
Lofall CDP	\$70,694	2,081
Long Beach city	\$23,889	1,434
Longbranch CDP	\$50,870	3,023
Longview city	\$38,498	36,619
Longview Heights CDP	\$60,098	3,403
Loon Lake CDP	\$45,536	766
Lower Elochoman CDP	\$53,520	130
Lyle CDP	\$39,214	578
Lyman town	\$64,286	591
Lynden city	\$58,604	12,886
Lynnwood city	\$50,554	36,491
Mabton city	\$37,315	2,329
Machias CDP	\$65,375	1,168
Malden town	\$32,813	168
Malott CDP	\$35,286	649
Maltby CDP	\$103,584	11,220
Manchester CDP	\$65,438	5,094
Mansfield town	\$47,083	291
Manson CDP	\$38,833	1,284
Maple Heights-Lake Desire CDP	\$105,819	3,416
Maple Valley city	\$100,443	24,682
Maplewood CDP	\$90,568	4,961
Marcus town	\$35,250	163
Marietta-Alderwood CDP	\$41,720	4,704
Marrowstone CDP	\$60,463	1,242
Martha Lake CDP	\$79,015	17,163
Marysville city	\$65,434	63,760
Mattawa city	\$46,017	4,516
McChord AFB CDP	\$47,500	3,288
McCleary city	\$49,196	1,965
McKenna CDP	\$71,490	970
McMillin CDP	\$81,111	1,399
Mead CDP	\$56,042	7,363
Meadow Glade CDP	\$89,567	2,649
Meadowdale CDP	\$90,076	2,806
Medical Lake city	\$41,542	4,924
Medina city	\$174,063	3,120
Mercer Island city	\$126,106	24,120
Mesa city	\$52,500	352
Metaline Falls town	\$25,729	136
Metaline town	\$58,750	206
Methow CDP	\$111,667	49
Midland CDP	\$41,205	8,349
Mill Creek city	\$86,965	19,028
Mill Creek East CDP	\$101,496	17,967
Millwood city	\$51,696	1,686
Milton city	\$66,050	7,219
Mineral CDP	\$32,588	188

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Minnehaha CDP	\$60,236	9,548
Mirrormont CDP	\$103,250	3,763
Monroe city	\$67,844	17,734
Monroe North CDP	\$113,077	1,584
Montesano city	\$60,563	3,894
Morton city	\$36,739	1,296
Moses Lake city	\$48,174	21,579
Moses Lake North CDP	\$32,028	4,057
Mossyrock city	\$39,938	789
Mount Vernon city	\$47,308	32,957
Mount Vista CDP	\$72,193	7,995
Mountlake Terrace city	\$65,069	20,521
Moxee city	\$55,373	3,702
Mukilteo city	\$94,863	20,818
Naches town	\$39,643	881
Napavine city	\$44,432	1,748
Naselle CDP	\$46,667	342
Navy Yard City CDP	\$47,119	2,622
Neah Bay CDP	\$32,120	945
Port Hadlock-Irondale CDP	\$37,878	3,552
Port Ludlow CDP	\$67,567	2,382
Port Orchard city	\$62,587	13,004
Port Townsend city	\$42,742	9,208
Poulsbo city	\$56,226	9,588
Prairie Heights CDP	\$85,743	4,306
Prairie Ridge CDP	\$73,901	12,495
Prescott city	\$28,854	377
Prosser city	\$53,345	5,819
Puget Island CDP	\$48,015	798
Pullman city	\$26,228	31,502
Purdy CDP	\$39,574	1,074
Puyallup city	\$63,376	38,720
Queets CDP	\$35,750	175
Quilcene CDP	\$50,486	437
Qui-nai-elt Village CDP	\$98,333	69
Quincy city	\$48,222	7,163
Raft Island CDP	\$100,536	305
Rainier city	\$68,942	2,219
Ravensdale CDP	\$83,542	1,162
Raymond city	\$32,475	2,800
Reardan town	\$40,500	675
Redmond city	\$103,409	57,959
Renton city	\$64,802	97,234
Republic city	\$26,136	1,154
Richland city	\$67,483	52,291
Ridgefield city	\$79,243	5,693
Ritzville city	\$39,250	1,603
River Road CDP	\$31,011	383
Riverbend CDP	\$97,394	2,121
Riverside town	\$32,500	402
Rochester CDP	\$59,409	2,249
Rock Island city	\$38,229	856
Rockford town	\$59,167	367
Rockport CDP	\$31,625	78
Rocky Point CDP	\$44,706	1,592
Roosevelt CDP	\$24,250	148
Rosalia town	\$39,205	635

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Rosburg CDP	\$46,250	429
Rosedale CDP	\$89,632	4,620
Roslyn city	\$52,750	911
Roy city	\$51,765	634
Royal City city	\$30,492	1,695
Ruston town	\$81,513	915
Ryderwood CDP	\$42,778	281
Salmon Creek CDP	\$71,314	21,301
Sammamish city	\$147,349	50,163
Santiago CDP	\$27,500	19
Satsop CDP	\$52,885	621
Seabeck CDP	\$77,404	1,306
SeaTac city	\$45,985	27,859
Seattle city	\$70,594	653,017
Sedro-Woolley city	\$41,652	10,673
Selah city	\$49,415	7,531
Sequim city	\$38,761	6,695
Shadow Lake CDP	\$88,750	2,714
Shelton city	\$37,072	9,810
Shoreline city	\$66,020	54,774
Silver Firs CDP	\$103,186	22,153
Silverdale CDP	\$61,021	20,053
Sisco Heights CDP	\$92,283	2,829
Skamokawa Valley CDP	\$19,375	377
Skokomish CDP	\$32,500	691
Skykomish town	\$32,500	130
Snohomish city	\$55,648	9,437
Snoqualmie city	\$124,264	12,115
Snoqualmie Pass CDP	\$53,250	249
Soap Lake city	\$28,800	1,766
South Bend city	\$30,658	1,703
South Cle Elum town	\$55,250	552
South Creek CDP	\$47,292	2,140
South Hill CDP	\$75,241	55,592
South Prairie town	\$64,531	292
South Wenatchee CDP	\$53,644	1,728
Southworth CDP	\$73,661	2,393
Spanaway CDP	\$59,303	29,214
Spangle city	\$36,500	186
Spokane city	\$42,386	210,695
Spokane Valley city	\$47,430	92,286
Sprague city	\$31,250	589
Springdale town	\$24,750	304
St. John town	\$30,417	597
Stansberry Lake CDP	\$56,520	2,312
Stanwood city	\$53,919	6,560
Starbuck town	\$33,558	90
Startup CDP	\$32,011	696
Steilacoom town	\$59,750	6,118
Steptoe CDP	\$62,750	184
Stevenson city	\$41,125	1,402
Sudden Valley CDP	\$74,805	6,815
Sultan city	\$55,638	4,744
Sumas city	\$55,161	1,563
Summit CDP	\$63,967	7,467
Summit View CDP	\$59,578	7,014
Summitview CDP	\$93,359	1,501

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
Sumner city	\$53,445	9,584
Sunday Lake CDP	\$86,813	838
Sunnyside city	\$35,699	16,204
Sunnyslope CDP	\$80,565	3,452
Suquamish CDP	\$55,643	4,220
Swede Heaven CDP	\$52,250	829
Tacoma city	\$52,042	203,481
Taholah CDP	\$29,423	844
Tanglewilde CDP	\$57,500	6,110
Tanner CDP	\$153,750	1,048
Tekoa city	\$44,205	824
Tenino city	\$50,184	1,915
Terrace Heights CDP	\$55,439	6,952
Thorp CDP	\$50,139	351
Three Lakes CDP	\$91,750	2,902
Tieton city	\$41,711	1,391
Toledo city	\$43,000	605
Tonasket city	\$18,576	1,053
Toppenish city	\$34,152	9,006
Torboy CDP	\$36,333	126
Touchet CDP	\$47,917	436
Town and Country CDP	\$62,035	5,481
Tracyton CDP	\$65,149	6,205
Trout Lake CDP	\$57,115	640
Tukwila city	\$45,923	19,757
Tumwater city	\$56,512	18,478
Twin Lakes CDP	\$27,750	103
Twisp town	\$31,406	976
Union CDP	\$68,934	345
Union Gap city	\$35,777	6,042
Union Hill-Novelty Hill CDP	\$125,651	21,510
Uniontown town	\$63,636	418
University Place city	\$58,139	31,991
Upper Elochoman CDP	\$51,250	51
Vader city	\$42,386	674
Vancouver city	\$50,626	168,050
Vashon CDP	\$71,820	10,189
Vaughn CDP	\$56,250	527
Venersborg CDP	\$97,500	3,823
Verlot CDP	\$54,750	115
Waitsburg city	\$48,250	1,128
Walla Walla city	\$41,750	31,957
Walla Walla East CDP	\$93,100	1,767
Waller CDP	\$64,985	7,998
Walnut Grove CDP	\$63,863	9,732
Wapato city	\$32,722	5,075
Warden city	\$41,406	2,735
Warm Beach CDP	\$76,458	2,397
Washougal city	\$65,052	14,777
Washtucna town	\$56,250	279
Waterville town	\$43,782	1,869
Wauna CDP	\$71,922	4,451
Waverly town	\$51,042	80
Wenatchee city	\$46,865	32,950
West Clarkston-Highland CDP	\$39,754	5,470
West Pasco CDP	\$84,208	2,223
West Richland city	\$82,795	13,048

Equipment Grant Funding Guidelines 2020 – 2021 Biennium

Place	MHI (\$)	Population
West Side Highway CDP	\$55,703	5,812
Westport city	\$32,917	1,965
Whidbey Island Station CDP	\$27,857	1,938
White Center CDP	\$43,516	14,728
White Salmon city	\$47,426	2,212
White Swan CDP	\$35,917	652
Wilbur town	\$35,433	682
Wilderness Rim CDP	\$96,750	1,476
Wilkeson town	\$58,906	406
Willapa CDP	\$48,750	233
Wilson Creek town	\$42,083	185
Winlock city	\$41,563	1,513
Winthrop town	\$40,938	364
Wishram CDP	\$41,250	364
Wollochet CDP	\$79,327	5,930
Woodinville city	\$99,394	11,373
Woodland city	\$62,430	5,589
Woods Creek CDP	\$94,031	5,652
Woodway city	\$148,333	1,337
Yacolt town	\$63,889	1,819
Yakima city	\$40,726	93,261
Yarrow Point town	\$203,393	1,172
Yelm city	\$49,029	7,701
Zillah city	\$60,068	3,100

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, Median Household Income in the Past 12 Months (In 2015 Inflation-Adjusted Dollars, Table B19013).

Appendix C: Evaluation guidance

Local Response Needs Assessment

Criteria 1.1: The applicant identifies and describes local oil spill and hazmat risks and impacts associated with the transportation of oil and hazardous materials through their area of response (AOR).

Scoring: 0 – 500 points

Guidance:

- 500 pts: Applicant describes a very high-risk picture and a comprehensive level of potential impacts.
- 350 pts: Applicant describes a moderate to high-risk picture and a moderate to high level of potential impacts.
- 200 pts: Applicant describes a low to moderate-risk picture and a low to moderate level of potential impacts.
- 50 pts: Applicant describes a very low to low-risk picture and a very low to low level of potential impacts.

Criteria 1.2: The applicant identifies and describes the consequence of an oil and/or hazardous materials incident in their AOR.

Scoring: 0 – 250 points

Guidance:

- 250 pts: Applicant identifies and describes the consequence of an oil and/or hazardous materials incident within their AOR, community, environment, and/or to responders/public.
- 125 pts: Applicant somewhat identifies and describes the consequence of an oil and/or hazardous materials incident with their AOR, community, environment, and/or to responders/public.
- 0 pts: Applicant does not identify and describe the consequence of an oil and/or hazardous materials incident within their AOR.

New Equipment

Criteria 2.1: The applicant demonstrates the ability to maintain requested equipment long-term.

Scoring: 0 – 50 points

Guidance:

- 50 pts: Yes, the applicant demonstrates the ability to house and maintain equipment long-term.
- 25 pts: The applicant has addressed some requested equipment, but not all, for long-term housing and maintenance. Evaluator must list in the comments equipment that was not identified for long-term housing and maintenance.

- 0 pts: No, the applicant has not demonstrated the ability to house and maintain requested equipment long-term.

Criteria 2.2: The applicant identifies an appropriate role within an emergency response plan for the organization to safely and appropriately deploy and use the requested equipment.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Yes, applicant identifies and describes their organization’s emergency response role as described in an adopted emergency response plan to safely and appropriately deploy and use the requested equipment.
- 0 pts: No, the applicant does not identify and describe their organization’s emergency response role as described in an adopted emergency response plan to safely and appropriately deploy and use the requested equipment.

Criteria 2.3: The applicant identifies the appropriate training exists within the organization to safely deploy and use the requested equipment or is requesting training to meet this need.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Applicant demonstrates existing capacity to safely deploy and use response equipment and resources requested, or Applicant is requesting training funds related the safe deployment or use of new response equipment requested.
- 50 pts: Applicant has demonstrated the capacity to safely deploy and use some response equipment requested. There is equipment requested for which the applicant has not demonstrated the ability to safely deploy during a response. Evaluator must identify in the comments which requested equipment the applicant did not demonstrate the capacity to safely deploy and use.
- 0 pts: Applicant does not demonstrate having the capacity to safely deploy and use requested equipment and is not requesting training funds to meet this need.

Criteria 2.4: The request demonstrates coordination with other emergency response agencies and/or partner organizations to maximize the benefits of existing oil spill and hazardous materials response and firefighting equipment near the applicant’s AOR.

Scoring: 0 – 200 points

Guidance:

- 200 pts: Applicant clearly demonstrates a high level of coordination with external response partners to build regional response capacity.
- 100 pts: Applicant demonstrates some level of coordination with external response partners to build regional response capacity, with most of the coordination existing within their own AOR.

- 0 pts: Applicant demonstrates low to no level of coordination with external response partners to build regional response capacity.

Criteria 2.5: The applicant demonstrates how the request will be used to mitigate risks and impacts to the community, emergency responders, and the environment.

Scoring: 0 – 200 points

Guidance:

- 200 pts: Applicant clearly demonstrates a correlation between requested equipment and identified risks.
- 100 pts: Applicant demonstrates correlation between some requested equipment and identified risks, but has requested equipment not justified in the application with identified risks. Evaluator must provide in the comments what equipment has not been adequately justified with an identified risk.
- 0 pts: Applicant has not demonstrated any correlation with requested equipment and identified risks.

Criteria 2.6: The cost requested by the applicant is realistic for the equipment and/or resources requested.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Applicant's cost requests appear appropriate and justified. Full points should be given if supporting documentation is provided and/or costs are known to be a fair and appropriate value for the request.
- 50 pts: Some of the applicant's cost requests appears appropriate and justified. Evaluator must list in the comments which request costs are not appropriate and/or justified.
- 0 pts: Applicant's cost request is not appropriate or justified.

Training

Criteria 3.1: The applicant identifies an appropriate role within an emergency response plan for training requested.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Yes, applicant identifies and describes their organization's emergency response role as described in an adopted emergency response plan.
- 50 pts: Yes, applicant identifies and describes their organization's emergency response role as described in an adopted emergency response plan, but some of the training requested is not related to their role in an emergency response plan as it relates to oil spill and hazardous materials response. Evaluator must identify in the comments what training requested does not satisfy the applicant's role in an emergency response plan as it relates to oil spill and hazardous materials response. Training not related to an emergency response plan is conditionally eligible.

- 0 pts: No, the applicant does not identify and describe their organization’s emergency response role as described in an adopted emergency response plan or all training requested is not related to their role in an emergency response plan as it relates to oil spill and hazardous materials response.

Criteria 3.2: The training request demonstrates coordination with other emergency response agencies and/or partner organizations.

Scoring: 0 – 200 points

Guidance:

- 200 pts: Applicant is requesting some training that will be open to other emergency response agencies and/or partner organizations.
- 100 pts: Applicant is requesting internal training only.

Criteria 3.3: The applicant demonstrates how the request will be used to mitigate risks and impacts to the community, emergency responders, environmental and/or culturally and historically sensitive resources.

Scoring: 0 – 200 points

Guidance:

- 200 pts: Applicant clearly demonstrates a correlation between requested training and identified risks.
- 100 pts: Applicant demonstrates correlation between some requested training and identified risks, but has requested training not justified in the application with identified risks. Evaluator must provide in the comments what training has not been adequately justified with an identified risk.
- 0 pts: Applicant has not demonstrated any correlation with requested training and identified risks.

Criteria 3.4: The cost requested by the applicant is realistic for the training provided.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Applicant’s cost requests appear appropriate and justified. Full points should be given if supporting documentation is provided and/or costs are known to be a fair and appropriate value for the request.
- 50 pts: Some of the applicant’s cost requests appear appropriate and justified. Evaluator must list in the comments which request costs are not appropriate and/or justified.
- 0 pts: Applicant’s cost request is not appropriate or justified.

Criteria 3.5: The applicant demonstrates a critical need for the training requested.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Applicant demonstrates a critical need for some or all training requested. Evaluator should list in the comments what training is demonstrated as critical as this will help prioritize funding. Critical need for training might be required training that the applicant would not be able to provide without funding assistance.
- 50 pts: Applicant demonstrates a need for training requested, but doesn't present a critical need in the application. This might be training that is part of routine training already provided by the applicant, and they are seeking funds to help support this training.
- 0 pts: Applicant does not clearly demonstrate a need for training requested, or all training requested is not appropriate for grant funds.

Maintenance & Enhancement

Criteria 4.1: The applicant is requesting maintenance or enhancement for equipment received through a previous Ecology Equipment Grant.

Scoring: 0 – 200 points

Guidance:

- 200 pts: Applicant identifies and demonstrates the request is for a previous Ecology Equipment Grant and includes relevant information about the previous grant award.
- 100 pts: Some of the request is not eligible through the Maintenance & Enhancement task and should be included in New Equipment Purchase Request. Evaluator should note in the comments equipment that is not eligible under this task.
- 0 pts: The request overall is not for equipment received through a previous Ecology Equipment Grant and not eligible under this task.

Criteria 4.2: The applicant identifies the equipment has been used on a previous incident/training.

Scoring: 0 – 50 points

Guidance:

- 50 pts: Yes.
- 0 pts: No.

Criteria 4.3: The maintenance need is appropriate for the equipment.

Scoring: 0 – 50 points

Guidance:

- 50 pts: Yes.
- 25 pts: Not applicable. Maintenance is not being requested.
- 0 pts: No.

Criteria 4.4: The enhancement request is appropriate for the equipment and task.

Scoring: 0 – 50 points

Guidance:

- 50 pts: Yes, the request is appropriate for the equipment and task.
- 25 pts: Enhancement is not being requested.
- 0 pts: No, the request is not appropriate for the equipment or task.

Criteria 4.5: The applicant demonstrates a need to keep the equipment maintained, or enhance the equipment, either through previous use of the equipment on an oil spill or hazmat incident, or because of risks in their area of response, as identified in their application.

Scoring: 0 – 100 points

Guidance:

- 100 pts: The applicant clearly demonstrates the importance of the equipment and the need to keep it properly maintained, or the need to further enhance the equipment to meet the needs of the organization.
- 0 pts: The applicant does not demonstrate a need to keep equipment maintained as it relates to an oil spill or hazmat incident.

Internal Evaluation

Criteria 5.1: The applicant has demonstrated they understand their organization’s process for the purchase and procurement of services and goods and can complete the project within the timeframe of the grant.

Scoring: 0 – 10 points

Guidance:

- 10 pts: Yes.
- 0 pts: No.

Criteria 5.2: Applicant has listed equipment currently owned or used for oil spill and hazardous materials response.

Scoring: 0 – 10 points

Guidance:

- 10 pts: Yes, applicant has listed equipment currently owned or used, including equipment received through a previous Equipment Grant.
- 0 pts: No, the applicant did not list any equipment currently owned or used.

Criteria 5.3: Applicant has identified gaps that exist within their organization or area relating to equipment and/or training for oil spill and hazardous materials response.

Scoring: 0 – 10 points

Guidance:

- 10 pts: Yes, the applicant identified gaps and is requesting equipment, resources, or training that will help with those gaps

- 5 pts: Yes, the applicant identified gaps.
- 0 pts: The applicant indicates there are no gaps that exist or did not answer the question.

Criteria 5.4: Degree of statewide/tribal/local/regional benefit.

Scoring: 0 – 30 points

Guidance:

- 30 pts: The project is available for statewide or tribal benefit and use. Examples are statewide agencies, tribal nations, or organizations that are part of a statewide mutual aid agreement.
- 20 pts: The project is available for regional benefit and use. Examples are counties or organizations that are part of a regional mutual aid agreement, such as a regional hazmat team.
- 10 pts: The project is available for local benefit and use. Examples are cities or fire departments/districts or organizations where the equipment will be used locally and not available as part of a formal or informal mutual aid agreement.

Criteria 5.5: Degree of risk as it relates to response time from the nearest response contractor or response agency with resources. Response agencies can include the Environmental Protection Agency (EPA), Department of Ecology, and hazmat teams.

Scoring: 0 – 30 points

Guidance:

- 30 pts: Severe risk. Nearest resource is over 3 hours away.
- 20 pts: Moderate risk. Nearest resource is over 1 hour away.
- 10 pts: Low risk. Nearest resource is less than 1 hour away.

Criteria 5.6: Financial Hardship.

Scoring: 0 – 100 points

Guidance:

- 100 pts: Meets Financial Hardship criteria
- 0 pts: Does not meet Financial Hardship criteria.

Criteria 5.7: Previous Grant Recipient.

Scoring: 0 – 50 points

Guidance: Award points if the applicant is a new applicant. This will help prioritize funding.

- 50 pts: Applicant has not received funding for an Ecology Equipment Grant since 2015.
- 0 pts: Applicant has received funding for an Ecology Equipment Grant since 2015.

Appendix D: Tips for your application

- Draft all your answers in a Word document before entering them into EAGL. If EAGL freezes or crashes, you will lose all your work. Save often.
- Information on the General Information Form will appear on Ecology’s EAGL Public Map and in your Agreement. While this information isn’t part of the evaluation, it is important to pay attention to this language. Avoid specific details about equipment or training requested. For example, don’t say “We will purchase 20 new Scott SCBAs and masks.” Instead, generalize the language to say, “We will purchase respiratory protection equipment.” If you need to change the number of SCBAs or the brand, it is difficult to do when using specific language in your Project Short Description, Long Description, or Overall Goal.
 - The Fund Coordinator has boilerplate language you can use for this page.
- Budget sheet:
 - You must upload a budget sheet with your application. There is a template available for you to use in EAGL, or contact the Fund Coordinator to have one emailed to you.
 - You may be as specific or general as you want. The more specific you are, the better the evaluators can evaluate your application.
 - It is highly recommended you contact vendors for estimates and upload those to your application. You may also look on the Statewide Vendors contract list for equipment to get an estimate. The evaluators are very familiar with the costs of response equipment and want to see you have made an effort to research reasonable costs.
 - Your final budget will be generic and won’t be specific to things such as quantities or brands. You may find a different brand, change the quantity, or go with a better product in the time between your application and when your grant is awarded. Requests for 20 packs of sausage boom, 20 packs of absorbent pads, and 20 packs of sweep may be condensed on your final budget to “Oil Absorbent Materials.”
 - The final budget is what the Project Manager and Financial Manager will use to determine if your payment requests are eligible.
 - You can negotiate changes to your final budget after your agreement is signed, within reason, and within the scope of your application. For example, if you did not mention the need for Tyvek suits in your application or budget, this likely will not be eligible for negotiation.
- All equipment and training requests should have a clear connection in your application to risks and needs related to oil spill and hazardous materials response.
- Use language in Appendix E for your Scope of Work tasks. This will show up in your final agreement with Ecology. Any language that differs will be changed to this standardized language.

Appendix E: Eligible task language

Task Title: New Response Equipment Purchase

Task Cost: [insert task cost here]

Task Description:

A. The RECIPIENT will purchase only approved, eligible response equipment, tools, and supplies in accordance with ECOLOGY’s requirement outlined in the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed In EAGL](#) guidebook.

B. The RECIPIENT will purchase and take possession of approved, eligible oil spill and hazardous materials response and firefighting equipment, tools, and supplies that support the described project for oil spill and hazardous materials response and firefighting capacity building as described in the funding guidelines and that has been approved by ECOLOGY.

Task Goal Statement:

Build and support spill and hazardous materials response and firefighting capacity through the purchase of approved, eligible response equipment, tools, and supplies as described in the project.

Task Expected Outcome:

1. Timely and complete implementation of the task, including the purchase and acquisition of approved, eligible response equipment, tools, and supplies.
2. Properly store and maintain response equipment, tools, and supplies.

Recipient Task Coordinator: [insert application coordinator name here]

Deliverables:

- Purchase approved, eligible equipment.
- Schedule equipment inspection with Ecology.

Task Title: Oil Spill Response and Hazardous Materials Training

Task Cost: [insert task cost here]

Task Description:

A. The RECIPIENT will complete approved, eligible training related to oil spill and hazardous materials response and firefighting capacity building to support the described project.

B. The RECIPIENT will maintain training and certifications in support of the safe and effective use and deployment of any equipment, tools, and resources necessary for the implementation of the described project.

Task Goal Statement:

Complete training for oil spill and hazardous materials incident and firefighting response to support response capacity building as described in the project.

Task Expected Outcome:

1. Timely and complete implementation of the task.
2. Improve local, regional, and statewide response capacity through maintaining appropriate training and certifications for oil spill and hazardous materials incident response.
3. Improve responder and public safety through training and certification in the use of requested equipment, tools, and supplies appropriate for the role or target role in an oil spill or hazardous materials incident.

Recipient Task Coordinator: [insert application coordinator name here]

Deliverables:

- Complete approved eligible training.
- Provide training documentation to Ecology, such as sign-in sheet and roster, trainer contracts/agreements, and copies of outreach materials.

Task Title: Maintenance and Enhancement of Existing Response Equipment

Task Cost: [insert task cost here]

Task Description:

The RECIPIENT will carry out the repairs, maintenance, and enhancements necessary to maximize the benefits from existing response equipment, tools, and supplies as described in the project.

Task Goal Statement:

Build response capacity through the enhancement, repair, or maintenance of existing response equipment.

Task Expected Outcomes:

1. Timely and complete implementation of the task.
2. Maximize the benefits of existing equipment through enhancements, maintenance, and repairs.
3. Sustain and increase local oil spill and hazardous materials incident response and firefighting capacity.
4. Properly store and maintain response equipment, tools, and supplies.

Recipient Task Coordinator: [insert application coordinator name here]

Deliverables:

- Complete equipment maintenance, repair, or enhancement.
- Schedule equipment inspection with Ecology.