Equipment Grant Funding Guidelines: 2021 – 2023 Biennium

Oil Spill & Hazardous Materials Response and Firefighting Equipment Grant

Washington State Department of Ecology

Olympia, Washington

DEPARTMENT OF
ECOLOGY
State of Washington

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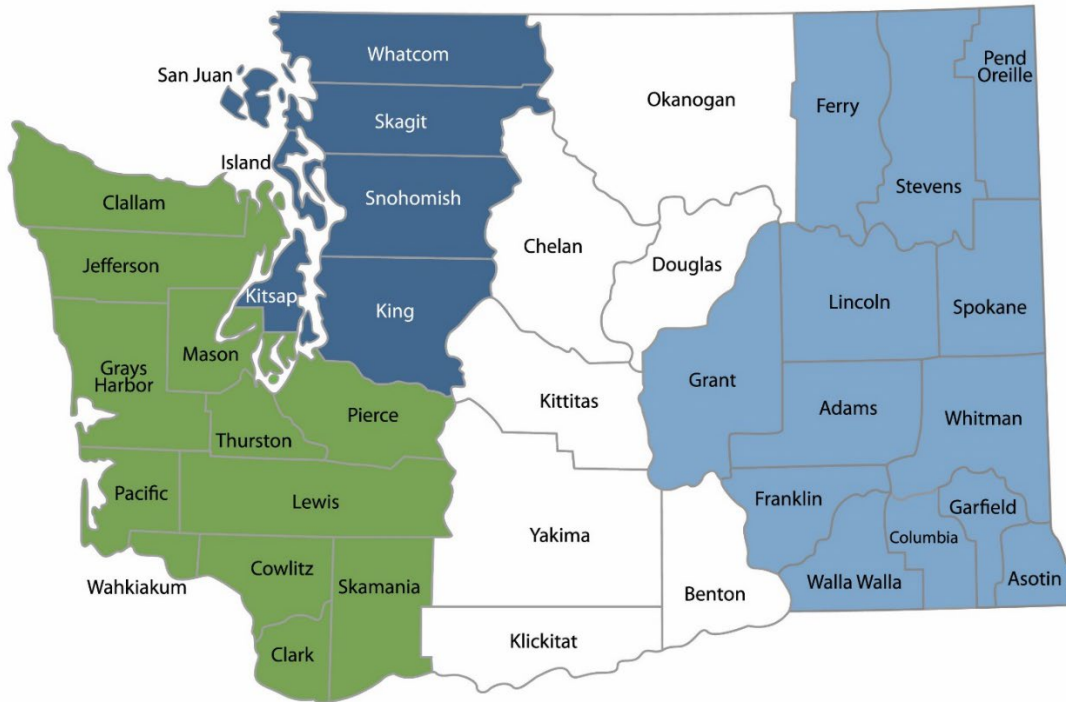
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[1] www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	15700 Dayton Ave. N. Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

Funding Guidelines
2021 – 2023 Biennium

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and Firefighting Equipment Grants

Spill Prevention, Preparedness, and Response Program
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DEPARTMENT OF
ECOLOGY
State of Washington

Table of Contents

List of Figures and Tables

Figures

Tables

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, tribal, regional, and statewide emergency response to oil spills and hazardous materials incidents.

These guidelines relate to the 2021–2023 Oil Spill & Hazardous Materials Response and Firefighting Equipment Grant (Equipment Grant) only.

This grant is funded through the state's Model Toxics Control Operating Account. The amount of funding available for grants in the 2021–2023 biennium has not been determined by the Washington State Legislature. Funding allocated to Ecology for this program will be determined after the 2021 Legislative Session and will be available for grants through a competitive process.

Background

In 2015, the Washington State Legislature passed, and Governor Jay Inslee signed, The Oil Transportation Safety Act (Engrossed Substitute House Bill (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 a workgroup that includes 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.

Grant timeline

Table 1 shows the expected timeline of the grant cycle for the 2021 – 2023 biennium.

- Applicants can submit applications beginning **May 4, 2021.**
- **All applications must be submitted by 5:00 p.m. on June 29, 2021.**
- Applications and materials sent as hard copies or by email will not be considered.
- Equipment, training, and other costs awarded through the grant must be received before June 30, 2023.

Ecology expects to have funding available as soon as August 2021. Ecology will communicate with applicants if this date changes.

Table 1: 2021 - 2023 grant cycle timeline

Date	Event
May 4, 2021	Grant application opens
May 11, 2021	Grant workshop
June 29, 2021 05:00 p.m.	Deadline to submit grant application
June – July 2021	Application screening and evaluations
August 2021	Final Offer and Applicant List issued
August 2021 – September 2021	Negotiate and sign funding agreements
June 30, 2023	Projects complete

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"[2] before entering into a grant agreement with Ecology. This document can be found on Ecology's Grants & Loans page.[3]

Complete details on how to apply for a grant are described in the "Application & Requirements" section below.

Funding priorities

Ecology will distribute available funds to the applicants with the highest ranked proposal for a projects of local, regional, or statewide significance that address the 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.

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

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[2] https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html
[3] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance

agencies, local emergency planning committees (LEPCs), tribes, state agencies, not-for-profit organizations, non-governmental organizations and special purpose districts.

Economically distressed communities

Ecology will prioritize funding for areas and regions in 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 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 for grant funding, but will not receive the extra points assigned to this criterion during evaluation of grant applications.

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

Application & 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 can take up to two weeks. More information about creating SAW accounts and requesting access to EAGL is available at Ecology's Grants and Loans page[4].

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

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 username and password.

Each staff member of the applicant's organization who will have a role in 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 at Ecology's website for New SAW users[5].

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 for and manage grant applications and agreements, request amendments, submit payment requests and progress reports, and submit closeout reports. 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[6].

Information on training and other resources for EAGL can be found in Appendix A.

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

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

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[4] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans
[5] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans
[6] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans

7. Close Out Report

Once you are 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 of applicants. Grant awards will cover 100 percent of eligible costs of the grant offer amount.

There is currently no ceiling for grant awards. However, projects may be capped at $100,000 due to funding availability or in order to distribute funding to more projects throughout the state.

Limitations on use of grant funds

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

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:

- Reduction in response time
- Improved efficiency in the safe use and deployment of equipment and resources
- Increased regional response coordination with other response agencies and partners
- Increased responder safety during oil spill and hazardous materials incidents
- Protection of human health and safety within the community
- Maximized benefits from existing equipment and resources
- Minimized 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"[7] guide, 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, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more 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 unit.

Supplies include all tangible personal property other than tools or equipment necessary to carry out a scope of work (with a useful life of less than one year and an acquisition cost of less than $5,000).

Conditionally Eligible Projects

Some equipment and resources are conditionally eligible for reimbursement through this grant, as described below.

- Purchase of unmanned aerial vehicles. Applicants may apply for this equipment and training with the understanding that an award is contingent on Ecology adopting a policy that addresses this subject.
- Travel costs and per diem associated with training, so long as costs are incurred before June 30, 2023, and are reimbursable at the Washington State travel rate[8] during time of travel (not including salaries and benefits).

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[7] https://apps.ecology.wa.gov/publications/documents/1701004.pdf
[8] http://www.ofm.wa.gov/resources/travel.asp

- Hazardous Materials Training is offered at no cost to first responders through the [State Fire Marshal's Office](9). If the applicant is requesting training available on this website, it is conditionally eligible and may not be approved if capacity for this training exists within the State Fire Marshal's Office.
- Maintenance or service packages. These packages must be during the timeframe of the grant agreement and reimbursement submitted on a monthly basis for the service provided during that month.

Ineligible Projects

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

- Projects that do not support the implementation of emergency response plans for oil spill and hazardous materials response and firefighting
- Projects that have a primary objective of enabling the applicant to respond of events that are part of their normal operating environment, rather than focusing on emergency response
- Capital construction projects
- Grant application preparation
- Project administration or overhead, such as salaries and benefits, of employees for the time worked on the project
- Firefighting apparatus, including tenders, quints, and engines
- Mechanical oil collection equipment, to include skimmers and vactor/vacuum trucks
- Firefighting foam containing perfluoronated compounds
- Administration costs, indirect costs, and other personnel service costs
- Excavators
- Cleaning and decontamination of response equipment
- Service or maintenance packages with dates beyond the grant agreement

Project Tasks

Project administration

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

New response equipment and resources

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.

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[9] https://www.wsp.wa.gov/other-training/

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 may 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.

Appendix C contains helpful tips for building the applicant's budget. All equipment and resources must be received by the recipient before June 30, 2023. Contact the Fund Coordinator of this grant program if there are questions about the eligibility of requested equipment and/or resources.

Current training

Applicants must demonstrate they have the appropriate training within their organization or agency to use the requested equipment and resources. Refer to WAC 296-824-30005[10] and WAC 296-843-200[11]. Fire departments and districts must have certifications at the Hazardous Materials Operations and Hazardous Materials Technician level.

While this training can be requested through the grant to supplement their existing training, the applicant must demonstrate that baseline training be available within the organization, agency, fire department, or fire district at the time of application.

Worldwide response resource list

Some equipment purchased with grant money may be listed in the Worldwide Response Resource List (WRRL). The WRRL is a database that stores data on various types of oil spill response equipment in the Pacific Northwest. Successful applicants will be asked to list their equipment on the Worldwide Response Resource List[12] (WRRL) and/or enroll to be a Vessel of Opportunity[13].

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[10] https://app.leg.wa.gov/WAC/default.aspx?cite=296-824-30005
[11] https://app.leg.wa.gov/wac/default.aspx?cite=296-843-200
[12] https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Worldwide-Response-Resource-List
[13] https://apps.ecology.wa.gov/publications/documents/1308003.pdf

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 training 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.

Documentation showing the cost, course title, date, number of 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.

Conditionally eligible costs:

- Hazardous Materials Training is offered at no cost to first responders through the State Fire Marshal's Office[14]. If the applicant is requesting training available on this website, it is conditionally eligible and may not be approved if capacity exists within the State Fire Marshal's Office.

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.

Appendix D contains helpful tips for building the applicant's budget. All training and certifications must be received by the recipient before June 30, 2023.

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[14] https://www.wsp.wa.gov/other-training/

Maintenance of existing response equipment and resources

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 conduct routine and unexpected maintenance themselves, requests for cost reimbursement are eligible as long as funding is available.

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; e.g., Calibration gas
  - Exception: foam is not considered replacement of equipment from a previous grant. It will need to be requested under the New Response Equipment and Resources task.

Ineligible costs:

- Costs for work that adds to the permanent value of a property or appreciably extends its designed life.
- Costs for equipment not received through Ecology's Equipment Grant program or for Equipment Cache Trailers.

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.

Evaluations

The evaluation criteria used to award funding 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.

Evaluation process

Screening

The Fund Coordinator will, with support from Ecology staff, 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 entire application.

The Fund Coordinator will return the application to the applicant for resubmission if it is still within the application timeframe, which ends on **June 29, 2021, at 5:00 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. This will give the applicant more time to make any necessary adjustments after screening is complete and before the grant application cycle closes.

Evaluation

Once the application period closes, and screening is complete, the Fund Coordinator will facilitate evaluation of applications with the workgroup consisting of emergency first responders, oil spill response cooperatives, representatives from the oil and rail industries, and businesses that are recipients of liquid bulk crude oil.

Applications are evaluated based on:

- 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
- Coordination with existing equipment and response agencies or partners
- Economically Distressed Community

Refer to Appendix E for evaluation guidance.

Scoring and Prioritization

After evaluations are complete, the applications will be scored and ranked. The final score is based on a combination of evaluation scores. There are four types of evaluations categories for this grant, shown in Table 2. The maximum points possible in each category are also shown in the table.

Table 2: Evaluation categories and points

Evaluation	Maximum points
Prioritization of funding	70
Equipment & Resources	40
Training	35
Maintenance	10

The final scores are calculated as follows:

- New Equipment Final Score = Prioritization of Funding + Equipment & Resources
- Training Final Score = Prioritization of Funding + Training
- Maintenance Final Score = Prioritization of Funding + Maintenance

Additional details about scoring of individual criterion are found in [Appendix E](#).

Fund Distribution

The amount of funding available for grants in the 2021 - 2023 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 2021 Legislative Session.

Ecology will distribute funds based on three tasks:

- New Response Equipment and Resources
- Spill Response and Hazardous Materials Training
- Maintenance of Existing Response Equipment and Resources

The approximate distribution between the three tasks is shown in Table 3.

Table 3: Distribution of funds through eligible tasks

Task	Distribution
New Response Equipment and Resources	85%
Spill Response and Hazardous Materials Training	10%
Maintenance of Existing Response Equipment and Resources	5%

If there is excess funding from one task after grants are awarded, the excess funds will be applied to eligible projects in another task that are in need of funding.

Grant Management

Agreement

The Ecology Fund Coordinator will notify applicants of the funding decisions after evaluations are complete.

If a project is chosen for funding, the applicant will receive a formal offer letter from the Spill Prevention, Preparedness, and Response (SPPR) Program Manager outlining general expectations about the award and the grant agreement.

The Fund Coordinator will assign an Ecology Project Manager and an Ecology Financial Manager to the application. The status of the application in EAGL will be changed to "Agreement Initiated" and agreement negotiations will begin.

Negotiations

During agreement negotiations, recipients will work with the assigned Ecology Project Manager.

This may 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.

The agreement, at a minimum, will include:

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

Agreement Finalized

Once negotiations are complete, applicants will receive an email from the assigned Ecology Project Manager or Financial Manager with instructions for the electronic signature process. Ecology is currently not accepting hard copies of signed grant agreements. The final electronically signed agreement is uploaded into EAGL by the Ecology Project Manager or Financial Manager and the status is changed to "Agreement is Executed." The Ecology Fiscal department will change the status to "Agreement Active." This will allow recipients to request amendments and submit progress reports and payment requests.

Amendment

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

- Recipient organization's Authorized Official
- Ecology's Project Manager

- Ecology's Financial Manager

For this grant, amendments are typically 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[15] (DES). DES issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments.

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 a Recipient already has a Statewide Vendor Number (starts with SWV) and is registered, but wants to change payment receipt method from a paper check to direct deposit or update bank account or contact information, these changes can be made through the same process.

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 of the grant agreement 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 distributes 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.

Table 4: Progress Report quarterly deadline

Progress Report	Reporting Period	Progress Report 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

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[15] http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx

Progress Report	Reporting Period	Progress Report Due
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 back up documentation costs in the order it is entered into EAGL, streamlining the review and reconciliation process for the Ecology Project Manager and Financial Manager.

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

- Copies of receipts and invoices.
- Meeting expenses, which must include Form F: Record of Meeting Attendance[16]and a meeting agenda.
- Travel documentation that includes purpose of travel, beginning and end points, and mileage calculations. Travel costs shall not exceed State travel rates. For travel policies and a state per diem map, please visit the Office of Financial Management's travel reimbursement resource[17] website.

Reporting on task progress

Ecology requires a progress report for each calendar quarter of the grant period, even if no expenses are 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.
- Stay informed on the progress of the project.

Reporting on outcomes

Data in progress reports must 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 explanations for any delays.
- Description and explanation for cost overruns.
- General comments.

16

https://fortress.wa.gov/ecy/publications/UIPages/PublicationList.aspx?IndexTypeName=Topic&NameValue=Grants+and+Loans&DocumentTypeName=Form
[17] http://www.ofm.wa.gov/resources/travel.asp

Equipment purchase report

Equipment purchases are eligible if approved in the Final Budget during agreement negotiations. An Equipment Purchase Report (EPR) must be completed by the recipient for individual units over $5,000. EPRs are a form the recipient will submit in EAGL.

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.

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 must ensure the final payment check box is selected when submitting the final payment request.

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

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

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

Ecology closeout report

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

Appendix A. EAGL Training Tools and Resources

For EAGL Training Tools & Resources, please visit Ecology's Grants & Loans homepage[18].

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

- Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)[19]
  - This publication establishes the administrative requirements for recipients of all grants and loans administered by Ecology. Topics include financial management, expenditure and income reporting, contracting, and record retention.
  - This version applies to all grant and loan agreements in EAGL, with an agreement signature date OR amended agreement signature date of August 11, 2017, or later.
- Submitting a Payment Request/Progress Report (PRPR)
  - How to submit a PRPR in EAGL video[20]

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[18] https://ecology.wa.gov/About-us/How-we-operate/Grants-loans
[19] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html
[20] https://www.youtube.com/watch?v=Lbl7gzh6pgA

Appendix B. Median Household Income

The U.S. Census Bureau 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. Searches of the ACS database can be conducted at U.S. Census Bureau Fact Finder.

The MHI data in Table F-1 are from the ACS five-year estimates available in December 2018. Jurisdictions qualifying for the Economically Distressed Communities match exemption for Floodplains by Design must have a mean household income below 80% of the state median. For this grant round (2021-23) a community must show an MHI of **less than $52,939** to obtain the match exemption.

MHI Surveys

The MHI data in Table 4 are from the ACS five-year estimates available in December 2018. Ecology uses the MHI data in when making hardship determinations. If a community is not listed here, Ecology will use the MHI for the county where the community is located. 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 a MHI survey, they must adhere to the Infrastructure Assistance Coordinating Council (IACC) Income Survey Guide, and the results must be approved by Ecology. The IACC Income Survey Guide can be found at Infrastructure Assistance Coordinating Council[21].

Table 5: Median Household Incomes for Washington State, Counties, and Communities

Place	MHI ($)
*Washington	$66,174
Aberdeen city, Washington	$40,702
Aberdeen Gardens CDP, Washington	$76,591
Adams County, Washington	$48,131
Ahtanum CDP, Washington	$51,779
Airway Heights city, Washington	$49,844
Albion town, Washington	$41,750
Alder CDP, Washington	$117,105
Alderton CDP, Washington	$71,250
Alderwood Manor CDP, Washington	$71,714
Alger CDP, Washington	$69,250
Algona city, Washington	$62,120
Allyn CDP, Washington	$69,306
Almira town, Washington	$60,139
Amanda Park CDP, Washington	$32,000
Amboy CDP, Washington	$73,438

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[21] http://www.infrafunding.wa.gov/

Ames Lake CDP, Washington	$109,702
Anacortes city, Washington	$63,950
Anderson Island CDP, Washington	$65,938
Arlington city, Washington	$70,790
Arlington Heights CDP, Washington	$96,496
Artondale CDP, Washington	$100,934
Asotin city, Washington	$55,987
Asotin County, Washington	$47,483
Auburn city, Washington	$64,400
Bainbridge Island city, Washington	$109,341
Bangor Base CDP, Washington	$52,153
Banks Lake South CDP, Washington	$32,500
Barberton CDP, Washington	$89,617
Baring CDP, Washington	$40,368
Barney's Junction CDP, Washington	$30,789
Basin City CDP, Washington	$53,445
Battle Ground city, Washington	$64,888
Bay View CDP, Washington	$95,000
Beaux Arts Village town, Washington	$190,625
Belfair CDP, Washington	$53,558
Bell Hill CDP, Washington	$111,923
Bellevue city, Washington	$105,402
Bellingham city, Washington	$47,886
Benton City, Washington	$56,094
Benton County, Washington	$63,001
Bethel CDP, Washington	$74,722
Bickleton CDP, Washington	$63,750
Big Lake CDP, Washington	$101,500
Bingen city, Washington	$52,833
Birch Bay CDP, Washington	$55,473
Black Diamond city, Washington	$75,880
Blaine city, Washington	$67,453
Blyn CDP, Washington	$98,194
Bonney Lake city, Washington	$90,580
Bothell city, Washington	$89,477
Bothell East CDP, Washington	$122,039
Bothell West CDP, Washington	$92,989
Boulevard Park CDP, Washington	$53,607
Brady CDP, Washington	$91,591
Bremerton city, Washington	$48,757
Brewster city, Washington	$42,714
Bridgeport city, Washington	$44,390
Brier city, Washington	$111,346
Brinnon CDP, Washington	$51,250
Browns Point CDP, Washington	$92,917
Brush Prairie CDP, Washington	$67,852
Bryant CDP, Washington	$93,981

Bryn Mawr-Skyway CDP, Washington	$65,906
Buckley city, Washington	$59,355
Bucoda town, Washington	$41,458
Buena CDP, Washington	$30,286
Bunk Foss CDP, Washington	$109,750
Burbank CDP, Washington	$70,319
Burien city, Washington	$60,732
Burley CDP, Washington	$63,676
Burlington city, Washington	$50,150
Camano CDP, Washington	$74,221
Camas city, Washington	$101,167
Canterwood CDP, Washington	$147,756
Canyon Creek CDP, Washington	$77,083
Carbonado town, Washington	$70,938
Carlsborg CDP, Washington	$43,462
Carnation city, Washington	$79,038
Carson CDP, Washington	$37,857
Cascade Valley CDP, Washington	$37,262
Cashmere city, Washington	$47,917
Castle Rock city, Washington	$41,346
Cathcart CDP, Washington	$107,267
Cathlamet town, Washington	$40,625
Cavalero CDP, Washington	$102,157
Centerville CDP, Washington	$43,125
Central Park CDP, Washington	$56,682
Centralia city, Washington	$39,324
Chain Lake CDP, Washington	$100,694
Chehalis city, Washington	$35,433
Chelan city, Washington	$51,979
Chelan County, Washington	$54,975
Cheney city, Washington	$34,103
Cherry Grove CDP, Washington	$127,723
Chewelah city, Washington	$31,858
Chico CDP, Washington	$103,864
Chinook CDP, Washington	$54,531
Clallam Bay CDP, Washington	$35,600
Clallam County, Washington	$48,002
Clark County, Washington	$67,832
Clarkston city, Washington	$35,000
Clarkston Heights-Vineland CDP, Washington	$66,960
Cle Elum city, Washington	$47,425
Clear Lake CDP (Pierce County), Washington	$66,522
Clear Lake CDP (Skagit County), Washington	$65,341
Clearview CDP, Washington	$94,258
Clinton CDP, Washington	$49,464
Clover Creek CDP, Washington	$64,437
Clyde Hill city, Washington	$205,500

Cohassett Beach CDP, Washington	$43,514
Colfax city, Washington	$50,357
College Place city, Washington	$40,236
Colton town, Washington	$64,500
Columbia County, Washington	$46,250
Colville city, Washington	$37,462
Conconully town, Washington	$28,750
Concrete town, Washington	$31,667
Connell city, Washington	$51,364
Cosmopolis city, Washington	$60,000
Cottage Lake CDP, Washington	$146,315
Coulee City town, Washington	$56,500
Coulee Dam town, Washington	$52,386
Country Homes CDP, Washington	$47,500
Coupeville town, Washington	$46,500
Covington city, Washington	$93,980
Cowiche CDP, Washington	$46,439
Cowlitz County, Washington	$49,804
Creston town, Washington	$37,500
Crocker CDP, Washington	$94,280
Curlew CDP, Washington	$28,906
Curlew Lake CDP, Washington	$51,992
Cusick town, Washington	$18,750
Custer CDP, Washington	$57,813
Dallesport CDP, Washington	$51,852
Darrington town, Washington	$42,422
Dash Point CDP, Washington	$105,833
Davenport city, Washington	$57,135
Dayton city, Washington	$40,806
Deep River CDP, Washington	$50,074
Deer Park city, Washington	$48,229
Des Moines city, Washington	$60,814
Desert Aire CDP, Washington	$55,938
Dixie CDP, Washington	$46,667
Dollars Corner CDP, Washington	$90,313
Douglas County, Washington	$55,805
Duluth CDP, Washington	$89,958
DuPont city, Washington	$77,712
Duvall city, Washington	$151,612
East Cathlamet CDP, Washington	$44,779
East Port Orchard CDP, Washington	$54,591
East Renton Highlands CDP, Washington	$92,102
East Wenatchee city, Washington	$51,938
Eastmont CDP, Washington	$103,514
Easton CDP, Washington	$64,844
Eatonville town, Washington	$59,115
Edgewood city, Washington	$90,544

Edison CDP, Washington	$162,762
Gleed CDP, Washington	$63,904
Glenwood CDP, Washington	$37,500
Gold Bar city, Washington	$70,875
Goldendale city, Washington	$40,354
Gorst CDP, Washington	$43,309
Graham CDP, Washington	$78,611
Grand Coulee city, Washington	$34,112
Grand Mound CDP, Washington	$62,951
Grandview city, Washington	$41,373
Granger city, Washington	$47,232
Granite Falls city, Washington	$50,000
Grant County, Washington	$52,382
Grapeview CDP, Washington	$82,500
Grayland CDP, Washington	$30,479
Grays Harbor County, Washington	$45,483
Grays River CDP, Washington	$41,250
Green Bluff CDP, Washington	$105,625
Hamilton town, Washington	$45,000
Hansville CDP, Washington	$58,182
Harrah town, Washington	$55,313
Harrington city, Washington	$36,042
Hartline town, Washington	$52,500
Hatton town, Washington	$58,125
Hazel Dell CDP, Washington	$56,139
Herron Island CDP, Washington	$55,670
High Bridge CDP, Washington	$120,109
Hobart CDP, Washington	$93,177
Hockinson CDP, Washington	$96,210
Home CDP, Washington	$57,418
Hoquiam city, Washington	$40,301
Humptulips CDP, Washington	$56,667
Hunts Point town, Washington	$201,250
Ilwaco city, Washington	$33,568
Inchelium CDP, Washington	$26,250
Index town, Washington	$60,313
Indianola CDP, Washington	$73,482
Ione town, Washington	$50,074
Island County, Washington	$61,516
Issaquah city, Washington	$100,844
Jefferson County, Washington	$51,842
Kahlotus city, Washington	$52,000
Kalama city, Washington	$57,500
Kapowsin CDP, Washington	$82,778
Kayak Point CDP, Washington	$91,797
Keller CDP, Washington	$19,063
Kelso city, Washington	$35,680

Kenmore city, Washington	$96,277
Kennewick city, Washington	$54,420
Kent city, Washington	$64,573
Kettle Falls city, Washington	$43,295
Key Center CDP, Washington	$69,018
Keyport CDP, Washington	$60,714
King County, Washington	$83,571
Kingston CDP, Washington	$62,841
Kirkland city, Washington	$104,319
Kitsap County, Washington	$68,336
Kittitas city, Washington	$46,029
Kittitas County, Washington	$53,163
Klickitat CDP, Washington	$33,625
Klickitat County, Washington	$51,258
La Center city, Washington	$88,173
La Conner town, Washington	$44,938
La Grande CDP, Washington	$83,018
Lacey city, Washington	$64,631
LaCrosse town, Washington	$40,469
Lake Bosworth CDP, Washington	$100,707
Lake Cassidy CDP, Washington	$93,586
Lake Cavanaugh CDP, Washington	$77,614
Lake Forest Park city, Washington	$101,429
Lake Goodwin CDP, Washington	$82,240
Lake Holm CDP, Washington	$114,141
Lake Ketchum CDP, Washington	$76,172
Lake Marcel-Stillwater CDP, Washington	$155,438
Lake McMurray CDP, Washington	$79,583
Lake Morton-Berrydale CDP, Washington	$96,281
Lake Roesiger CDP, Washington	$92,232
Lake Shore CDP, Washington	$81,633
Lake Stevens city, Washington	$82,500
Lake Stickney CDP, Washington	$75,254
Lake Tapps CDP, Washington	$110,602
Lakeland North CDP, Washington	$78,856
Lakeland South CDP, Washington	$74,455
Lakeview CDP, Washington	$42,447
Lakewood city, Washington	$47,636
Lamont town, Washington	$41,406
Langley city, Washington	$47,283
Larch Way CDP, Washington	$88,043
Latah town, Washington	$43,942
Leavenworth city, Washington	$48,636
Lewis County, Washington	$46,387
Lewisville CDP, Washington	$93,365
Liberty Lake city, Washington	$64,955
Lincoln County, Washington	$49,460

Lind town, Washington	$46,375
Lochsloy CDP, Washington	$84,495
Lofall CDP, Washington	$79,602
Long Beach city, Washington	$25,750
Longbranch CDP, Washington	$52,375
Longview city, Washington	$38,689
Longview Heights CDP, Washington	$66,140
Loon Lake CDP, Washington	$50,833
Lyle CDP, Washington	$51,063
Lyman town, Washington	$66,667
Lynden city, Washington	$62,478
Lynnwood city, Washington	$58,852
Mabton city, Washington	$37,059
Machias CDP, Washington	$81,625
Malden town, Washington	$33,214
Maltby CDP, Washington	$108,720
Manchester CDP, Washington	$78,851
Mansfield town, Washington	$51,875
Manson CDP, Washington	$68,005
Maple Heights-Lake Desire CDP, Washington	$101,657
Maple Valley city, Washington	$102,130
Maplewood CDP, Washington	$100,760
Marcus town, Washington	$36,667
Marietta-Alderwood CDP, Washington	$38,362
Marrowstone CDP, Washington	$64,159
Martha Lake CDP, Washington	$86,011
Marysville city, Washington	$72,734
Mason County, Washington	$53,087
Mattawa city, Washington	$51,607
May Creek CDP, Washington	$62,742
McChord AFB CDP, Washington	$53,514
McCleary city, Washington	$50,380
McKenna CDP, Washington	$77,109
McMillin CDP, Washington	$85,341
Mead CDP, Washington	$58,340
Meadow Glade CDP, Washington	$104,561
Meadowdale CDP, Washington	$100,625
Medical Lake city, Washington	$50,441
Medina city, Washington	$186,484
Mercer Island city, Washington	$136,644
Mesa city, Washington	$54,750
Metaline Falls town, Washington	$26,691
Metaline town, Washington	$56,406
Midland CDP, Washington	$47,356
Mill Creek city, Washington	$93,063
Mill Creek East CDP, Washington	$107,032
Millwood city, Washington	$58,438

Milton city, Washington	$71,441
Mineral CDP, Washington	$17,130
Minnehaha CDP, Washington	$75,668
Mirrormont CDP, Washington	$110,403
Monroe city, Washington	$74,093
Monroe North CDP, Washington	$106,932
Montesano city, Washington	$63,975
Morton city, Washington	$35,517
Moses Lake city, Washington	$49,851
Moses Lake North CDP, Washington	$31,968
Mossyrock city, Washington	$31,136
Mount Vernon city, Washington	$52,267
Mount Vista CDP, Washington	$74,578
Mountlake Terrace city, Washington	$69,727
Moxee city, Washington	$54,113
Mukilteo city, Washington	$100,650
Naches town, Washington	$50,662
Napavine city, Washington	$49,716
Naselle CDP, Washington	$49,792
Navy Yard City CDP, Washington	$56,078
Neah Bay CDP, Washington	$34,491
Neilton CDP, Washington	$50,486
Nespelem Community CDP, Washington	$46,250
Nespelem town, Washington	$43,333
Newcastle city, Washington	$118,333
Newport city, Washington	$36,250
Nile CDP, Washington	$78,333
Nisqually Indian Community CDP, Washington	$54,250
Nooksack city, Washington	$64,853
Normandy Park city, Washington	$95,313
North Bend city, Washington	$100,417
North Bonneville city, Washington	$58,646
North Fort Lewis CDP, Washington	$53,125
North Lynnwood CDP, Washington	$68,058
North Marysville CDP, Washington	$85,000
North Omak CDP, Washington	$37,448
North Puyallup CDP, Washington	$49,569
North Sultan CDP, Washington	$90,125
North Yelm CDP, Washington	$38,795
Northport town, Washington	$26,667
Oak Harbor city, Washington	$48,857
Oakesdale town, Washington	$51,607
Oakville city, Washington	$46,250
Ocean Park CDP, Washington	$26,357
Ocean Shores city, Washington	$40,451
Odessa town, Washington	$37,330
Okanogan city, Washington	$38,464

Okanogan County, Washington	$42,598
Olympia city, Washington	$55,539
Omak city, Washington	$47,565
Onalaska CDP, Washington	$45,865
Orchards CDP, Washington	$68,266
Oroville city, Washington	$31,125
Orting city, Washington	$74,938
Oso CDP, Washington	$36,643
Othello city, Washington	$48,491
Otis Orchards-East Farms CDP, Washington	$67,334
Pacific Beach CDP, Washington	$70,556
Pacific city, Washington	$55,799
Pacific County, Washington	$39,895
Packwood CDP, Washington	$39,032
Palouse city, Washington	$53,173
Parkland CDP, Washington	$50,237
Parkwood CDP, Washington	$46,967
Pasco city, Washington	$59,969
Pateros city, Washington	$39,583
Pe Ell town, Washington	$56,429
Peaceful Valley CDP, Washington	$39,141
Pend Oreille County, Washington	$49,184
Picnic Point CDP, Washington	$98,676
Pierce County, Washington	$63,881
Pine Grove CDP, Washington	$83,472
Point Roberts CDP, Washington	$46,298
Pomeroy city, Washington	$43,125
Port Angeles city, Washington	$41,297
Port Angeles East CDP, Washington	$47,338
Port Gamble Tribal Community CDP, Washington	$56,250
Port Hadlock-Irondale CDP, Washington	$46,048
Port Ludlow CDP, Washington	$61,577
Port Orchard city, Washington	$67,750
Port Townsend city, Washington	$50,330
Porter CDP, Washington	$37,500
Poulsbo city, Washington	$61,455
Prairie Heights CDP, Washington	$88,839
Prairie Ridge CDP, Washington	$78,631
Prescott city, Washington	$29,712
Prosser city, Washington	$53,880
Puget Island CDP, Washington	$52,256
Pullman city, Washington	$30,548
Purdy CDP, Washington	$46,607
Puyallup city, Washington	$65,719
Queets CDP, Washington	$38,750
Quilcene CDP, Washington	$30,000
Qui-nai-elt Village CDP, Washington	$75,000

Quincy city, Washington	$54,712
Raft Island CDP, Washington	$104,583
Rainier city, Washington	$68,594
Ravensdale CDP, Washington	$86,739
Raymond city, Washington	$37,829
Reardan town, Washington	$41,875
Redmond city, Washington	$115,300
Renton city, Washington	$70,661
Republic city, Washington	$30,329
Richland city, Washington	$71,025
Ridgefield city, Washington	$93,958
Ritzville city, Washington	$38,272
Riverbend CDP, Washington	$96,875
Riverside town, Washington	$38,438
Rochester CDP, Washington	$73,694
Rock Island city, Washington	$48,523
Rockford town, Washington	$56,250
Rocky Point CDP, Washington	$51,786
Rosalia town, Washington	$40,556
Rosburg CDP, Washington	$63,333
Rosedale CDP, Washington	$97,344
Roslyn city, Washington	$54,853
Roy city, Washington	$52,917
Royal City, Washington	$31,625
Ruston town, Washington	$83,462
Ryderwood CDP, Washington	$36,941
Salmon Creek CDP, Washington	$76,861
Sammamish city, Washington	$157,271
San Juan County, Washington	$60,271
Seabeck CDP, Washington	$76,635
SeaTac city, Washington	$51,025
Seattle city, Washington	$79,565
Sedro-Woolley city, Washington	$47,602
Selah city, Washington	$51,930
Sequim city, Washington	$38,485
Shadow Lake CDP, Washington	$130,250
Shelton city, Washington	$39,072
Shoreline city, Washington	$76,271
Silver Firs CDP, Washington	$114,193
Silverdale CDP, Washington	$67,392
Sisco Heights CDP, Washington	$98,085
Skagit County, Washington	$59,263
Skamania County, Washington	$53,606
Skamokawa Valley CDP, Washington	$23,088
Skokomish CDP, Washington	$38,036
Skykomish town, Washington	$38,125
Snohomish city, Washington	$59,310

Snohomish County, Washington	$78,020
Snoqualmie city, Washington	$136,508
Snoqualmie Pass CDP, Washington	$109,375
Soap Lake city, Washington	$30,393
South Bend city, Washington	$31,010
South Cle Elum town, Washington	$59,286
South Creek CDP, Washington	$58,364
South Hill CDP, Washington	$79,620
South Prairie town, Washington	$80,000
South Wenatchee CDP, Washington	$41,725
Southworth CDP, Washington	$73,843
Spanaway CDP, Washington	$61,614
Spangle city, Washington	$43,750
Spokane city, Washington	$44,768
Spokane County, Washington	$52,159
Spokane Valley city, Washington	$48,015
Sprague city, Washington	$30,833
Springdale town, Washington	$34,821
St. John town, Washington	$33,304
Stansberry Lake CDP, Washington	$77,222
Stanwood city, Washington	$61,114
Startup CDP, Washington	$31,838
Steilacoom town, Washington	$70,523
Steptoe CDP, Washington	$65,000
Stevens County, Washington	$47,272
Stevenson city, Washington	$35,500
Sudden Valley CDP, Washington	$83,952
Sultan city, Washington	$66,250
Sumas city, Washington	$48,512
Summit CDP, Washington	$65,512
Summit View CDP, Washington	$64,213
Summitview CDP, Washington	$71,188
Sumner city, Washington	$56,991
Sunday Lake CDP, Washington	$71,750
Sunnyside city, Washington	$40,058
Sunnyslope CDP, Washington	$94,583
Suquamish CDP, Washington	$58,125
Swede Heaven CDP, Washington	$56,250
Tacoma city, Washington	$55,506
Taholah CDP, Washington	$31,375
Tanglewilde CDP, Washington	$60,928
Tanner CDP, Washington	$132,596
Tekoa city, Washington	$51,711
Tenino city, Washington	$51,250
Terrace Heights CDP, Washington	$56,408
Thorp CDP, Washington	$57,212
Three Lakes CDP, Washington	$112,880

Thurston County, Washington	$66,113
Tieton city, Washington	$48,295
Toledo city, Washington	$52,750
Tonasket city, Washington	$22,578
Toppenish city, Washington	$41,852
Touchet CDP, Washington	$68,000
Town and Country CDP, Washington	$61,301
Tracyton CDP, Washington	$66,231
Trout Lake CDP, Washington	$61,250
Tukwila city, Washington	$51,318
Tumwater city, Washington	$64,786
Twin Lakes CDP, Washington	$16,875
Twisp town, Washington	$36,250
Union Gap city, Washington	$38,667
Union Hill-Novelty Hill CDP, Washington	$129,028
Uniontown town, Washington	$76,875
University Place city, Washington	$64,883
Vader city, Washington	$42,045
Vancouver city, Washington	$55,593
Vashon CDP, Washington	$77,724
Vaughn CDP, Washington	$70,000
Venersborg CDP, Washington	$104,804
Verlot CDP, Washington	$98,667
Wahkiakum County, Washington	$49,508
Waitsburg city, Washington	$56,458
Walla Walla city, Washington	$46,650
Walla Walla County, Washington	$52,630
Walla Walla East CDP, Washington	$97,589
Waller CDP, Washington	$73,875
Walnut Grove CDP, Washington	$63,285
Wapato city, Washington	$36,503
Warden city, Washington	$39,194
Warm Beach CDP, Washington	$81,277
Washougal city, Washington	$76,998
Washtucna town, Washington	$62,917
Waterville town, Washington	$48,542
Wauna CDP, Washington	$87,939
Waverly town, Washington	$48,750
Wenatchee city, Washington	$48,565
West Clarkston-Highland CDP, Washington	$46,040
West Pasco CDP, Washington	$105,795
West Richland city, Washington	$86,686
West Side Highway CDP, Washington	$67,754
Westport city, Washington	$37,600
Whatcom County, Washington	$56,419
Whidbey Island Station CDP, Washington	$31,154
White Center CDP, Washington	$47,746

White Salmon city, Washington	$47,418
White Swan CDP, Washington	$47,614
Whitman County, Washington	$41,574
Wilbur town, Washington	$42,292
Wilderness Rim CDP, Washington	$102,031
Wilkeson town, Washington	$64,196
Willapa CDP, Washington	$51,397
Wilson Creek town, Washington	$43,750
Winlock city, Washington	$47,697
Winthrop town, Washington	$44,750
Wishram CDP, Washington	$30,714
Wollochet CDP, Washington	$86,925
Woodinville city, Washington	$102,006
Woodland city, Washington	$63,933
Woods Creek CDP, Washington	$98,209
Woodway city, Washington	$153,958
Yacolt town, Washington	$59,219
Yakima city, Washington	$42,092
Yakima County, Washington	$47,470
Yarrow Point town, Washington	$225,500
Yelm city, Washington	$57,901
Zillah city, Washington	$61,310

Appendix C. New Response Equipment and Resources Budget

Applicants must submit a budget for New Response Equipment and Resources. The budget is broken down by categories, described in Table 6. An example budget is provided in Figure 1. Costs are examples only and should not be used to complete the applicant's budget.

Table 6: New Response Equipment and Resources categories description

Item(s) Category	Description
Air Monitoring	Eligible equipment and/or resources includes air monitoring tools for responder and/or community safety, including calibration gases and accessories.
Containment boom	Hard boom that creates a floating barrier used to temporarily corral and contain spilled oil on the water's surface until it can be removed.
Cache Trailer	See Appendix E Equipment Cache Trailer for an inventory of standard items in a cache trailer. Eligible costs include purchase, delivery, and decals.
Communication	Equipment and resources used to enhance communication of responders while on scene of an oil spill and/or hazardous materials incident. This may include, but is not limited to, handheld radios, vehicle radios, and SCBA voice communication systems. Eligible costs include installation and training (request training on the training form).
Decontamination	Eligible equipment and resources includes, but is not limited to, resources to be used in decontamination of responders and/or a trailer dedicated to decontamination.
Foam	Eligible equipment and/or resources includes PFAS-free foam, nozzles and hoses for deploy the PFAS-free foam. See Toxics in firefighting law[22] for more information on the restriction of PFAS firefighting foam and PPE.

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[22] https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Addressing-priority-toxic-chemicals/PFAS/Toxics-in-firefighting

PPE	Eligible equipment and/or resources includes personal protective equipment used to respond to an oil spill and/or hazardous materials incident, not limited to: • Bunker gear • Boots • Hands, eye, skin, hearing protection • lifejackets
SCBA	Eligible equipment and/or resources includes respirators and cylinders to bring existing SCBAs into NFPA compliance.
Sorbents	Sorbents are insoluble materials or mixtures of materials used to recover liquids through absorption, adsorption, or both. Eligible items may include, but are not limited to, pads, sweep, sausage boom, and granular material.
Vehicle	Vehicles must have a direct connection to an oil spill and/or hazardous materials incident. Successful applications in previous grant cycles have requested dedicated vehicles for towing response trailers, decontamination trailers, and/or vessels.
Vessel	Vessels for the purpose of responding to an oil spill and/or hazardous materials incident on the water are eligible. Successful applicants will be asked to list their vessel on the Worldwide Response Resource List[23] (WRRL) and/or enroll as a Vessel of Opportunity[24].
Other	Any equipment and/or resources that does not fit into another category, such as unmanned aerial vehicles.

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[23] https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Worldwide-Response-Resource-List
[24] https://apps.ecology.wa.gov/publications/documents/1308003.pdf

* 2. Estimate the total budget for New Equipment and/or Resources. A description of each category is available in Appendix C of the Funding Guidelines, along with an example budget.

Item(s) Category	Description of Item(s)	Amount Requested
Air Monitoring	4 gas meter, calibration gas 28 of 300	$8,500
Containment Boom	1000' of 18" hard boom 22 of 300	$12,000
Cache Trailer	NA 2 of 300	$0
Communication	NA 2 of 300	$0
Decontamination	NA 2 of 300	$0
Foam	NA 2 of 300	$0
PPE	lifejackets, disposable gloves, chemical suits 46 of 300	$5,000
SCBA	NA 2 of 300	$0
Sorbents	assorted sweep and sausage boom 31 of 300	$3,000
Vehicle	NA 2 of 300	$0
Vessel	NA 2 of 300	$0
Other	NA 2 of 300	$0
	Total	$28,500

Figure 1: New Response Equipment and Resources example budget

Appendix D. Spill Response and Hazardous Materials Training Budget

Applicants must submit a budget for Spill Response and Hazardous Materials Training. The budget is broken down by categories, described in Table 8. An example budget is provided in Figure 2. Costs are examples only and should not be used to complete the applicant's budget.

Table 7: Hazardous Materials Training category descriptions

Training	Description
8 hr hazwoper	Refer to WAC 296-824-30005[25] and WAC 296-843-200[26]
24 hr hazwoper	Refer to WAC 296-824-30005[25] and WAC 296-843-200[26]
40 hr hazwoper	Refer to WAC 296-824-30005[25] and WAC 296-843-200[26]
Conference	Travel, lodging, and per diem are reimbursable. Salaries and benefits are not. The conference must be for oil spill and/or hazardous materials.
Equipment training	Training for equipment and/or resources requested in current or previous grant cycle, or obtained outside of the grant program, for response to an oil spill and/or hazardous materials response.
Other	Training that does not fit into another category.

Training	Description	Estimate # Attendees	Amount Requested
8 hr hazwoper	1 class in 2021, 2 classes in 2022, 1 class in 2023, 30 participants each 73 of 300	30	$4,000
24 hr hazwoper	NA 2 of 300	0	$0
40 hr hazwoper	1 class in 2021, 1 class in 2022 32 of 300	20	$4,000
Conference	NA 2 of 300	0	$0
Equipment training	Bring in a contractor for boom d deployment training in 2022 for two classes 76 of 300	40	$1,000
Other	NA 2 of 300	0	$0
		Total	$9,000

Figure 2: Hazardous Materials Training example budget

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[25] https://app.leg.wa.gov/WAC/default.aspx?cite=296-824-30005
[26] https://app.leg.wa.gov/wac/default.aspx?cite=296-843-200

Appendix E. Evaluation Guidance

There are four evaluation criteria for this funding opportunity:

- Criteria 1: Prioritization of funding
- Criteria 2: Equipment & resources
- Criteria 3: Training
- Criteria 4: Maintenance

All applications will be evaluated for Criteria 1. Applications will only be evaluated for the remaining three criteria if they are applying for funding for that task. For example, if an applicant is applying only for equipment, they will be evaluated under Criteria 1 and 2 only.

How applications are evaluated, and the score available for each criteria, is shown in Table 10. The criteria number correlates with one of the four above evaluation criteria. For example, criteria number 2.2 is part of the evaluation for Criteria 2 Equipment & resources.

Table 8: Evaluation criteria and score

Criteria Number	Evaluation Criteria	Maximum points available
1.1	Level of Statewide/Tribal/Regional Benefit	10
1.2	Level of risk as it relates to response time from nearest response agency with resources. Examples are Federal (USCG, EPA), State (Dept of Ecology), and regional hazmat teams.	10
1.3	Economically Distressed Communities	10
1.4	Environmental Health Disparities[27]	10
1.5	The applicant is coordinating an equipment cache and/or training grant on behalf of multiple organizations.	10
1.6	The applicant identifies and describes oil spill and hazmat commodities within their Area of Response.	20
2.1	The applicant identifies a role within an emergency response plan for an oil spill and/or hazardous materials response.	5
2.2	Requested equipment and/or resources mitigates the risks and impacts identified on the Hazardous Materials Risk Assessment form.	5
2.3	Demonstrates ability to maintain requested equipment and/or resources long-term through an existing maintenance plan or program.	5

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[27] https://fortress.wa.gov/doh/wtn/WTNIBL/

Criteria Number	Evaluation Criteria	Maximum points available
2.4	The budget on the New Response Equipment and Resources form is well developed with supporting documentation and research to estimate costs.	10
2.5	The requested equipment and/or resources supports existing equipment and resources in the area.	10
2.6	The applicant is current with training and certifications to respond in the role and emergency response plans identified in their application and meets applicable safety standards for hazardous waste in Chapter 296-843 WAC.	5
3.1	Applicant identifies a role within an emergency response plan for an oil spill and/or hazardous materials response.	5
3.2	The applicant is inviting other organizations and agencies to attend requested training.	5
3.3	The requested training is necessary to comply with safety standards for hazardous waste operations in Chapter 296-843 WAC.	10
3.4	The requested training is for equipment and/or resources on the New Response Equipment and Resources form.	5
3.5	The budget on Spill Response and Hazardous Materials Training form is well developed with supporting documentation and research to estimate costs.	10
4.1	The applicant is requesting maintenance or replacement for equipment received through a previous Ecology Equipment Cache Grant.	5
4.2	The maintenance or replacement request will keep the equipment and/or resources in service for use on an oil spill and/or hazardous materials response.	5

Appendix F. Equipment Cache Trailer Inventory

Washington has seen a dramatic shift in oil transportation, both in types of oil and modes of transport. This change includes volatile North Dakota Bakken crude oil traveling by rail through areas of Washington State that have not previously seen these oil volumes. These developments in oil transportation have changed the risk picture. Many communities are unprepared and do not have basic resources for responding to oil spills — the nearest equipment may be hours away.

In 2007, Ecology awarded the first equipment cache grants in the form of Equipment Cache Trailers. These trailers are still in service around the state and provide critical resources during oil spills.

Applicants are encourage to apply for an Equipment Cache Trailer. Figure 3 contains specifications of the trailer and inventory to aid the applicant during the bid and procurement process.

TRAILER INVENTORY		
BOOM	800 ft	8" x 12" Contractor Containment Boom
ANCHOR SYSTEMS	2 ea	Anchor Systems (30lb anchors, with 10ft of chain, 150ft rode & with orange 15.5" buoy.
TOOL BOX	1 ea	Heavy duty poly tool box. 24" length or larger if necessary to fit all tools
(tool box inventory)	2 ea	8" crescent wrench
	1 ea	8" standard pliers
	1 ea	16 oz. claw hammer
	2 ea	4" C-clamp
	2 ea	Flathead screwdriver, small and large
	4 sets	2 ea 3/8" SPA galvanized shackles, 2 ea ½" SPA galvanized shackles
	1 ea	Utility knife with extra blade set
	1 ea	Waterproof floatable flashlight with 2 D-cell batteries
	6 sets	Hardware set including: 5/16" x 1 ¼" SS bolts, 2 flat washers, nylock nuts
PPE BAGS	4 Sets	PPE Waterproof gear bag (Each bag contains the below inventory)
(bag inventory)	1 ea	Hard hat with ratcheting head band
	1 pr	16" PVC steel toe work boots, size 11, ASTM F2413-05 M I/75 C/75 compliant
	2 pr	PVC gloves, 12" gauntlet, size 11 (large)
	2 pr	Leather work gloves, large size
	2 pr	safety glasses, meeting ANSI and OSHA specifications
	6 pr	Ear plugs
	2 pr	White Tyvek suit without hood
	1 pr	Duct tape, 1 roll
DECON STATION	2 ea	Poly wash tubs
(decon inventory)	1 gal	Degreaser detergent for decontamination
	1 box	Nitrile glove liners, large size
	4 pr	PVC gloves, 12" gauntlet, size 11 (large)
	2 ea	Decontamination scrub brushes with long handles
	1 cs	Waste bags, 1 case of 100 bags, 33" x 40", 4 mil
	1 roll	Visqueen sheeting, 20' x 100', 4 mil
	2 ea	Drop tarps, 8' x 10'
	1 ea	5-gallon plastic bucket
SORBENTS	1 bale	Pads, heavy weight adsorbent pads, 1 bag of 100 pads
(sorbent inventory)	1 bale	Sweep, 100 feet of 19" heavy weight sweep with nylon web strap
	1 bale	Sorbent boom, heavy weight boom containing 4 sections of 5" x 10' each with poly tension line and quick-clips for connecting
MISC SUPPLIES	1 ea	First aid kit (meets WAC 296-800-15020 for at least 10 people)
	2 ea	5-pound class ABC fire extinguishers, mounted in trailer interior, one near the front and one near the rear.
	1 ea	Information book (Spill notification sheet, Job Hazard Anaylisis, tailgate safety, common MSDS's, trailer inventory)
	1 ea	Navigation Lights, Self-floating amber buoy lights 48" tall to attach on or near boom. Batteries are stored in tool box

Figure 3: Equipment Cache Trailer specifications and inventory