



Shoreline Planning Competitive Grant Program

2023-25 Funding Guidelines

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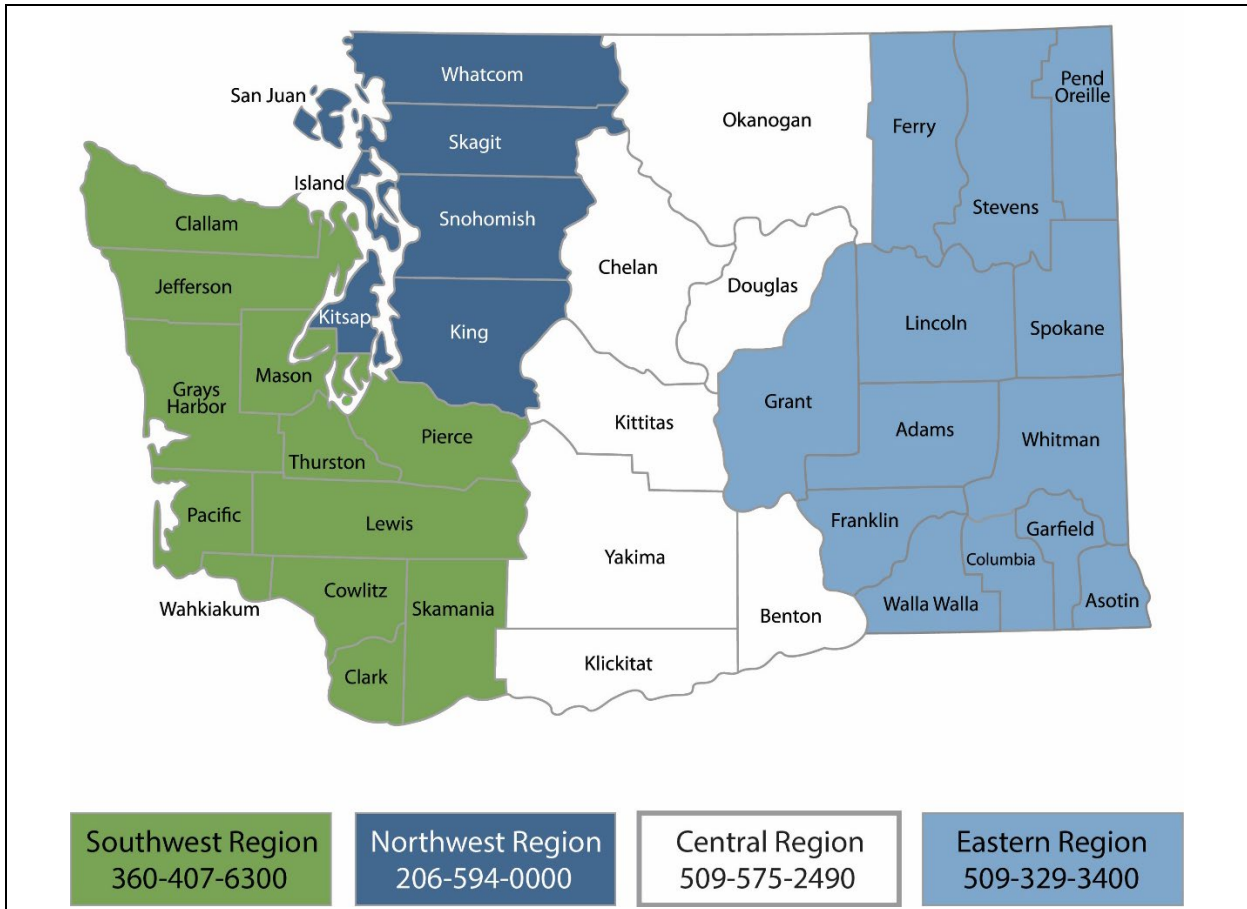
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² <https://ecology.wa.gov/About-us/Accessibility-equity/Accessibility>

Department of Ecology's Regional Offices



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Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 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
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DEPARTMENT OF
ECOLOGY
State of Washington

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Chapter 1: Shoreline Planning Competitive Grant Program Overview

Since 2004, the Washington State Department of Ecology (Ecology) has partnered with local governments to fulfill the statutory requirements of Shoreline Master Program (SMP) comprehensive updates and periodic reviews. Today the vast majority of SMP comprehensive updates have been completed, and there are no periodic reviews scheduled for this biennium. However, there is a need for new funding aimed at supporting SMP implementation and locally driven shoreline planning efforts.

The Washington State budget includes funding for local governments to keep SMPs up to date that is allotted according to a set schedule (see [RCW 90.58.080](#)).³ Because no periodic reviews are required in the 2023-25 biennium, the entirety of the \$3.2 million in funding will be applied to the Shoreline Planning Competitive Grant Program. The Shoreline Planning Competitive Grant Program represents a transition from solely funding mandated SMP amendments to also providing funding for locally driven shoreline planning efforts and SMP implementation improvement efforts.

Purpose

The purpose of the Shoreline Planning Competitive Grant Program is to support local shoreline planning and planning-related efforts that advance climate resilience, improve the implementation of SMPs, or support local shoreline planning priorities. Projects funded through this grant program do not need to directly result in SMP amendments but are expected to serve the public interest⁴ and support the policy of the [Shoreline Management Act](#).⁵ The Shoreline Management Act has three broad policies: (1) encourage water-dependent uses, (2) protect shoreline natural resources, and (3) promote public access. In administering the grant program, Ecology will continue to learn how to further the policy of the Shoreline Management Act ([RCW 90.58.020](#))⁶ through a competitive grant program that funds locally driven shoreline planning initiatives.

³ <https://app.leg.wa.gov/RCW/default.aspx?cite=90.58.080>

⁴ "Public interest" means the interest shared by the citizens of the state or community at large in the affairs of government, or some interest by which their rights or liabilities are affected including, but not limited to, an effect on public property or on health, safety, or general welfare resulting from a use or development (WAC 173-27-030.14).

⁵ <https://apps.leg.wa.gov/rcw/default.aspx?cite=90.58>

⁶ <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020>

Governing laws and rules

- [RCW 90.58: Shoreline Management Act of 1971](https://app.leg.wa.gov/RCW/default.aspx?cite=90.58)⁷
- [Chapter 173-26 WAC: State Master Program Approval/Amendment Procedures and Master Program Guidelines](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-26)⁸
- [Chapter 173-27 WAC: Shoreline Management Permit and Enforcement Procedures](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-27)⁹

How to use these guidelines

These funding guidelines provide information about eligibility requirements, the application process, and the general requirements applicable to all awards under this grant program. The Appendices provide EAGL scope of work application form examples and tips and resources for applicants.

All grant applicants are responsible for reading and understanding these guidelines along with the [Administrative Requirements for Ecology Grants and Loans \(2023 Yellow Book\) \(Publication No. 23-01-002\)](https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html)¹⁰ before entering into a grant agreement with Ecology.

⁷ <https://app.leg.wa.gov/RCW/default.aspx?cite=90.58>

⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-26>

⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-27>

¹⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Chapter 2: Funding Program Details

Eligible applicants

The 2023-25 biennium Shoreline Planning Competitive Grant funds will be awarded to jurisdictions with a Shoreline Master Program (SMP) in place.

Project eligibility

Eligible projects are shoreline planning and planning-related efforts. Several project type examples are provided below, but we encourage applicants to think creatively about how local shoreline planning needs can be addressed through this program. Eligible projects will inform shoreline planning by addressing an unmet shoreline planning need or improving the implementation of SMP policies and regulations.

Examples of the types of projects eligible for funding include, but are not limited to:

- 1. SMP compliance through monitoring and adaptive management.** Efforts to improve SMP implementation through permit monitoring and adaptive management are eligible for funding. This could include projects that develop a permit monitoring program, conduct monitoring, synthesize monitoring results, and implement solutions to improve SMP efficiency or effectiveness. Applicants are encouraged to use the adaptive management framework outlined in [Chapter 7 of the Department of Commerce's Critical Areas Handbook](#).¹¹ and to coordinate these efforts with Ecology's new compliance program to leverage our new SMP implementation review process as part of this funding. Funds may be requested for one or multiple phases of this work, including:
 - Develop a permit monitoring program to collect information about issued permits and authorizations within the shoreline
 - Conduct permit monitoring and synthesize results
 - Implement a solution
- 2. Climate impact resilience planning.** Efforts to improve climate impact resilience in accordance with Department of Commerce and Ecology guidance. Climate impact planning projects can address one or more hazards related to sea level rise, channel migration, flooding, drought, or wildfire. All phases of climate impact resilience planning are eligible. This includes:
 - Scoping and community engagement efforts
 - Assessing risk and vulnerability
 - Planning for shoreline resilience based upon vulnerability assessments
 - Existing policy and regulation audits
 - Other efforts to address climate resilience through SMP implementation

¹¹ https://www.ezview.wa.gov/Portals/_1992/Documents/Documents/CriticalAreasHandbookChapter7wAppendices.pdf

- 3. Updates to existing SMP documents.** Efforts to update or improve the applicability or usability of existing SMP documents. This could include:
 - Updates to make existing documents more accessible, such as the SMP itself, related webpages, user guides, maps, public access plans, or restoration plans
 - Updates to substantive SMP background documents to incorporate new information or change local circumstances, such as the inventory and characterization, cumulative impacts analysis, restoration plan, or public access plan
- 4. Creating new information to improve the SMP or its implementation.** Efforts to improve the SMP or its implementation with additional information, studies, or guidance. This could include:
 - Channel migration zone studies, either planning level, or more detailed stream or reach specific studies and maps
 - Critical areas protection standards review and analysis
 - New SMP user guide, public access plan, shoreline stabilization manual, mitigation manual, geotechnical reporting guide, etc.

Grant project length

Projects must be capable of being completed within the grant cycle and preferably within an 18-month period.

Ineligible project types

The following projects are not eligible for funding:

- Construction/development projects
- On-the-ground restoration projects
- Preliminary engineering work

Grant award amounts

Grants will be awarded on a competitive basis, and funding requests will vary based on project type and scope. Ecology anticipates funding a wide variety of projects, ranging in cost up to the maximum award amount of \$250,000.

Match or cost share

There are no Recipient match or cost-share requirements under the Shoreline Planning Competitive funding opportunity.

Limitations on use of grant funds

Recipients may use grant funds only to cover direct costs related to the project or for 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 an indirect/overhead rate.

Direct costs include:

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

Quality Assurance Project Plan requirements

Each environmental study conducted by or for the Washington State Department of Ecology must have an approved [Quality Assurance](#)¹² Project Plan (QAPP). The QAPP describes the objectives of the study and the procedures to be followed to achieve those objectives. The QAPP is a product of a systematic planning process. The preparation of a QAPP helps focus and guide the planning process and promotes communication among those who contribute to the study. The completed plan provides direction to those who conduct the study and forms the basis for written reports on the outcome.

You cannot begin work on your project until Ecology's Shorelands and Environmental Assistance (SEA) Program Quality Assurance Coordinator or designee either approves your QAPP or confirms that a QAPP is not required for your project.

Washington State Department of Ecology Executive Policy 22-01 requires the consistent application of quality assurance principles to environmental data collection studies/activities conducted or funded by Ecology. Therefore, we require the preparation of a QAPP for each study that acquires new environmental measurement data or uses existing data.

In general, a QAPP is required if your project will do any of the following activities:

- Generate new environmental data
- Analyze existing environmental data
- Model environmental conditions

The earlier in your project you begin the QAPP process, the easier it will be. Consider the following when designing your project and applying for your grant:

- The cost of creating a QAPP. This should be reflected in your project budget.
- The time it will take to create and have your QAPP reviewed and approved by Ecology's SEA QA Coordinator. This should be reflected in your project timeline.
- How the QAPP review and approval process fits into your scope of work.

See [Appendix B: Frequently Asked Questions](#) for guidance on QAPP planning for your application.

The QAPP determination, review, and approval process must be completed prior to conducting work for all projects. Ecology's SEA Program Quality Assurance Coordinator will evaluate your

¹² <https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance>

project to determine whether a QAPP is needed. If a QAPP is required, the project may not begin and will be ineligible for reimbursement until the QAPP is approved and received as an initial grant deliverable.

Funding cycle timeline

Eligible applicants may apply for the Shoreline Planning Competitive grant from July 5, 2023, through August 17, 2023. All projects must be completed by June 30, 2025.

Table 1. Funding cycle timeline

Date	Program Milestone
July 5, 2023 (Wed.)	EAGL grant application opens at 8:00 a.m.
August 17, 2023 (Thurs.)	EAGL grant application closes at 5:00 p.m.
August 21 (Mon.) – August 25, 2023 (Fri.)	Application screening.
August 28 (Mon.) – September 15, 2023 (Fri.)	Application evaluation period.
On or before September 27, 2023 (Wed.)	Ecology sends applicants a funding decision email notice.
On or before October 2, 2023 (Mon.)	SEA Program Manager sends award letters to applicants, identifying Ecology Project Manager (PM) and Financial Manager (FM) assignments.
October – November 2023	Ecology PM and FM work with the applicant to develop the agreement.
October 2, 2023	Anticipated start date for all 2023-25 Shoreline Planning Competitive grants.
June 30, 2025	End date of the biennium. All funds must be spent by June 30, 2025.

Chapter 3: Applying for Funding

Application process and requirements

Jurisdictions that decide to apply for the grant must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) web-based grants system. **The application will be available in the EAGL system starting Wednesday, July 5, 2023, and ending Thursday, August 17, 2023.** You will not be able to apply after this date, so do not delay. This application becomes the foundation of the grant agreement itself.

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

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

Please refer to the [EAGL External Users' Manual \(December 2017\) \(Publication No. 17-01-015\)](#)¹³ for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions.

To access the application forms, applicants must first:

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

How to register for a SAW account

If you do not already have a SAW account, go directly to the SAW "[Create an Account](#)" site.¹⁴ Each staff member of an organization who will have a role in the project (e.g., project manager, financial manager, and grant signatory) must establish their own separate SAW account before you can apply for a grant in EAGL. **You may not share a SAW account with another person or organization.**

Staff members may already have a SAW account due to their work with other Ecology grants. If so, they may use that username and password. After creating a SAW account, you will receive a confirmation email.

¹³ <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

¹⁴ <https://secureaccess.wa.gov/public/saw/pub/displayRegister.do>

How to register as an EAGL user

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

For information about registering with EAGL, check out this [video](#).¹⁵

If no one from your organization has registered with EAGL yet, you must provide the following information. Many jurisdictions already have these numbers and IDs. (Note: Processes such as those described below may take several days.)

- **Statewide Vendor Number:** Jurisdictions need to register as a Statewide Payee through the Washington State Office of Financial Management (OFM) to receive reimbursement. The vendor number is needed in order to apply for the grant through the EAGL system. For more information and vendor registration forms, visit the [OFM website](#).¹⁶ Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov. Note: This process may take 7 to 14 business days.
- **Unique Entity Identifier (UEI):** The UEI replaced the Data Universal Numbering System (DUNS). A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government, through [SAM.gov](#).¹⁷ Please note that Shoreline Planning grants are not federal funds; they are state funds (Model Toxic Control Operating Account). However, an organization will want to register and fill in the UEI number when registering in EAGL, if they receive any grants with federal funds.
- **Federal Tax ID (EIN or TIN):** A jurisdiction more than likely has the EIN. If not, here is a link to [How to apply for an EIN](#) (IRS site).¹⁸

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

¹⁵ <https://www.youtube.com/watch?v=9B3gvb3QRBk>

¹⁶ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

¹⁷ <https://sam.gov/content/home>

¹⁸ <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

Initial steps to apply for a grant

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

Only EAGL users in the role of Authorized Official can view available funding opportunities and initiate and submit an application.

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

1. Sign in to EAGL through SAW. You should see a **Welcome** page in EAGL where you can initiate the application.
2. Under **View Available Opportunities**, Select the "View Opportunities" button. This button will take you to the **My Opportunities** page.
3. On the **My Opportunities** page, type in **Shoreline Planning** in the **Document Instance** text field. Select the "Filter" button, and the Shoreline Planning Comp grants **Application Funding Opportunity** will appear. This shows the eligibility requirements.
4. Select the "Apply Now" button. This will take you to the **Application Menu**.
5. EAGL has assigned your application a **Document Information Number**, which is your assigned grant number throughout the life cycle of the grant. Please write this down so you can use it to access your grant documents. Now that you have a Document Information Number, select the "View Forms" button under View, Edit and Complete Forms
6. The **View Forms** button will take you to the **Application Menu – Forms** page.
7. Using the **Application Instructions** under the Funding Program Guidelines heading, fill out and save each of the required application forms in the order in which they appear.

Chapter 4: Application Evaluation and Scoring

Once the application period is closed, Ecology staff will evaluate submitted project proposals using the scoring criteria listed in Table 2 and further described below Table 2.

Each application can score a maximum of 75 points. The scoring criteria are broken into seven categories, each representing a portion of the possible points.

Table 2. Project scoring criteria

Number	Category	Details	Points
1	Project description	The project is well described and is ordered into tasks with clear outcomes and tangible deliverables.	20
2	Nexus to the Shoreline Management Act	The project supports the policy of the Shoreline Management Act (RCW 90.58.020), the project benefits will serve the public interest, and there is a clear need/problem that the project addresses.	20
3	Methods, timeline, and budget	There is a logical, well-thought-out, and detailed approach to conducting the project and a reason for why the approach was chosen. A reasonable timeline is provided so that the project can be completed by June 30, 2025. The budget appears reasonable and complete and provides enough detail for the review team to assess.	10
4	Tribal engagement	The proposal prioritizes and incorporates tribal engagement.	5
5	Environmental justice	The project prioritizes environmental justice. Points will be awarded to overburdened communities based on demographics.	10
6	Population size	Points will be automatically awarded to smaller jurisdictions based on population size to address staffing and resource disparities with respect to larger jurisdictions.	5
7	Regional distribution	Proposals in central and eastern Washington are automatically awarded points in order to promote projects across the state.	5
TOTAL	N/A	Sum total of possible points	75

Projects will be evaluated based on the criteria listed below:

Category 1: Project description – 20 points

The project is well described and is ordered into tasks with clear outcomes and tangible deliverables. The description shall include the project purpose, history, tasks, and deliverables. Please include any additional information pertinent to the reviewers' understanding of the proposal. Applications will be scored according to the extent to which the applicant clearly and robustly addresses each of the following:

1. A statement clearly describing the project's overall purpose and goal.
Yes = 5
Partial = 1 - 4
No = 0
2. A brief history of the project and, if applicable, a description of any ongoing or previously completed planning efforts or studies on which the project builds. Describe how past efforts and the proposed project will be integrated.
Yes = 5
Partial = 1 - 4
No = 0
3. A description of the sequential project tasks and expected outcomes of each task. The project demonstrates good planning and organization.
Yes = 5
Partial = 1 - 4
No = 0
4. The expected deliverables (e.g., a channel zone migration study and map, an SMP user's guide). Applicant includes tangible project deliverables with anticipated completion dates. The project deliverables and schedule are reasonable given the date range of the grant awards.
Yes = 5
Partial = 1 - 4
No = 0

Category 2: Nexus to the Shoreline Management Act – 20 points

Supports the policy of the Shoreline Management Act, meets an identified need, and serves the public interest. The first component is worth ten points, and the second and third components are each worth five points. We recognize that there is overlap among the three components; therefore, they can be addressed in one narrative, as long as each component is clearly identified and described. Applications will be scored according to the extent to which the applicant clearly and robustly addresses each of the following:

1. Explains how the project will support the policy of the Shoreline Management Act (SMA), [RCW 90.58.020](#).¹⁹ The applicant demonstrates that the project furthers the purpose and intent of the SMA.
Yes = 10
Partial, mostly = 6 - 9
Partial, minimally = 1 - 5
No = 0
2. Identifies a shoreline planning or implementation need or problem and describes how the project will meet that need or help solve the problem.
Yes = 5
Partial = 1 - 4
No = 0
3. Describes how the project will serve the public interest,²⁰ including who will benefit and how.
Yes = 5
Partial = 1 - 4
No = 0

Category 3: Methods, timeline, and budget – 10 points

These questions are designed to show that the applicant has developed a solid plan for successfully completing the work funded through this grant, with a realistic timeline and reasonable budget for the proposed project. Applications will be scored according to the extent to which the applicant clearly and robustly addresses each of the following:

1. The proposal includes a narrative describing a logical and well-thought-out approach to conducting project activities and describes why this approach was chosen.
Yes = 3
Partial = 2
No = 0
2. A timeline is provided, and reasonable time frames are given for the completion of tasks.
Yes = 2
No = 0

¹⁹ <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020>

²⁰ "Public interest" means the interest shared by the citizens of the state or community at large in the affairs of government, or some interest by which their rights or liabilities are affected including, but not limited to, an effect on public property or on health, safety, or general welfare resulting from a use or development (WAC 173-27-030.14).

3. The budget appears complete and reasonable, and items are consistent with the project description, tasks, and anticipated outcomes.

Yes = 5

No = 0

Category 4: Tribal engagement – 5 points

Projects that include tribal consultation and partnership will be prioritized. Demonstrate efforts made to collaborate with tribal governments during the project development or as a component of the project implementation. Include as much detail as possible on your methods for coordination.

1. The applicant has described a strategy for engaging tribal governments to understand tribal interests, relevant efforts, available information, and methods for coordination and input.

Full points will be awarded to applications that include a tribal support letter or for projects that are otherwise conducted in partnership with a tribal government. Partial points will be awarded for proposals that provide for robust tribal engagement strategy that exceeds the standard noticing requirements of the SMA and implementing rules.²¹

Yes = 5

Partial = 3

No = 0

Category 5: Environmental justice – 10 points

Projects will be prioritized that consider or attempt to address disproportionate environmental and health impacts by centering vulnerable populations and overburdened communities.

Applicants are encouraged to reference information from the mapping tools described below to inform a narrative for how their community is overburdened²² and how the proposal will benefit an overburdened subpopulation. Points will be awarded based on a demonstration of consideration of the mapping tools and a narrative connecting that information to your project.

1. Use one of the resources below to determine whether your project has a nexus to distressed communities, environmental health disparities, or climate and economic justice. Any or all of the resources below can be cited in your response. Points will be awarded based upon the applicant's demonstration that at least one of the environmental justice mapper tools was used and the identification of the mappers'

²¹ <http://app.leg.wa.gov/RCW/default.aspx?cite=90.58.130>; <https://app.leg.wa.gov/wac/default.aspx?cite=173-26-090>; <https://app.leg.wa.gov/wac/default.aspx?cite=173-26-100>; <https://app.leg.wa.gov/wac/default.aspx?cite=173-26-104>

²² Overburdened communities are those that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors. See Washington State Environmental Justice Task Force Final Report.

outputs. Explore the following mapper tools, consider the information, and explain your findings. Mapping results may be relevant if your jurisdiction:

- Includes a zip code mapped as “At Risk” or “Distressed” on the [Distressed Communities Index Map](#).²³
- Includes a census tract mapped as having an Environmental Health Disparities ranking of 8 or above by the [Washington State Department of Health’s interactive map](#).²⁴
- Includes a census tract that is identified as Disadvantaged on the [White House Climate and Economic Justice Screening Tool](#).²⁵

Yes = 5

Partial = 3

No = 0

2. Include a narrative describing how [environmental justice](#)²⁶ was considered in the development or will be included in the implementation of the project. In addition, narratives should describe how community engagement will provide inclusive opportunities for all potentially impacted people to participate, and to have equitable access to have their voices heard. Within the narrative, describe how the project contributes to an environment where all people enjoy equitable protection (i.e., fair treatment) from environmental and health hazards or equal access to the decision-making process (i.e., meaningful involvement).

Yes = 5

Partial = 3

No = 0

Category 6: Population size – 5 points

Ecology’s review and scoring will consider the population of the applying jurisdiction. An additional five points will be automatically awarded to smaller jurisdictions based on population size to address staffing and resource disparities with respect to larger jurisdictions. Cities and towns with an estimated population less than 20,000 and counties²⁷ with an estimated population less than 40,000 will be awarded five points. Ecology will use population numbers as identified in the April 1, 2022, official population estimates from the [Washington State Office of Financial Management](#).²⁸

²³ <https://eig.org/distressed-communities/2022-dci-interactive-map/?path=state/WA>

²⁴ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

²⁵ <https://screeningtool.geoplatform.gov/en/?source=email#9.94/47.0192/-123.912>

²⁶ <https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice>

²⁷ This is based on the unincorporated county population.

²⁸ <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

Category 7: Regional distribution – 5 points

Ecology’s review and scoring will consider the location of the applying jurisdiction. Proposals in central and eastern Washington are automatically awarded an additional five points in order to promote projects across the state. Ecology will assign points to the counties, cities, and towns located in the central and eastern regions.

Central: Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima.

Eastern: Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman.

Chapter 5: Final Funding Decisions

Funding decisions

On or before September 27, 2023, all applicants will receive a Funding Decision email notice from Ecology, letting them know if their project was chosen for funding.

The Shorelands and Environmental Assistance (SEA) Program Manager will send a formal award letter to applicants for projects selected for funding no later than October 2, 2023.

The award letter will outline the general expectations about the fund award and the grant agreement. It will also provide the names and contact information for Ecology's Project and Financial Managers assigned to the project, known as the Project Management Team.

Applicants, with projects not chosen for funding, will have the opportunity to schedule a post-selection meeting to receive feedback and ask questions about the evaluation process and decision.

Chapter 6: Grant Agreement and Management

Agreement development process

The Project Management Team uses information provided in the grant application to develop a draft project agreement for negotiation. Negotiation between the Recipient and the Project Management Team will focus on defining the scope of work task descriptions, budget task costs, deliverables, and deliverable due dates. This is to ensure that the agreement has clear, quantifiable goals and deliverables, and activities that are grant-eligible.

Final agreement

The Recipient will work with the Ecology Project Management team to finalize the agreement for official signature, using DocuSign (a digital software program that does not require preregistration by a recipient to be able to use it).

After the agreement is fully signed, Ecology’s Financial Manager will upload both a PDF of the signed agreement and a PDF of the DocuSign Summary page, into EAGL, and will change the status to “Agreement Executed.” The Financial Manager will email the digitally signed agreement to the Recipient. The email will include hyperlinks to grant management resource guidance materials and reporting expectations.

Terms and conditions

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

General terms and conditions

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

See the [*Administrative Requirements for Recipients of Ecology Grants and Loans \(2023 Yellow Book\)*](#)²⁹ for more information. Part V, Purchasing and Contracts, provides detailed information about this important topic.

Special terms and conditions

Special terms and conditions are particular to the grant or loan agreement. They may include detailed requirements, restrictions, or conditions based on the funding program guidelines. For

²⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

the 2023-25 Shoreline Planning Competitive Grants, special terms and conditions address the Deliverables Due Dates (DDD) form in EAGL.

Grant Recipients will negotiate the deliverables due dates with their Ecology Project Managers, who will enter the information in the DDD Form. Recipients must keep track of these due dates and note requested changes on quarterly progress reports.

Grant management

Managing your Shoreline Planning grant requires paying particular and timely attention to a number of key tasks in order for your jurisdiction to be reimbursed for its work. These include Payment Requests/Progress Reports (PRPRs), which are due quarterly, and discussed below. This chapter also discusses grant amendments, grant file management, and closeout reports.

Registering for payment

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

For more information and vendor registration forms, visit the [OFM website](#)³⁰ or contact the OFM statewide payee desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov.

Incurring eligible costs

Project costs must be necessary and reasonable for the project in order to be reimbursed. Such costs are broken into three categories: 1) eligible, 2) conditionally eligible, and 3) ineligible:

1. Eligible costs include the following:
 - Staff salaries and benefits (e.g., staff time spent working on the project).
 - Contracted consultant services (e.g., consultant time spent working on the project).
 - Goods and services (e.g., marketing and outreach costs, video production, printing, and postage).
 - Travel (reimbursement is calculated at state rate per mile).
 - Indirect/overhead - (e.g., Ecology allows up to 30 percent of staff salaries/benefits. See also Indirect/overhead section, pg. 27, for more details).
2. Conditionally eligible costs, such as those listed below, **require prior written approval from Ecology**.
 - Computer software (e.g., permit or geo-spatial software).
 - Equipment purchases (e.g., monitoring equipment).
 - Conferences and meetings (e.g., facility rental costs and light refreshments).

³⁰ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

- Training and education that directly benefit the project.
3. Ineligible costs:
- General expenses beyond the scope of the project required to fulfill overall government responsibilities.
 - Fines and penalties. See the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2023 Yellow Book\)](#)³¹ for more details.

The effective date is the earliest date on which eligible project costs can be incurred. The **expected start date of the Shoreline Planning Competitive grant agreements is October 2, 2023**; therefore, this is the earliest date for which eligible project costs can be incurred.

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

Indirect rate or overhead

All Shoreline Planning Recipients may charge an indirect rate of 30 percent of salaries and benefits to cover overhead or indirect rate costs. Indirect rate costs are administrative costs not directly associated with a particular task of the project, such as utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. These items are not directly attributable to the project yet are required to conduct business.

Indirect rate charges must be reported on a separate line item on the PRPR. For more information about costs normally included in the indirect rate, see page 35 of the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2023 Yellow Book\)](#).³²

Light refreshments

Light refreshment costs for meetings are eligible but must be pre-approved as permitted by Ecology’s travel policy. Light refreshments include coffee and any other non-alcoholic beverage, such as tea, soft drinks, juice, or milk, and snacks served at a meeting or conference. Check with the Ecology Project Manager for Ecology’s Light Refreshment Approval Form. Recipients must submit this form prior to the meeting, and the Ecology Project Manager must approve it prior to the meeting. After the meeting, the Recipient must submit the roster of attendees and agenda for each meeting to be eligible for reimbursement. See also Payment Request back up documentation section, beginning on page 32.

³¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

³² <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Procuring goods and services

Consultant Contracts:

The Recipient is responsible for procuring professional, and other services using sound business judgment and administrative procedures consistent with applicable federal, state, and local laws, orders, regulations, and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The Recipient must follow procurement policies that follow state procurement procedures per [Chapter 39.26 RCW](#).³³

All contractors, primary and subcontractors, are required to comply with the terms of the grant agreement, including but not limited to the General Terms and Conditions and the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2023 Yellow Book\)](#),³⁴ and these Funding Guidelines.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. Ecology requires reporting the level of participation on Form D: Contractor Participation Report that is submitted with each Payment Request/Progress Report (PRPR).

Interlocal Agreements:

Interlocal Agreements (ILAs) between local governments (e.g., city or county) may be a part of your grant agreement. If so, the ILA may be a deliverable. ILAs must be consistent with the terms of the grant agreement and [Chapter 39.34 RCW, Interlocal Cooperation Act](#).³⁵

Travel costs

Travel costs for mileage, meals, and overnight stays that follow the state travel rate may be eligible for reimbursement upon approval by Ecology. For state mileage rates see [Office of Financial Management's travel reimbursement resource website](#).³⁶

Payment Requests/Progress Reports (PRPRs)

Recipients are required to submit quarterly Payment Requests/Progress Reports (PRPRs) through EAGL. After a Recipient submits a PRPR, Ecology reviews and approves it prior to disbursing the grant reimbursement. Ecology's Project Managers review all PRPRs for eligibility and compliance with the scope of work and deliverables. Both the Project Manager and Financial Manager review the Payment Request and associated deliverables for conformance to the budget and grant requirements.

³³ <https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26>

³⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

³⁵ <https://app.leg.wa.gov/rcw/default.aspx?cite=39.34>

³⁶ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

Recipients must submit PRPRs a minimum of once a quarter even if there are no expenditures to report. PRPRs are due no later than 30 days after the last day of each quarter, as shown in Table 3. If a Recipient is not claiming any costs for the quarter, a progress report is still required.

Table 3. Progress report periods and due dates

Progress report	Reporting period	Date due
First Quarter	July 1 through September 30	October 30
Second Quarter	October 1 through December 31	January 30
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 30

A PRPR’s expenditures are itemized for each cost incurred by task. Backup documentation is required for each line item. Backup documentation should be uploaded and appear in the same order as the expenditure line items. Backup documentation must clearly show how the expenditure line item is calculated. If an expenditure line item cost is part of a larger cost, it is the Recipient’s responsibility to detail which cost(s) Ecology is reimbursing, and the source of funding for the other costs. Ecology’s Financial Manager may require more backup documentation prior to approving the PRPR.

Budget deviations are allowed between tasks (i.e., a Recipient may spend less funds on one task and more on another), but in no circumstance may the Recipient exceed the Total Eligible Cost. If the total of all budget deviations exceeds ten percent of the entire project cost, an amendment will be required.

PRPR backup documentation and additional forms

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

- Copies of receipts and invoices.
- Timesheets and payroll records must include:
 - [Form E: Monthly timesheet](#)³⁷ (Ecology form or equivalent). Timesheets must be signed and dated by *both* the employee and the supervisor. Show hours worked on the project broken out by task, date, and staff person.
 - For larger jurisdictions, a time accounting payroll system roll-up of staff costs by task/date/staff with subtotals will suffice.
- Meeting and travel expenses, must include:
 - [Form F: Record of Meeting Attendance](#)³⁸ (Ecology form).
 - If light refreshments are deemed appropriate for a meeting, **Ecology’s Project Manager must approve a Light Refreshments Approval Form prior to the event**

³⁷ <https://apps.ecology.wa.gov/publications/summarypages/ECY06012.html>

³⁸ <https://apps.ecology.wa.gov/publications/summarypages/ECY06013.html>

and include it with the payment request documentation. An agenda of the event and a roster of attendees must be submitted as back up documentation with the payment request.

- For travel documentation, provide purpose of travel, beginning and end points, and mileage calculations. Travel costs cannot exceed state travel rates. For travel policies and per diem map, please visit [OFM's travel reimbursement resource website](#).³⁹

Progress reports

Ecology requires a progress report for each calendar quarter of the grant period, even if there are no expenses being claimed for the billing period. A progress report must accompany each payment request so the Ecology Project Manager and Financial Manager can:

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

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

Reporting on outcomes

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

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

Additional documentation to support the quarterly progress report can also be uploaded. This includes items that are not specified as a deliverable in the agreement but are specific to the time and date of the progress report.

Deliverables: naming conventions and uploading to EAGL

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

Please avoid deleting general Uploads. Contact your Project or Financial Manager for further assistance.

³⁹ <http://www.ofm.wa.gov/resources/travel.asp>

Amendment requests

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

Audits

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

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

Closeout Reports

Both the Recipient and Ecology must provide closeout reports.

Recipient Closeout Report

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

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

The final PRPR and the RCOR are due within 30 days after the end of the agreement to ensure reimbursement. Final payment requests are payable contingent upon receipt and Ecology approval of the final deliverables of the grant agreement. Final deliverables include scope of work deliverables, the final PRPR, and closeout documents.

For more information about the RCOR, see Chapter 14 of the [EAGL External Users' Manual](#).⁴⁰

Ecology Closeout Report

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

⁴⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

Appendix A: EAGL Application Forms

The following EAGL forms are required:

1. General Information (Project Short & Long Descriptions, overall goals are listed here)
2. Project Characterization
3. Mapping Information
4. Recipient Contacts
5. Project Description Questionnaire (describe how your project meets the grant criteria)
6. Scope of Work – Task 1 Project Administration/Management
7. Scope of Work – Additional Tasks (all tasks will be listed here)
8. Scope of Work Summary
9. Budget Task Cost
10. Deliverables Due Date
11. Uploads

1. General Information

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

- **Project Title:** A short and concise project title.
- **Project Short Description:** A short and concise paragraph describing the overall project and environmental or other benefits.
- **Project Long Description:** A detailed project description, ordered into tasks with clear outcomes and tangible deliverables. The description shall include the project purpose, history, tasks, deliverables, and any additional information pertinent to the reviewers' understanding of the proposal. Ensure that the description includes the following:
 - A statement clearly describing the project's overall purpose and goal.
 - A brief history of the project and, if applicable, a description of any ongoing or previously completed planning efforts or studies on which the project builds. Describe how past efforts and the proposed project will be integrated.
 - A description of the sequential project tasks and expected outcomes of each task. The project demonstrates good planning and organization.
 - The expected deliverables (e.g., a channel zone migration study and map, an SMP user's guide). Applicant includes tangible project deliverables with anticipated completion dates. The project deliverables and schedule are reasonable given the date range of the grant awards.
- **Total Cost:** Enter the total project cost including other funds associated with the project.
- **Total Eligible Cost:** The amount for the project requested under this grant.
- **Effective Date:** October 2, 2023, unless otherwise negotiated to a later date.

- **Expiration Date:** June 30, 2025. This date cannot be changed.
- **Ecology Program:** “Shorelands” will be filled in automatically.
- **Project Category:** “Planning” will be filled in automatically.
- **Will Environmental Monitoring Data be collected?** Select the yes or no option. In general, you should select yes if your project includes collecting new environmental data, analyzing existing environmental data, or modeling environmental conditions. If yes, a Quality Assurance Project Plan (QAPP) will be necessary prior to the start of the project.
- **Overall Goal:** Enter a short and concise paragraph describing the overall goal and environmental and other benefits.

2. Project Characterization

This form is for database search engines to use. Enter the following information:

- Primary Theme: Choose “Shorelands” from the drop-down menu.
- Secondary Theme: Choose “Planning” from the drop-down menu.

3. Mapping Information

This form is for geo-spatial mapping data for all projects funded by Ecology. Directions to identify the Mapping Information are as follows:

- On the Mapping Information form, select “Add/Modify Location(s)” (blue box) to check out the EAGL Editor Map.
- Under Project area options, under Define Project Area, choose either “City” or “County.” Towns should select “City.” Find your jurisdiction and select “Add.” When finished, select “Next.”
- It will take a few moments for the Project Location Summary to calculate. Review the populated information for your project area. Select “Save,” and you will return to the Mapping Information form.
- Check In the Map: Select “Save” at the top of the Mapping Information form to check in the map.

4. 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 user account to appear in the drop-down menu:

- **Project Manager** (EAGL Role of Authorized Official): The person responsible for the overall project and for initiating and submitting the application and initiating and submitting quarterly Payment Requests/Progress Reports (PRPRs).
- **Billing Contact** (EAGL Role of Recipient Financial Officer): The person responsible for working with the PM (AO) to complete quarterly Payment Requests/Progress Reports (PRPRs).

- **Authorized Signatory** (EAGL Role of Reader)⁴¹: 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 SAW or EAGL accounts. **Please note, Ecology will use DocuSign for digital signatures.**

5. Project Description Questionnaire

As described in Chapter 4: Application Evaluation and Scoring, projects will be evaluated based on seven criteria. We also recommend uploading additional key project information relevant to the questions below.

Project description and overall goal (0-20 points)

On the General Information form, you have included a complete description of the project and relevant project history with a clear connection to the purpose of the Shoreline Planning Competitive Grant Program. On the Scope of Work forms, you have also described the broad-based tasks associated with the project along with outcomes and deliverables for each task. Each task should include a well-defined title. Applications will be scored according to the extent to which you have clearly and robustly addressed each of the following within the General Information form and Scope of Work forms:

1. A statement clearly describing the project’s overall purpose and goal (0-5 points).
2. A brief history of the project and, if applicable, a description of any ongoing or previously completed planning efforts or studies on which the project builds. Describe how past efforts and the proposed project will be integrated (0-5 points).
3. A description of the sequential project tasks and expected outcomes of each task. The project demonstrates good planning and organization (0-5 points).
4. The expected deliverables (e.g., a channel zone migration map, an SMP user’s guide), including tangible project deliverables with anticipated completion dates. The project deliverables and schedule are reasonable given the date range of the grant awards (0-5 points).

Each of the items above has the potential for five of the 20 points. In order to earn the maximum points, you will need to provide sufficient detail for the evaluators to gain a clear understanding of the project in its entirety.

NOTE: Ecology’s evaluation team will consider the information you provided on the General Information, and Scope of Work forms, and no additional response is necessary.

⁴¹ Persons assigned the Reader role will not receive EAGL system-generated emails throughout the life cycle of the grant.

Nexus to the Shoreline Management Act (0-20 points)

Provide a detailed narrative that:

1. Explains how the project will support the policy of the Shoreline Management Act (SMA), RCW 90.58.020⁴², and demonstrates that the project furthers the purpose and intent of the SMA (0-10 points).
2. Identifies a shoreline planning or implementation need or problem and describes how the project will meet that need or help solve the problem (0-5 points).
3. Describes how the project will serve the public interest,⁴³ including who will benefit and how (0-5 points).

The first component is worth ten points, and the second two components are each worth five points. We recognize that there is overlap among the three components; therefore, they can be addressed in one narrative, as long as each component is clearly identified and described.

Enter this information in EAGL in the following boxes:

Enter text

[Text box character limit 4,000]

Upload Supporting Documents

Choose attachment

Methods, Timeline, and Budget (0-10 points)

Provide a detailed narrative that:

1. Describes a logical and well-thought-out approach to conducting project activities and describes why this approach was chosen (0-3 points).
2. Identifies a reasonable timeline for the completion of tasks (0-2 points).
3. Provides a budget that appears complete and reasonable, with components that are consistent with the project description, tasks, and anticipated outcomes (0-5 points).

Enter this information in EAGL in the following boxes:

⁴² <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.58.020>

⁴³ "Public interest" means the interest shared by the citizens of the state or community at large in the affairs of government, or some interest by which their rights or liabilities are affected including, but not limited to, an effect on public property or on health, safety, or general welfare resulting from a use or development (WAC 173-27-030.14).

Enter text
[Text box character limit 2,500]

Upload Supporting Documents
Choose attachment

NOTE: Ecology’s evaluation team will consider the information you provided on the General Information and Scope of Work forms, as well as the Budget Task Cost form.

Tribal engagement (0-5 points)

Demonstrate efforts made to collaborate with tribal governments during the project development or as a component of the project implementation. Include as much detail as possible on your methods for coordination.

1. Describe the strategy for engaging tribal governments to understand tribal interests, relevant efforts, available information, and methods for coordination and input.
2. Upload a tribal support letter or document describing a tribal partnership.

Full points will be awarded to applications that include a tribal support letter or for projects that are otherwise conducted in partnership with a tribal government. Partial points will be awarded for proposals that provide for robust tribal engagement strategy that exceeds the standard noticing requirements of the SMA and implementing rules.⁴⁴

Enter this information in EAGL in the following boxes:

Enter text
[Text box character limit 4,000]

Upload Supporting Documents
Choose attachment

⁴⁴ <http://app.leg.wa.gov/RCW/default.aspx?cite=90.58.130>; <https://app.leg.wa.gov/wac/default.aspx?cite=173-26-090>; <https://app.leg.wa.gov/wac/default.aspx?cite=173-26-100>; <https://app.leg.wa.gov/wac/default.aspx?cite=173-26-104>

Environmental justice (0-10 points)

Please reference information from the mapping tools described below to inform a narrative for how your community is overburdened⁴⁵ and how the proposal will benefit an overburdened subpopulation.

1. Use one of the resources below to determine whether your project has a nexus to distressed communities, environmental health disparities, or climate and economic justice. Any or all of the resources below can be cited in your response. Points will be awarded based upon your demonstration that at least one of the environmental justice mapper tools was used, including the identification of the mapper outputs. Explore the following mapper tools, consider the information, and explain your findings (0-5 points). Mapping results may be relevant if your jurisdiction:
 - Includes a zip code mapped as “At Risk” or “Distressed” on the [Distressed Communities Index Map](#).⁴⁶
 - Includes a Census tract mapped as having an environmental health disparity ranking of 8 or above by the [Washington State Department of Health’s interactive map](#).⁴⁷
 - Includes a census tract that is identified as Disadvantaged on the [White House Climate Justice Screening Tool](#).⁴⁸
2. Include a narrative describing how [environmental justice](#)⁴⁹ was considered in the development or will be included in the implementation of the project. In addition, describe how community engagement will provide inclusive opportunities for all potentially impacted people to participate, and to have equitable access to have their voices heard. Describe how the project contributes to an environment where all people enjoy equitable protection (i.e., fair treatment) from environmental and health hazards or equal access to the decision-making process (i.e., meaningful involvement) (0-5 points).

Enter this information in EAGL in the following boxes:

Enter text
[Text box character limit 4,000]

Upload Supporting Documents
Choose attachment

⁴⁵ Overburdened communities are those that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors. See Washington State Environmental Justice Task Force Final Report.

⁴⁶ <https://eig.org/dci/interactive-map?path=state/WA>

⁴⁷ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

⁴⁸ <https://screeningtool.geoplatform.gov/en/>

⁴⁹ <https://www.epa.gov/environmentaljustice/learn-about-environmental-justice>

Population size (0 or 5 points)

An additional five points will be automatically awarded to smaller jurisdictions based on population size to address staffing and resource disparities with respect to larger jurisdictions. Cities and towns with an estimated population less than 20,000 and counties⁵⁰ with an estimated population less than 40,000 will awarded five points.

Ecology’ evaluation team will use population numbers as identified in the April 1, 2022, official population estimates from the [Washington State Office of Financial Management](https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates).⁵¹

Note: No action is necessary from the applicant.

Regional distribution (0 or 5 points)

Proposals in central and eastern Washington are automatically awarded an additional five points in order to promote projects across the state. Ecology will assign points to the counties, cities, and towns located in the central and eastern regions.

Central: Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima.

Eastern: Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman.

Note: No action is necessary from the applicant.

6. Scope of Work – Task 1

As seen in EAGL:

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

Consultants’ time spent on the scope of work tasks should not be allocated to Task 1/Project Administration/ Management.

Task Cost: \$_____

Task Title: 1. Project Administration/Management

Task Description:

⁵⁰ This is based on the unincorporated county population.

⁵¹ <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

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

- A. The RECIPIENT shall coordinate with ECOLOGY throughout the project. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.
- B. The RECIPIENT shall conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.
- C. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:

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

Recipient Task Coordinator:

In EAGL, enter the name of the Recipient staff person responsible for completing this task. Recipient Close Out Report date will be June 30, 2025.

Task 1. Project Administration / Management Deliverables

Number	Description	Due Date
1.1	Payment Requests/Progress Reports (PRPRs)	Quarterly
1.2	Recipient Close Out Report	06/30/2025

7. Scope of Work – Additional Tasks

This form allows you to create more tasks. At least one additional task will be necessary, but it is likely that your application will have more.

To create additional tasks, select "task 2" then choose the SAVE button. If you need another task, click "ADD" and it will be automatically created. Continue this process for each additional task, as needed.

8. Scope of Work Summary

This form only needs to be saved. By doing so it calibrates all of the Scope of Work forms and summarizes the tasks and totals together.

9. Budget Task Cost

Provide a budget for your project proposal. The total maximum allowable request for a Shoreline Planning Competitive Grant is \$250,000.

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.

You will be required to enter your **Budget by Element:**

- **Salaries:** Wages for jurisdiction staff working on the project.
- **Benefits:** Costs employers incur for providing benefits beyond salaries or wages.
- **Contracts:** (aka Contracted Services) amount budgeted for contractual work.
- **Travel:** Include method used to calculate travel costs (e.g., mileage rate, estimated miles traveled) at state rate, in the Additional Comments text box.
- **Goods/services:** Supplies and other material costs that are not equipment (enter additional information in the Additional Comments text box).
- **Overhead/indirect:** Up to 30 percent of staff salaries and benefits can be charged to the grant.

10. Deliverables Due Date

Task deliverables due dates will be managed through the **Deliverables Due Date** form.

If an application is chosen for funding, this form keeps track of the deliverables and their associated due dates, allowing greater flexibility and eliminating the need to do amendments to the agreement each time a date changes. The Recipient will coordinate and keep track of these dates with Ecology’s Project Manager throughout the lifecycle of the grant and will note any requested changes on the quarterly progress report.

Figure 1. Screenshot of Deliverables Due Date Form

Deliverables Due Date Form

This form will not be printed with the Agreement and any updates to this form will not trigger an Amendment.

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverables Due Date form. The RECIPIENT will keep track of these due dates, and will note any date changes on the quarterly progress reports.

Quarterly reports are due according to the State Fiscal Year: July 1 to June 30. For each grant year, Quarterly Reporting is due as follows:

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

Deliverables

Deliverables are required to be uploaded to the general Uploads form.

Task 1	1. Project Administration/Management	Date Due
1.1	Payment Request / Progress Report (PRPR)	Quarterly
1.2	Recipient Close Out Report (RCOR)	Negotiated end date of agreement

Additional Task Steps	Additional Task Description	Date Due
<input style="width: 50px; height: 20px;" type="text"/>		<input style="width: 50px; height: 20px;" type="text"/>

The Deliverables Due Date (DDD) Form in EAGL will show the due dates, as described above. All Additional Tasks must be added to this form including the Task Number, Task Name, and the proposed due dates.

11. Uploads

During the application process, do not upload relevant application information to this form but rather upload it to the Project Description Questionnaire form. Or, if it pertains to the budget, upload it to the Budget Task Cost form.

If the project is chosen for funding, the Uploads form will be where project deliverables will be uploaded and housed during the lifecycle of the grant.

Appendix B: Frequently Asked Questions

General questions

Who is the best contact for questions?

- Assistance with project proposals: Your Ecology regional shoreline planner. Find your assigned planner on Ecology's [Shoreline management contacts page](#).⁵²
- EAGL application process: Amy Krause, amy.krause@ecy.wa.gov or 360-742-7789.
- General questions: Rebecca Rothwell, rebecca.rothwell@ecy.wa.gov or 360-810-0025.

Where can I find the most current information and resources for this grant opportunity?

Our [Shoreline Planning Competitive Grants](#)⁵³ webpage and [Shoreline Planners Toolbox](#)⁵⁴ webpage will provide the most current grant information and resources.

Is a local match required?

No local match is required.

What if multiple local jurisdictions want to collaborate on a project?

Applying under a single proposal will often be the best course for partnership efforts that involve multiple jurisdictions collaborating on a project. It will reduce redundancies, administrative time, and cost. For cooperative projects, the partnering jurisdictions will need to identify a lead entity that will apply for and manage the grant. Participating jurisdictions will often establish interlocal agreements to formalize roles and expectations amongst partners. In some cases, local governments other than the lead agency will become sub-recipients of funds.

Is the \$250,000 maximum award per applicant or per project?

The maximum award possible is \$250,000 per application. This cap applies to all applications, including those proposed by a lead government entity for a collaborative, multi-jurisdictional project.

Can we combine Shoreline Planning Competitive Grant funds with other funding sources?

Yes. Applicants in this situation should briefly explain in the project narrative how their proposal is part of a larger effort. The remainder of your application will focus only on work you will complete using Shoreline Planning Competitive Grant funds. Importantly, your tasks, task deliverables, and budget must be specific to work you will be accomplishing with Shoreline Planning Competitive Grant funds. For example, Shoreline Planning Competitive Grant funds could be requested to complete the sections of a climate change impacts study that focus on

⁵² <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Contacts>

⁵³ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Shoreline-planning-competitive-grants>

⁵⁴ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

shoreline issues (e.g., flooding, public access, drought and riparian ecosystem health) while other sections of the climate change impacts study are completed using other funding sources.

I have two separate project ideas. Should I submit two applications or consolidate the projects into one proposal?

Both approaches can work, and the best path will depend on several factors. Applicants considering two or more distinct project ideas are encouraged to contact their regional shoreline planner for advice on submitting one or two applications. Our goal is to make the application process as efficient as possible for local governments. A few considerations are:

- One application can include multiple tasks that are not directly connected. For example, a local government could propose a project to complete an SMP user guide and create new application materials under a single application. Each task will have its own goal, deliverables, cost, coordinator, etc.
- Two separate applications may be desirable when one of the two project ideas may lower the overall score of an application based on the evaluation criteria.
- Two separate applications may be desirable when different project teams will complete the work.

What type of support will Ecology provide for projects?

Our goal with this grant program is to work with local governments throughout the lifecycle of these projects to support your efforts and learn how we can improve the program. We will help connect you to other resources like subject matter experts, published documents, case studies, mapping tools, data, and additional funding opportunities. Ecology regional shoreline planners can advise you on project development and will provide technical and logistical support for funded projects.

Ecology has dedicated staff working in the following areas that will be able to provide additional support to grantees working on these topics:

- SMP compliance feedback loops or other SMP monitoring and adaptive management efforts
- Consideration of climate impacts in the shoreline jurisdiction
- Public access to shorelines
- Channel migration zone studies

Can a jurisdiction apply multiple years in a row?

The grant program uses biennium funding that is available on a two-year cycle. If the Shoreline Planning Competitive Grant Program continues, receiving an award during the 2023-25 biennium would not preclude a community from applying for and receiving funds in future grant cycles. Previously awarded applicants could apply for funding for a new project or to advance work completed using 2021-23 program funds.

Will there be an opportunity for Ecology to provide applicants with feedback on draft proposals?

There is no formal process for giving applicants feedback on draft proposals. However, our goal is to help all local governments address local priorities for shoreline management. Applicants are encouraged to contact their Ecology regional shoreline planner early in the process with their proposal idea to get advice on developing a strong application.

Is Ecology targeting the grant toward coastal communities?

Ecology is not targeting any particular communities with the grant program. While sea level rise planning is available only to communities with marine shorelines, other eligible project categories are available to all towns, cities, and counties with an SMP. We strongly encourage applications from all eligible jurisdictions and have adjusted our evaluation scoring to prioritize communities with small populations and those located in central and eastern regions in order to promote project distribution across the state.

What is environmental justice, and how will it be scored?

Ecology is trying new strategies to integrate environmental justice into the work we do, including the administration of grant programs.

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This includes addressing disproportionate environmental and health impacts by prioritizing vulnerable populations and overburdened communities, equitably distributing resources and benefits, and eliminating harm.

The Shoreline Planning Competitive grant has seven evaluation criteria and a possible maximum score of 75 points. Environmental justice is one of the criteria and is worth up to 10 points. All applicants have the opportunity to demonstrate consideration of environmental justice through the use of mapper tools and a narrative. Communities unable to score the points based on mapped information can still get partial points for demonstrating they reviewed mapper tools and through a narrative describing why their community is overburdened and/or how the proposal will benefit an overburdened subpopulation.

You might have questions about how environmental justice relates to your project. We encourage you to participate in one of our pre-application workshops where we will discuss connections between environmental justice and shoreline planning projects. Check out additional resources on our [Shoreline Planners Toolbox](https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox)⁵⁵ webpage.

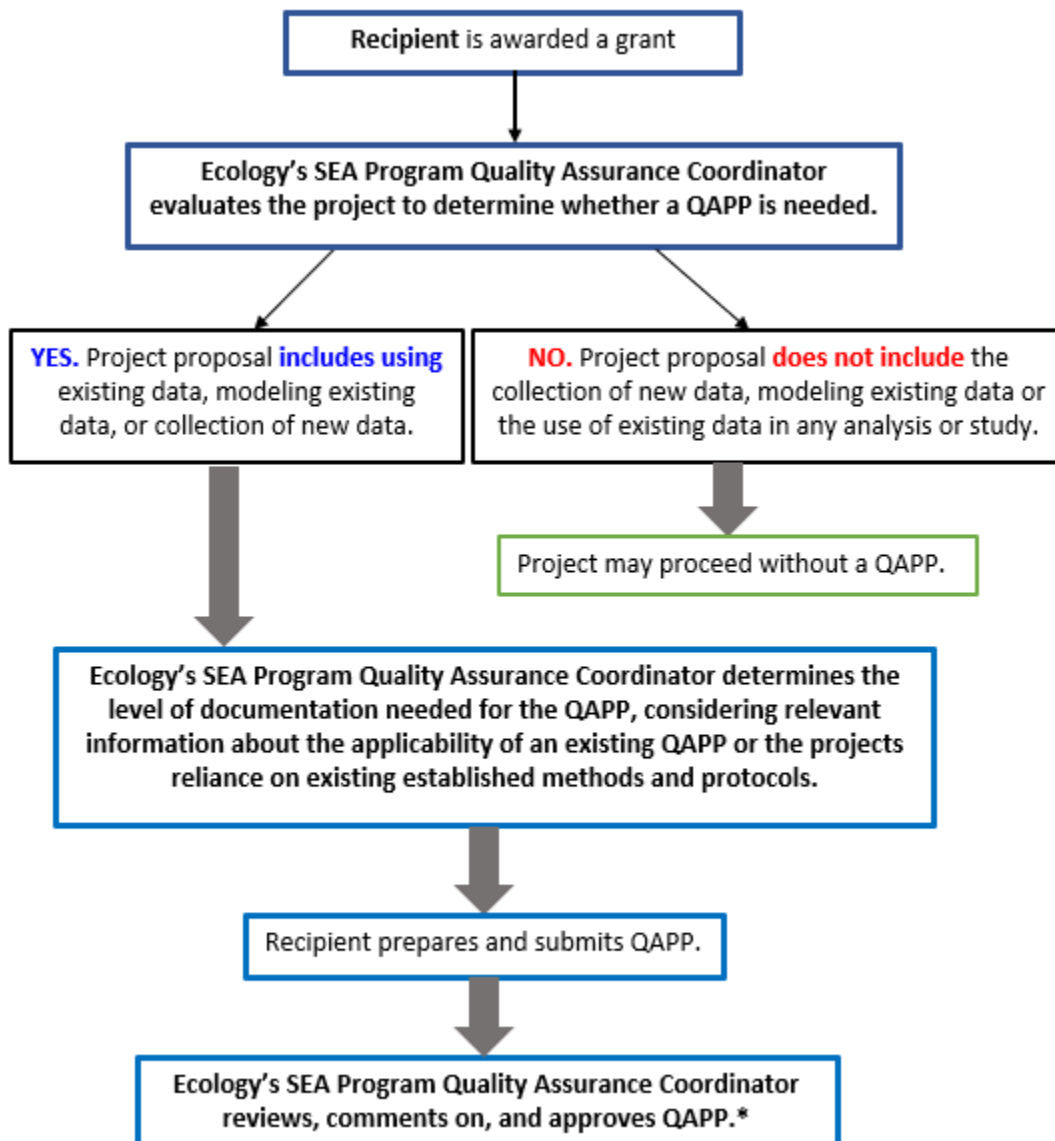
⁵⁵ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

Quality Assurance Project Plan (QAPP) questions

Will a Quality Assurance Project Plan (QAPP) be required for all projects?

Not necessarily, but a review of each project will be necessary to determine whether a QAPP will be required. We recommend that all applicants plan for a QAPP within their project budget and timeline.

Figure 2. Flow chart for QAPP determination and review and approval process



*Note that the review process is iterative. Ecology reviews the draft QAPP and provides comments to the recipient. The recipient addresses comments and resubmits the revised QAPP. Ecology reviews the revised QAPP and provides additional comments or approves.

Any project that collects, uses, or models conditions based upon new or existing data will need to complete a QAPP. Projects that do not include any of the above (e.g., new web page development, creation of an educational resource like a pamphlet) do not require QAPP documentation. Refer to the flow chart above to see how Ecology will determine whether your project will need a QAPP and how the review and approval process will occur.

In determining the level of documentation needed for the QAPP, consider the four scenarios below. The level of documentation increases as you move down this list.

- Project uses **existing** data sources with established methods or protocols **without modification**.
- Project collects **new** data following an established method or protocols **without modification**.
- Project collects **new** data or uses **existing** data following an established method or protocols **with modification**.
- Project collects **new** data or uses **existing** data following a new or unique method or protocols.

What are the roles and responsibilities for QAPP development and approval?

The **Ecology SEA Program Quality Assurance Coordinator (QA Coordinator)** will review the project to determine whether a QAPP is needed and document the decision. If a QAPP is not required, send an email to the recipient to document that decision. If a QAPP is required, the QA Coordinator will review the draft QAPP, return comments to QAPP authors for revision, review QAPP revisions; and approve the final version. The QA Coordinator will provide technical support to recipients when drafting the QAPP and enlist Ecology staff with expertise on the subject or the Agency QA Officer for additional input when needed.

The **Ecology Project Manager (PM)** works with SEA Program Quality Assurance Coordinator to determine what level of documentation is necessary and commensurate with the project scope and budget. The Ecology PM will also review the draft QAPP and sign the final, approved QAPP.

The **Recipient** will develop the QAPP as an initial step in their project workplan. The recipient drafts the QAPP or hires a contractor who will draft the QAPP as part of their project scope; and submits a draft QAPP to the Ecology Project Manager and SEA Program's Quality Assurance Coordinator for review. The recipient or contractor will revise the draft QAPP based on comments from Ecology. When the QAPP is approved, the recipient will gather signatures from all relevant parties on the project and submit a final, signed copy to the Ecology Project Manager. The approved QAPP will be uploaded to EAGL (as a deliverable).

Where can I find more information on Quality Assurance in general or QAPPs specifically?

A QAPP is intended to ensure that projects that collect or analyze environmental data develop plans for field, laboratory, and analytical activities that meet quality standards appropriate to the goals and scope of the specific project. Ecology Policy 22-01 requires the development of QAPPs for all projects performed by Ecology or Ecology grantees, contractors, or loan recipients

who acquire or use environmental data. We also have [Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies](#) which presents detailed guidance on preparing a QAPP with supporting information that you may find helpful. Our agency [Quality Management Plan, 2020: Washington State Department of Ecology](#) is also a useful resource.

Our quality assurance framework and documents are based on policies and guidance from the U.S. Environmental Protection Agency. For more information on QAPPs, see Ecology's web page [Quality assurance for NEP grantees – Washington State Department of Ecology](#). Note that this web page is focused on the National Estuary Program. However, much of the information there is useful in the context of QAPPs and is applicable to all grant programs that generate or use environmental data, including the Shoreline Planning Competitive Grant Program.

How should I budget for the cost and time to prepare a QAPP?

The level of documentation needed will depend on the type of existing quality assurance documentation available, and the complexity of the data collection, analysis, or study outputs, so the time and cost associated with preparing a QAPP will vary.

The QAPP lists the objectives of the study/activity; identifies the data needed to achieve those objectives; and describes the sampling, measurement, quality control, and data assessment procedures needed to obtain the data. The size and complexity of the QAPP will be cost effective and in proportion to the magnitude of the study.⁵⁶

In general, Ecology recommends that you allocate at least 5% of the overall project cost for a budget estimate. It can take approximately 8 to 16 weeks to develop a QAPP, depending on the complexity of the project. For example, if your Channel Migration Study and Mapping project has an overall budget of \$200,000 and you have a moderately complex project using various sources of existing data and field verification, you may want to budget \$10,000 and 12 weeks for your QAPP development.

Application and agreement questions

I'm trying to register in EAGL, but I don't see the name of my organization. What should I do?

Check with other members of your organization to see if your organization is already registered to use EAGL. If your organization is registered, you will want to sign up for a Secure Access Washington (SAW) account, and an EAGL User Account, in the role of Authorized Official. The EAGL user registration will prompt our EAGL system admins to reach out to you to ensure you are correctly assigned to your organization. If your organization is not already registered, you will register for SAW and EAGL User Accounts, but there will be more requirements to registering your organization.

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology's [Grants and Loans](#)⁵⁷ web page.

⁵⁶ <https://apps.ecology.wa.gov/publications/SummaryPages/0403030.html>

⁵⁷ <https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans>

I'm trying to apply for the Shoreline Planning Competitive grant in EAGL, but I don't see the funding opportunity. What should I do?

Only Authorized Officials (EAGL permission role) can view and apply for funding opportunities for their organization.

After you register as the Authorized Official, select "View Available Opportunities" on the EAGL Welcome Page. That link will take you to the "My Opportunities" Page. Type "Shoreline Planning" or "Shoreline" in the Document Instance text field, select the Filter button and the **Shorelands Shoreline Planning Competitive: 2325** funding opportunity will appear. (The grant short name is SEASPC-2325, so the application number will look similar to this example: SEASPC-2325-Ecy*-00001; *organization short name).

EAGL is a form and process system, and the activities a person can perform are based on an assigned system role. Each member of an organization must have their own separate SAW and EAGL accounts. Organization member roles to consider and assign are as follows:

- **Authorized Official** – Allows a user to manage organization information; assign organization user roles; initiate, edit, and submit applications, payment requests, amendments, and reports.
- **Contractor** – Allows a user to initiate and edit applications but cannot submit an application on the organization's behalf.
- **Recipient Project Manager** – Allows a user to edit applications and initiate and submit payment requests and progress reports.
- **Recipient Financial Officer** – Allows a user to initiate and submit payment requests and progress reports.
- **Writer** – Allows a user to edit applications and subdocuments throughout the life of the grant.
- **Reader** – Allows a user to only view applications and reports. (Note: An **Authorized Signatory** is not a designated role in EAGL, but the Authorized Signatory must have their own separate SAW account and be registered to use EAGL for the Organization's Authorized Official to add them to their Organization. In addition, this is what triggers the system to add signature blocks to the agreement. We suggest the **Authorized Signatory** be assigned in the role of **Reader**, so that they do not receive all of the EAGL system-generated email notices.)

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

The primary signatory, which EAGL refers to as the Authorized Signatory, must register with SAW and EAGL. The Authorized Signatory should be the individual who is primarily responsible for authorizing and signing the agreement and amendments.

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

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

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

After an application is selected for funding, Ecology's Project Manager/Regional Planner will negotiate the draft agreement with the applicant. During the negotiation process, changes can be made to the Recipient contacts, scope of work tasks, budget, and Deliverable Due Dates forms.

The Ecology Financial Manager will prepare a draft agreement in the EAGL format and once approved by all parties, will send a final agreement to the grant Recipient for signature, using DocuSign.

After the agreement has been fully signed, the Financial Manager will upload the final signed agreement in EAGL and change the status to Executed. Then a fiscal analyst in our Fiscal Department will process it and change the status to Active and the project can move forward.

What percentage of the total cost can we charge to grant administration?

Applicants can charge a maximum of 15% to project/grant administration (Task 1).

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

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

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

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

Payment Request/Progress Report (PRPR) questions

How often can PRPRs be submitted?

Recipients are required to submit progress reports once per quarter and should not submit them more often than once per month. Payment requests are not required with each progress report. We encourage you to watch [Ecology's 10-minute PRPR video](https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8Bml4b96dKa-%20HHPVPWkuWuPNiU4nCO90).⁵⁸

How is grant money disbursed to recipients?

Shoreline Planning Competitive Grants are reimbursement grants. Recipients must submit backup documentation, such as copies of consultant invoices and payroll records or signed timesheets, as well as progress reports, with each payment request. Funding must be generally

⁵⁸ <https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8Bml4b96dKa-%20HHPVPWkuWuPNiU4nCO90>

aligned with work progress (i.e., no work progress, no reimbursement). As stewards of public funds, Ecology’s objective is to assure that funds spent align with work accomplished.

How much detail do we need to provide to invoice for staff time? How much detail is needed to invoice for work completed by a consultant?

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

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

Table 4. Example of the detail needed for staff and consultant hours and costs.

Task title	Item category	Item description	Payee	Invoice #	Date incurred start	Date incurred end	Amount
Project oversight	Salaries / benefits	Negotiate agreement – 10 hours @\$50/hr	Jane Smith	Payroll	07/01/2021	09/30/2021	\$500
Project oversight	Overhead / indirect	30% overhead/ indirect	Jane Smith	Payroll	07/01/2021	09/30/2021	\$150
						TOTAL	\$650

Does EAGL automatically send quarterly PRPR reminders?

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

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

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

Close-out questions

When are final PRPRs due?

The grant agreement expires on June 30, 2025. Ecology cannot extend the grant expiration date and grant funds. Final PRPRs, payment request backup documentation, scope of work deliverables, and the Recipient Closeout Report are due within 30 days of the June 30, 2025, expiration date, or July 30, 2025. The final reimbursement must show work completed on or before June 30, 2025.

Appendix C: Grant Tips and Resources

Tips

A few tips for successfully managing a grant agreement include:

- Review Ecology’s Terms and Conditions of the grant agreement before you begin applying for the grant. This includes the Special Terms and Conditions. For a summary of these conditions, see Chapter 6, above.
- Periodically review and work with your Ecology PM to update the Deliverables Due Date (DDD) Form in EAGL for all reporting deadlines and note any date changes on your quarterly progress report.
- Add deadlines and important dates to your calendar.
- Communicate proactively with your Ecology Project and Financial Managers when deviating from a task budget or if you need to change deliverable due dates. Effective communication will lead to successful management of your grant agreement.
- If contracting for third-party services, follow the same scope of work and applicable budget and tasks for those contracts as seen in the Ecology agreement.
- Review tutorials and trainings for preparing payment requests, progress reports, and closeout reports.

Resources

- [Administrative Requirements for Recipients of Ecology Grants and Loans \(2023 Yellow Book\)](#).⁵⁹ The Yellow Book establishes the administrative requirements for Recipients of all Ecology grants and loans. Topics include financial management, expenditure and income reporting, contracting, and record retention.
- [EAGL External Users’ Manual](#)⁶⁰ for general EAGL guidance.
- [Ecology’s Grants and Loans Resources Webpage](#)⁶¹ for general Ecology grant and loans guidance, including EAGL training tools and resources.
- [Shoreline Planning Competitive Grants Webpage](#)⁶²
- [SMP Planners Toolbox Webpage](#)⁶³

⁵⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

⁶⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁶¹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

⁶² <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Shoreline-planning-competitive-grants://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Shoreline-planning-competitive-grants>

⁶³ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>