



DEPARTMENT OF
ECOLOGY
State of Washington

Terry Husseman Account (THA) Grant Program

2019 Funding Guidelines
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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.

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Terry Husseman Account (THA) Grant Program

Funding Guidelines

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

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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 Program 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. Terry Husseman in the field of environmental management.

These guidelines only apply to the THA grant funding program.

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 eligible to apply for this grant opportunity:

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

If you are unsure if your organization is eligible, please contact the appropriate [Regional Fund Coordinator](#) (p. ii).

Ineligible Applicants

Private entities and non-profit organizations are not eligible to receive THA funding. However, they may partner with eligible applicants to provide more financial support in addition to the THA grant.

Non-profit Regional Fisheries Enhancement Groups (RFEG) are the 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. RFEGs work within specific geographic regions based on watershed boundaries.

Eligible Project Types

THA grants support locally sponsored 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, such as streams, lakes, wetlands, or the ocean.

Projects that develop and implement aquatic land geographic information systems (GIS) that support restoration or enhancement of the natural environment are also eligible and may be proposed.

Projects that address an *environmental emergency* may be eligible. An environmental emergency is defined as a risk to the natural environment as a result of a natural or man-made disaster.

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.

All projects that install a Best Management Practice (BMP) must have a signed Landowner Agreement (or Conservation Easement) for all properties on which a BMP takes place (see Appendix C: Landowner Agreements). In addition, projects that involve stream restoration must follow program requirements (see Appendix D: Riparian Restoration and Planting).

Table 1. Examples of eligible and ineligible project types.

Eligible Project Type – <i>Examples</i>	Ineligible Project Type – <i>Examples</i>
Riparian restoration	Watershed planning
Aquatic land geographic information systems (GIS)	Research and data gathering
Wetland restoration	Species Management (not habitat management)
Stream bank stabilization	Land use / stormwater management planning
Fish and wildlife habitat enhancement	Environmental monitoring
Livestock exclusion fencing	

Funding Cycles

The application period for restoration or enhancement projects is open once a year. 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.

Funding awards depend on revenue from water quality penalties and available regional sub-account levels. High account balances can occur when Ecology issues more water quality penalties statewide in one year as compared to other years or when Ecology issues larger than normal penalties.

Grant Award Amounts

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

Grant Timeline

Funded projects typically run 12 months to 18 months.

Match or cost-share

There are *no* recipient match or cost-share requirements. THA grants provide 100 percent of the Total Eligible Cost. However, contributing funds may be used to demonstrate stakeholder support and may increase competitiveness of an application.

Indirect Rate

Recipients can charge an indirect rate of up to 30 percent of staff salaries and benefits. The indirect rate must be negotiated and is stated in the agreement. Indirect costs are defined as costs not directly associated to a particular objective of the project, such as utility costs, insurance, general office supplies, or rental space. For more information on the indirect rate, see p.34 of the [Administrative Requirements for Recipient of Ecology Grants and Loans](#).

Cultural Resources / Inadvertent Discovery Plan

Most THA projects involve ground disturbing activities, which could result in an inadvertent discovery of, or impact to, cultural resources¹ (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, Recipients 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 a Recipient to obtain a permit pursuant to Chapter 27.53 RCW prior to conducting on-site activities that will impact cultural or historic properties.

To comply with all cultural resource requirements, Recipients are 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 website². 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.

¹ "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: <https://dahp.wa.gov/project-review/washington-state-standards-for-cultural-resource-reporting>

² <https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070560.html>

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.

Incurring Eligible Costs

The effective date is the earliest date that the Recipient may incur eligible costs. The applicant and the Ecology Project Management Team (Ecology's Project and Financial Managers) negotiate the effective date when developing the agreement.

Recipients may incur project costs on and after the effective date, even if before Ecology's signature of the final agreement, but those expenditures cannot be reimbursed until the agreement has been signed by Ecology and the agreement is in Active status in the Ecology's Administration of Grants and Loan (EAGL, see page 6). While Recipients can incur eligible costs before the agreement is in Active status, they do so at their own risk.

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

Payment requests and progress reports are due 30 days after the last day of each quarter as shown in Appendix B, Table 3, see page 6.

Limitations on use of grant funds

Recipients are responsible for project development, design, or technical assistance. This work must be identified and included in the project proposal, schedule, budget, and other available financial or in-kind resources.

Recipients may only use grant funds to cover direct costs related to project implementation or for extraordinary project costs that are not part of routine operations. Recipients cannot use funds to reimburse costs *not directly associated with the project*, such as regular salaries/benefits of employees for routine operational support, except in the form of a negotiated indirect rate.

Direct costs include:

- Compensation of employees' time on the project.
- Costs of materials used specifically for the project.
- Costs of services for the project.

Chapter 3: Applying for Funding

Application process and requirements

To apply for a THA funding opportunity, applicants 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).

Ecology Administration of Grants and Loans (EAGL)

EAGL is Ecology's online grant and loan system for applicants to submit and Recipients to manage grant applications, agreements, agreement deliverables, amendments, payment requests and progress reports, and closeout reports and documents.

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

Please refer to the [EAGL External Users' Manual](#) for help with EAGL questions or troubleshooting. The manual is also located in the top right corner of the EAGL system, under My Training Materials.

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: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>. Select the TAB labeled "New EAGL users with a SAW account" or "New SAW and EAGL users" and follow the instructions.

In addition, staff members of an organization that will have a role on the project (such as a project manager, financial manager, or grant signatory) must each establish their own separate SAW account before applying for a grant.

Chapter 4: Application Evaluations and Scoring

Once the application period is closed, Ecology staff and regional work groups evaluate submitted project proposals using the following scoring criteria in Table 2.

Each application can score a maximum of 50 points. The scoring criteria is broken into eight categories, each representing a portion of the possible 50 points.

Table 2. Project scoring criteria.

Category	Details	Points
Project outcomes	Clearly describe the expected environmental, water quality, and community benefits that will occur as a result of the project. Projects must provide primary benefits to public resources.	10
Deliverables	Provide direct links between project benefits and proposed deliverables.	5
Project schedule	Provide an accurate and reasonable schedule. Demonstrate that the project will be successfully completed within the 12 to 18-month grant timeline. If applicable, describe how a previous project was completed on time.	5
Budget	Provide an accurate and reasonable budget. Demonstrate that grant funds will be spent within the 12 to 18-month grant timeline. If applicable, describe how a previous project was completed within budget.	5
Readiness to proceed	Demonstrate that the project and project partners, if any, will proceed immediately if funds are awarded. Identify necessary designs, permits, or agreements that are or will be secured.	5
Leveraged funds and resources	While match is not required, note other financial resources that would be leveraged if the project were funded.	5
Broad, local support	Document broad support from stakeholders or affected parties.	10
Implementation of planning efforts	Document larger project planning efforts or reasons the project is a priority.	5
Total		50

Chapter 5: Final Funding Decisions

Funding decisions

[Regional Fund Coordinators](#) will notify applicants of funding decisions.

For projects selected for funding, the Recipient will receive a formal offer letter from the Regional Director. The letter outlines the general expectations about the fund award, the grant agreement, and provides the names and contact information for Ecology's Project and Financial Managers assigned to the project, known as the Project Management Team.

Chapter 6: Agreement

Agreement Development

The Project Management Team uses information provided in the grant application to develop the funded agreement. The Recipient and the Project Management Team will work together to ensure that the agreement has clear, quantifiable goals and deliverables, activities that are grant-eligible, and all required language is provided in the agreement. The Recipient and the Project Management Team will also ensure the identification and completion of all necessary designs, permits, and agreements and that all cultural resource requirements are met. Additional information may be requested. For more information about uploading supporting documentation, see page 15.

Agreement Finalized and Signed by both parties

The Recipient will work with the Project Management Team to finalize the agreement for official signatures. Once the Recipient and Ecology sign the agreement, Ecology will return a fully executed original agreement to the Recipient.

Finally, the Ecology Financial Manager uploads the signed agreement into EAGL changes the status to “Agreement Executed” at which time the Recipient will receive an EAGL system generated email notice. The Recipient may *initiate* a Payment Request / Progress Report (PRPR).

The Ecology Fiscal office will change the status from “Executed” to “Active” at which time the Recipient will receive an EAGL system generated email notice. Once the agreement is in the “Active” status, the Recipient can *submit* a Payment Request / Progress Report (PRPR).

Appendix A: Scope of Work Template

Application Forms in EAGL

The application in EAGL is formatted as several webpage-based forms. Read below for guidance on each of the different forms.

General Information Form

The information on this form, and your Scope of Work forms, will be used by Ecology to screen, evaluate, and score your application. Enter the following information:

- **Project Title:** Enter a short and concise project title.
- **Project Short Description:** Enter a short and concise paragraph describing the overall project and environmental benefits.
- **Project Long Description:** A detailed description of the project, background information including other funding associated with the project including the names of other recipients, grant titles and numbers.
- **Total Cost:** Enter the total project cost including other funds associated with the project.
- **Total Eligible Cost:** Enter the amount for the THA portion of the project.
- **Effective Date:** Enter May 1 or thereafter.
- **Expiration Date:** Enter 12 to 18 months maximum.
- **Project Category:** Choose one of the three available project categories.
- Will Environmental Monitoring Date be collected? Choose yes, no, from the drop down menu.
- **Overall Goal:** enter a short and concise paragraph describing the overall goal and environmental benefits.

Project Characterization Form

Use the drop down menu to select primary and secondary themes that associate the project type on the [statewide map of Ecology's grants and loans](#) (2014-present).

Mapping Information

Click on Add/Modify Location(s) to enter the EAGL Project Map. Use the map to show where the project is located. Once you are done, click on Return to EAGL and then click on Save on the Mapping Information page. After you click on save, the form pre-populates the location information. Make sure to save to check out of the Project Map, whether you made changes or not. No one else will be able to access the EAGL Project Map until the page is saved and the user has checked out. For step-by-step instructions on how to do this, please refer to the Map Instructions (Recipient) located in the EAGL system under 'My Training Materials.'

Recipient Contacts

Staff listed on this form must be Recipient employees, and cannot be consultants or contractors. The following staff contacts must be identified and have both a Secure Access Washington (SAW) and EAGL account to appear in the drop down menu:

- **Project Manager** (EAGL Role): The person responsible for the overall project and for completing quarterly progress reports.
- **Billing Contact** (EAGL Role): The person responsible for completing and submitting payment requests and associated back-up documentation.
- **Authorized Signatory** (Not an EAGL Role, consider assigning in the Role of Reader*): The person that has legal authority to enter the organization into an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature page of the agreement. If there are additional signatories that must appear on the signature page (as determined by each Recipient), their name and title should be added to the 'Other recipient signatories on printed agreement' matrix. These additional signatories do not need a SAW or EAGL account.

* Reader: Persons assigned in the Reader Role in EAGL will not receive EAGL system generated emails throughout the life-cycle of the grant.

Scope of Work (SOW) Forms

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

Required Tasks

Each major element of your project should be reflected as a task. Task 1 is always named Project Administration. Standard language for Task 1/Project Administration and Management is required for all THA grant projects and will automatically be included in the SOW 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.* We recommend limiting the number of additional tasks (1-3) where feasible. When using THA as a match or addition to another project, it is best to limit THA-funded activities to one or two specific actions within the larger project to simplify tracking and reporting.

Note that the Total Eligible Project Costs are the amounts you are requesting from Ecology per task. There is no required local match for these funds.

Scope of Work Summary Form

This form is pre-populated and tallies the costs entered on the previous SOW forms.

Statutory or Regulatory Authority Form

Describe how the project addresses the overall goals of [RCW 90.48.400 Coastal Protection Fund-Disbursal of moneys from](#) or [RCW 90.48.390 Coastal Protection Fund-Established-Moneys credited to-Use](#).

Identify other funding sources, previous THA grant projects, and landowner readiness to proceed.

Project Type Explanation Form

This form expands on the Statutory or Regulatory Authority form. Enter more information about how the project will provide environmental benefits for public land and water resources, is supported by other stakeholders, has other financial support, addresses water quality issues, and shows readiness to proceed.

If the project is receiving additional financial or in-kind support from key partners, we highly recommend uploading letters from them describing what the support is and how it will increase the success of the project. We also recommend uploading project support letters from key stakeholders.

Figure 1. Task 1 as shown in EAGL.

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"/>												

Budget Task Cost Form

Provide a budget for the proposal. The total maximum allowable request is \$50,000 including indirect rate. The budget should be broken down by task and element. In addition, provide a narrative explaining the budget.

The online application provides the budget tables. The budget by task table and the Total Eligible Cost column will be pre-populated based on the costs you provided when

entering the SOW information. The Total Eligible Cost is the amount you are requesting from Ecology. The Total Project Cost is the total amount of funding needed to complete the project. Although match is not required, you can enter a Total Project Cost amount that reflects all anticipated expenditures to complete the project. Therefore, the Total Project Cost may be different from the Total Eligible Cost. Also, complete the table that breaks down the budget by element. See Figure 2.

When filling out Task 1 information in the application, leave the due date text boxes blank and only enter the task cost and the name of the Recipient Task Coordinator.

Figure 2. Task and element breakdown table.

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

By Element		
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"/>
Total	\$0	\$0

Providing budgets by both tasks and elements allows evaluators to assess the thoroughness of a budget and track grant expenditures in the future.

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.
- *Indirect Rate* – up to 30% of salaries and benefits. Provide a list of the costs included in your indirect rate, and your indirect rate calculation as part of Ecology’s new fiscal requirements. Please note, Ecology may require more information.
- *Other* – other costs described by the nature of the expense and method of estimation.

Uploads Form

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 and coordination with relevant stakeholders including local governments, tribal governments, and others.
- Project schedules, cost estimates, task budgets, and staffing plans that demonstrate how the project will be completed on time and within budget.

For each attachment, enter a document title, then click the Browse button to attach the file. For information about the file types accepted by EAGL, see p.17 of the [EAGL External Users’ Manual](#).

To make it easier for evaluators to review uploads, please combine similar documents into one single PDF, such as maps or letters of support. Also, please upload documents only once in the application, not on multiple pages. Last, please do not upload large documents that are already available online, such as watershed plans or research papers. Just provide a web link and the document page number that is relevant to your project.

Appendix B: EAGL Documents and Subdocuments

EAGL is built using the following **seven processes** known as the “Life Cycle” of a grant:

1. Application.
2. Agreement.
3. Amendment.
4. Payment Request and Progress Reports (PRPR).
5. Equipment Purchase.
6. Site Visit Report.
7. Close Out Report.

Application / Agreement

The EAGL grant application is the starting point for applying for Ecology funded grants and loans. If funded, the application turns into a grant agreement. The application or agreement is known as the parent document.

Amendment

Formal amendments in EAGL are required to make substantial changes to the original grant agreement language, tasks or deliverables, grant effective start and end dates, task deliverable due dates, budget changes, or terms and conditions.

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 Project Manager may request an amendment by contacting the Ecology Project Manager and Financial Manager. A written request is required, via email, which describes the type of amendment requested, details on those changes, how those changes may or may not affect the budget, and the reason for the amendment request.

For information about how to do this, see p.59 of the [EAGL External Users’ Manual](#).

Payment Requests/Progress Reports (PRPR)

Recipients must register through the Washington State Department of Enterprise Services (DES). DES issues and processes vendor payments. For more information, see the DES website

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

Or contact the DES Payee Help Desk at (360) 407-8180 or PayeeHelpdesk@watech.wa.gov.

Table 3. Progress report periods and due dates.

Progress Report	Reporting Period	Date Due
First Quarter	July 1 – September 30	October 30
Second Quarter	October 1 – December 31	January 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 Executed” status. However, a PRPR cannot be submitted until the grant agreement has been changed to the “Agreement Active” status.

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

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.

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, including:
 - [*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> .

Reporting progress

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

A corresponding progress report must accompany each payment request and allows both the Ecology 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.

Uploading Deliverables

Upload deliverables listed in the grant agreement, to the Uploads form on the Application Menu of the agreement, also known as the “parent document.” Keep naming conventions short, (D for deliverable; task number and name, (e.g., D2.5 Monitoring Report). For additional information regarding uploads, see p.17 of the [EAGL External Users’ Manual](#).

Uploading Progress Report information

Photos of the project, volunteer events, or other items not specified as a deliverable in the agreement can be uploaded in the Progress Report uploads. For additional information for upload requirements, see p.17 of the [EAGL External Users’ Manual](#).

Equipment Purchase Report Form

Recipients will complete and submit this form when purchasing and requesting reimbursement for equipment more than \$5,000.00. Equipment purchases are only eligible if Ecology's Project Management Team approves them in advance or they are specified in the agreement.

Site Visit Report Form

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

Towards the end of the grant, a final site visit will be required to close out the agreement and approve payment of the final PRPR. The Ecology Project Manager will complete the site visit report.

Recipient Closeout Report Form

A Recipient Closeout Report (RCOR) must accompany the final payment request. The final payment request, including the RCOR, is due within 30 days after the end of the agreement to ensure payment. Final payment approval is contingent on receipt of the final deliverables and payment request documentation of the grant agreement. The Recipient will need to ensure the final PRPR box is checked when submitting the final payment.

A RCOR 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.

It is recommended to create this report in a word document and send to the Project Manager in advance for feedback.

For RCOR information, see Chapter 14, p.85 of the [EAGL External Users' Manual](#).

Ecology Closeout Report Form

An Ecology Closeout Report (ECOR) 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.

The Project Manager may have questions to ask you while completing the ECOR.

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

Appendix C: Landowner Agreements

The recipient must obtain a conservation easement or a landowner agreement signed by the landowner prior to planning and installing a Best Management Practice (BMP) on private or public property. Contact the regional Ecology Project Manager for a template for this agreement. The recipient must send the agreement or easement to the Project Manager. The landowner agreement must include, but not be limited to:

- A minimum 10-year maintenance agreement that is transferrable with the ownership, rental, and leasing of the land. Agreements shall not contain provisions for termination of the agreement at any time.
- Allowance of inspection of the project area by the Recipient and by Ecology staff with prior notification.
- A written and signed maintenance plan that covers establishment and long-term maintenance of the BMP(s). This plan will detail responsibilities for both the landowner and the recipient and must include details concerning, but not limited to, watering plants, maintaining a reasonable level of plant survivability, replacing dead plants, controlling noxious weeds, and repairing and maintaining exclusion fencing, off-stream watering provisions, or other eligible BMPs. This maintenance plan is generally the responsibility of the recipient unless otherwise written in the landowner agreement.
- When projects include irrigation or off-stream watering installation, agreements must include provisions to ensure that water sources are from a legal source. If you are unsure if there is an available source of legal water, or think you may need a temporary water right for irrigation, please contact the Project Manager or the Water Resources Program.

Appendix D: Riparian Restoration and Planting

The following are requirements for implementing a riparian restoration or riparian planting project.

Riparian Plantings

- The Recipient must develop site-specific plans for all riparian buffers prior to implementation, which include plant locations and species. The plan must include an assessment of native plant associations and community types. Please discuss with your Ecology Project Manager their expectations for this plan. This plan must be approved prior to plant installation.
- The Recipient must only plant species that are riparian in nature and indigenous to the primary watershed where the project is.
- The Recipient must use, to the greatest extent possible, genetically appropriate plant materials collected from the primary or secondary watershed where the project is.

Streambank Protection

- Streambank protection projects must not stand alone, but be part of a larger riparian buffer or stream restoration project. The project must meet the riparian planting requirements listed above whether fully or partially funded by the grant. Streambank protection projects primarily intended for structure or property protection are not eligible.
- Rock or concrete may not be used to fully armor a bank against the erosive forces of a stream, river, or marine waters. In any situation where rock is to be used, the recipient must submit the design to Ecology's Project Manager for an evaluation.
- Streambank protection designs must be consistent with the Aquatic Habitat Guidelines Program's, *Integrated Streambank Protection Guidelines*; see <http://wdfw.wa.gov/publications/00046/> .

Exclusion Fencing

- If livestock are present, exclusion fencing must be installed to protect installed riparian plants or existing riparian buffer. Exclusion fencing may also be necessary where heavy browse by native ungulates is present.
- Exclusion fencing designs must meet Natural Resources Conservation Service (NRCS) specifications³ or other acceptable design. The Ecology Project Manager must be review and approve the fence design prior to installation.

³ To find NRCS specifications for exclusion fencing designs, go to <https://efotg.sc.egov.usda.gov/#/details>, search Washington State, Section IV, Old Section IV, Washington Conservation Practices, Fence.

Appendix E: Tips and Resources

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 the requirement for a grant amendment.)
- Add deadlines and important dates to your calendar.
- If contracting for third-party services, outline contracts to follow the same scope of work and applicable budget as Ecology agreements. 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.

Resources

- EAGL Training Videos and helpful user tips:
 - How to Obtain a SAW Account.
 - How to Obtain Access to EAGL.
 - How to submit a payment request or progress report for grants and loans.

Go to: <https://www.youtube.com/playlist?list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90>

- 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) <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/) <http://www.ecy.wa.gov/eim/> .

- 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>.