



**Coastal Protection Fund  
Terry Husseman Account (THA) Grant Program**

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**2024 Funding Guidelines**

Washington State Department of Ecology

Olympia, Washington

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<sup>1</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

## ADA Accessibility

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## Fund Coordinators

Region	Counties served	Grant Program Administrators / Fund Coordinators
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Region	Counties served	Regional Fund Coordinator
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima counties	<p>Julie Conley  <a href="mailto:julie.conley@ecy.wa.gov">julie.conley@ecy.wa.gov</a>                      509-907-3937</p>
<b>Eastern</b>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties	<p>Tess Cooper  <a href="mailto:tess.cooper@ecy.wa.gov">tess.cooper@ecy.wa.gov</a>                      509-934-7013</p>
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties	<p>Julie Morse  <a href="mailto:julie.morse@ecy.wa.gov">julie.morse@ecy.wa.gov</a>                      206-402-1438</p>
<b>Southwest</b>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties	<p>Chanele Holbrook  <a href="mailto:chanele.holbrook@ecy.wa.gov">chanele.holbrook@ecy.wa.gov</a>                      360-522-3801</p>

# Department of Ecology's Regional Offices

## Map of Counties Served



<b>Southwest Region</b> 360-407-6300	<b>Northwest Region</b> 206-594-0000	<b>Central Region</b> 509-575-2490	<b>Eastern Region</b> 509-329-3400
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Region	Counties served	Mailing Address	Phone
<b>Southwest</b>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
<b>Eastern</b>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
<b>Headquarters</b>	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

# Coastal Protection Terry Husseman Account (THA) Grants

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## 2024 Funding Guidelines

Shorelands and Environmental Assistance (SEA) Program  
Washington State Department of Ecology  
Olympia, WA

**November 2023 | Publication 23-06-017**



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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## Chapter 1: Terry Husseman Account Overview

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

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

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

These Funding Guidelines only apply to the THA grant funding program.

### Governing laws and rules

- [Chapter 90.48 RCW, Water Pollution Control](#)<sup>2</sup>
- [Chapter 90.48.390 RCW, Coastal Protection Fund–Established–Moneys credited to Use](#)<sup>3</sup>
- [Chapter 90.48.400 RCW, Coastal Protection Fund-Disbursal of moneys from](#)<sup>4</sup>

### How to use these Funding Guidelines

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

Ecology holds all grant applicants responsible for reading and understanding these guidelines along with the [Administrative Requirements for Ecology Grants and Loans \(2023 Yellow Book\) \(Publication No. 23-01-002\)](#)<sup>5</sup> before entering into a grant agreement with Ecology.

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<sup>2</sup> <http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48>

<sup>3</sup> <http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.390>

<sup>4</sup> <http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.400>

<sup>5</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

# Chapter 2: Funding Program Details

## Eligible applicants

The following organizations are eligible to apply for this grant opportunity:

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

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

## Ineligible applicants

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

Non-profit Regional Fisheries Enhancement Groups (RFE) are the exception. In 1990, the Washington State Legislature created the RFE Program to involve local communities, citizen volunteers, and landowners in the state's salmon recovery efforts. RFEs work within specific geographic regions based on watershed boundaries.

## Eligible project types

THA grants support locally sponsored projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state, such as streams, lakes, wetlands, or the ocean. For grant application purposes, restoration or environmental enhancement projects are under the Project Type 3 (PT3) category.

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

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

disaster. For grant application purposes, environmental emergency projects are under the Project Type 2 (PT2) category.

Projects of *statewide significance* may be proposed that use innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, and result in a significant improvement to the natural environment. For grant application purposes, statewide significance projects are under the Project Type 2 (PT2) category.

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

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

**Ineligible project types**

All planning or design-only types of projects, such as watershed, land use / stormwater management planning, are ineligible. Species management projects; or environmental monitoring, research, and data gathering projects that are not related to a specific project are ineligible.

Table 1. Examples of eligible and ineligible project types.

<b>Eligible Project Type – Examples</b>	<b>Ineligible Project Type – Examples</b>
Riparian restoration	Watershed planning
Develop and implement an aquatic land geographic information system (GIS)	Species Management (not habitat management)
Wetland restoration	Land use / stormwater management planning
Stream bank stabilization	Environmental monitoring, research, and data gathering (not related to a specific project)
Fish and wildlife habitat enhancement	Design only projects (without implementation)
Livestock exclusion fencing	

## Funding cycles

The application period for restoration or enhancement projects is open once a funding cycle unless funding availability levels are low. Project proposals that address an environmental emergency or are of a statewide significance may be accepted year round but must meet all of the evaluation criteria to be eligible. Please contact and discuss your project proposal with your Regional Fund Coordinator. For a list of Regional Fund Coordinators, see p. IV, at the beginning of these Funding Guidelines.

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

## Grant award amounts and project timelines

Grants are awarded on a competitive basis. Funding requests will vary based on project type and scope. The typical grant award ranges from \$10,000.00 to \$25,000.00, with a maximum award of \$50,000.00.

Funded project timelines typically run 12 to 18 months.

## Match or cost-share

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

THA grant funds can be used to meet match requirements for other Washington state grant programs, such as:

- 1) Ecology's Water Quality Combined Financial Assistance Program Nonpoint grants (Section 319 EPA–federal fund source, and Centennial State Building Construction Account fund source).
- 2) Washington State Recreation and Conservation Office (RCO) grants.

## Limitations on use of grant funds

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

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

Direct costs include:

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

## Cultural Resources and Human Remains / Inadvertent Discovery Plan

Most THA projects involve implementation activities that have the potential to disturb historic or pre-historic cultural resources (including objects, traditional and sacred spaces, buildings, structures, and districts), human remains, and funerary objects, hereby collectively referred to as cultural resources. Project activities could result in an inadvertent discovery of, or impact to, these cultural resources.

Recipients must take reasonable action to avoid, minimize, or mitigate adverse effects to cultural resources by complying with [RCW 27.53, Archaeological Sites and Resources](#).<sup>6</sup> The Department of Archaeology and Historic Preservation (DAHP) may require a Recipient to obtain a permit pursuant to [RCW 27.53.060](#)<sup>7</sup> prior to conducting on-site activities where an impact to cultural resources or historic properties is likely or anticipated.

THA grant funds come from water quality violation penalties, not from the State capital budget. Therefore, they do not trigger Governor's Executive Order 21-02. They are also not federal, and so alone do not trigger Section 106 Consultation under the National Historic Preservation Act (NHPA) of 1966 (Section 106) unless there is another federal nexus, such as the requirement of a federal permit.

However, the THA grant program requires Recipients to submit an [Inadvertent Discovery Plan \(IDP\)](#)<sup>8</sup> to Ecology (and upload to EAGL) **prior** to implementing any project that involves activities with the potential to impact above or below ground cultural resources. The IDP must be on the project site and available to all project staff, consultants, and volunteers at all times during project implementation activities.

Any human skeletal remains, regardless of antiquity or ethnic origin, will at all times be treated with dignity and respect. Follow the IDP (Section 6) for specific instructions on how to handle a human remains discovery. Also see: [RCW 68.50.645: Skeletal human remains—Duty to notify—Ground disturbing activities—Coroner determination— Definitions](#).<sup>9</sup>

Activities associated with cultural resources compliance are an eligible reimbursable cost subject to approval by your Ecology Project Manager. Any project implementation that occurs prior to the submission of an IDP **will not** be eligible for reimbursement.

We encourage all Recipients to view [Ecology's IDP Training Video](#).<sup>10</sup>

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<sup>6</sup> <https://apps.leg.wa.gov/RCW/default.aspx?cite=27.53>

<sup>7</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=27.53.060>

<sup>8</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070560.html>

<sup>9</sup> <https://app.leg.wa.gov/rcw/default.aspx?cite=68.50.645>

<sup>10</sup> <https://www.youtube.com/watch?v=ioX-4cXfbDY>

## 2024 Funding cycle timeline

Eligible applicants may apply for a Restoration or Enhancement grant from January 2, 2024, through February 6, 2024.

Table 2. Funding cycle timeline

Date	Program Milestone
January 2, 2024, 8 a.m.	EAGL application opens
February 6, 2024, 5 p.m.	EAGL application closes**
February 8 – February 9, 2024	Application screening
February 12 – March 12, 2024	Application evaluation period
On or before April 2, 2024	Funding decision email notices are sent applicants
On or before April 9, 2024	Award letters are sent to Recipients
April – May 2024	Agreements are negotiated and written
May 1, 2024, or thereafter	Agreements start date
Varies depending on project (approx., 12 to 18 months after start date)	Agreements end date

\*\*Applications for projects that address an **Environmental Emergency** may be submitted at any time. An environmental emergency is a risk to the natural environment as a result of a natural or man-made disaster. The project must meet all of the application criteria and will be evaluated when the application is submitted.

\*\*Applications for projects that have a **Statewide Significance** may be submitted at any time. A project of statewide significance proposes innovative approaches or technologies that could be applied in multiple watersheds throughout Washington and would result in a significant improvement to the natural environment. The project must meet all of the application criteria and will be evaluated when the application is submitted.

## Funding decisions

Regional Fund Coordinators will notify applicants of funding decisions. For a list of Fund Coordinators, see p. IV, at the beginning of these Funding Guidelines.

For projects selected for funding, the Recipient will receive a formal offer letter from the respective Ecology Regional Director. The award letter will outline the general expectations about the fund award, 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.

# Chapter 3: Applying For Funding

## Application process and requirements

Organizations that decide to apply for a grant must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) web-based grants system.

This application becomes the foundation of the grant agreement itself. The application forms include prepopulated language for Task 1 Project Administration/Management and allows the applicant to add additional tasks and task descriptions as needed.

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 \(December 2017\) \(Publication No. 17-01-015\)](#)<sup>11</sup> 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 your 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.<sup>12</sup> 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.

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<sup>11</sup> <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

<sup>12</sup> <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](#).<sup>13</sup>

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](#).<sup>14</sup> Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at [PayeeRegistration@ofm.wa.gov](mailto: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](#).<sup>15</sup> 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).<sup>16</sup>

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.

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<sup>13</sup> <https://www.youtube.com/watch?v=9B3gvb3QRBk>

<sup>14</sup> <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

<sup>15</sup> <https://sam.gov/content/home>

<sup>16</sup> <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, complete, 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 Evaluations and Scoring

Once the application period is closed, Ecology staff and regional work groups evaluate submitted project proposals using the following scoring criteria below in Table 3 and further described below Table 3. **Each application can score a maximum of 60 points.** The scoring criteria is broken into ten categories, each representing a portion of the possible 60 points.

Table 3. Project scoring criteria.

#	Category	Details	Points
1	Project outcomes	Describe the expected environmental, water quality, and community benefits of the project.	10
2	Deliverables	Define each deliverable and provide direct links between the deliverables and project benefits.	5
3	Budget	Provide an accurate and reasonable budget for the 12 to 18-month grant timeline.	5
4	Project schedule	Provide an accurate and reasonable schedule for the 12 to 18-month grant timeline.	5
5	Leveraged funds and resources	Describe other funding resources for the project.	5
6	Broad, local support	Provide documentation with support from the broad, local community, stakeholders, or interest groups.	10
7	Readiness to proceed	Describe the current project status, and if the project will be ready to proceed if funds are awarded.	5
8	Implementation of planning efforts	Describe larger project planning efforts or reasons the project is a priority.	5
9	Environmental Justice	Describe how the project includes meaningful community engagement and benefits an overburdened or underserved community.	5
10	Climate Change	Describe how the project addresses and reduces impacts from climate change.	5
		<b>Sum total of possible points</b>	<b>60</b>

Projects will be evaluated based on the criteria listed below:

**1. Project Outcomes (0-10 points)**

Projects must provide primary benefits to public resources. Clearly describe the expected environmental, water quality, and community benefits of the project.

**2. Deliverables (0-5 points)**

Clearly define the task deliverables and provide direct links between each deliverable and the project benefits.

**3. Budget (0-5 points)**

Demonstrate an accurate and reasonable budget that shows how grant funds will be spent within the 12 to 18-month grant timeline. If applicable, describe how a previous project was completed within budget.

**4. Project schedule (0-5 points)**

Demonstrate that the project will be successfully completed within the 12 to 18-month grant timeline. If applicable, describe how a previous project was completed on time.

**5. Leveraged funds and resources (0-5 points)**

While match is not required, describe other local resources (financial, in-kind, or volunteer) that leverage THA grant funds, if any.

**6. Broad, local support (0-10 points)**

Provide documentation with support from the broad, local community, stakeholders, or interest groups.

**7. Readiness to proceed (0-5 points)**

Describe the current status of the project; identify the project partners, if any; and describe how the project will be ready to proceed immediately if funds are awarded. Identify necessary designs, permits, or agreements that are or will be secured.

**8. Implementation of planning efforts (0-5 points)**

Describe if and how the proposal is part of a larger planning effort or describe why the project is a priority. Provide supporting information or evidence that your project is part of a plan or addresses a water quality impairment. Please provide a reference or a link to a document.

**9. Environmental Justice. (0-5 points)**

Describe how the project includes meaningful community engagement and benefits to an overburdened or underserved community. If not, please explain.

**Overburdened communities** are defined as *“communities that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental*

hazards, or cumulative impacts from multiple stressors.” (Washington State Environmental Justice Task Force Report, 2020).

Below are a few examples of mapping resources that show where **underserved communities** are located, and how they are impacted. We encourage you to use the mapping resources below to help describe (in the text box above) how the project will benefit underserved communities.

- [Washington Environmental Health Disparities Map](#)<sup>17</sup>

- [Washington State Employment Security Dept. Distressed Areas Map](#)<sup>18</sup>

- [Washington State Environmental Justice Task Force Final Report \(2020\)](#)<sup>19</sup>

- [US Environmental Protection Agency Environmental Justice Screen](#)<sup>20</sup>

For additional information, please reference the [Environmental Justice at Ecology](#)<sup>21</sup>.

## 10. Climate Change. (0-5 points)

Describe how your proposal will address and reduce climate change impacts.

*Tackling climate change is a priority for Ecology. Fluctuating climate changes have increased the number of flooding events in our rivers, lakes, and coastline, damaging communities, and infrastructure. Water quality degradation and increased water temperatures directly influence the health and survival of livestock, wildlife, native fish, and aquatic communities.*

Here are some additional questions to consider when answering ‘how’ your project will address and reduce climate change impacts:

- How will your project address climate change impacts such as flooding, fire, drought, or greenhouse gas emissions?
- How will your project increase climate change resiliency in the waterbody or watershed?
- What elements of your project will mitigate future impacts of climate change?

For additional information, please reference the [Climate change & the environment - Washington State Department of Ecology](#)<sup>22</sup>.

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<sup>17</sup>

<https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/InformationbyLocation/WashingtonEnvironmentalHealthDisparitiesMap>

<sup>18</sup> <https://esd.wa.gov/labormarketinfo/distressed-areas>

<sup>19</sup> [https://apps.leg.wa.gov/ReportsToTheLegislature/Home/GetPDF?fileName=EJTF%20Report\\_FINAL\\_39bdb601-508e-4711-b1ca-6e8c730d57bf.pdf](https://apps.leg.wa.gov/ReportsToTheLegislature/Home/GetPDF?fileName=EJTF%20Report_FINAL_39bdb601-508e-4711-b1ca-6e8c730d57bf.pdf)

<sup>20</sup> <https://www.epa.gov/ejscreen>

<sup>21</sup> <https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice>

<sup>22</sup> <https://ecology.wa.gov/Air-Climate/Climate-change/Climate-change-the-environment>

# Chapter 5: Agreement and Grant 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 tasks 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. The Recipient and the Project Management Team will also ensure the identification and completion of all necessary designs, permits, and agreements and that all cultural resource requirements are met. Additional information may be requested.

## 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 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 also 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 Ecology Grants and Loans \(2023 Yellow Book\)](#)<sup>23</sup> for more information. Part V, Purchasing and Contracts, provides detailed information about this important topic.

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<sup>23</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

## 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 Terry Husseman Account 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 review the DDD at the same time as quarterly Payment Requests/Progress Reports submittals. Recipients should submit date changes to the Ecology Project Manager.

## Grant management

Managing your THA grant requires paying particular and timely attention to a number of key tasks in order for your organization to be reimbursed for completed 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 State Office of Financial Management (OFM). 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](#)<sup>24</sup> or contact the OFM statewide payee desk at (360) 407-8180 or by email at [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov).

## Incurring eligible costs

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

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 (mileage reimbursement is calculated at state rate per mile).

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<sup>24</sup> <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

- Indirect/overhead (e.g., Ecology allows up to 30 percent indirect/overhead charges based on the cost of staff salaries/benefits. See the Indirect rate or overhead section below for more details).
2. Conditionally eligible costs, such as those listed below, **require prior 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).
    - 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 Ecology Grants and Loans \(2023 Yellow Book\)](#)<sup>25</sup> for more details.

The effective start date is the earliest date on 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

The Recipient may charge an indirect rate of up to 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 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 Ecology Grants and Loans \(2023 Yellow Book\)](#).<sup>26</sup>

### Light refreshments

Light refreshment costs (not meals) for meetings are eligible and 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

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<sup>25</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

<sup>26</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.htm>



conference. Check with the Ecology Project Manager for Ecology’s Light Refreshment Approval Form. Recipients must submit this form prior to the meeting and must be approved by the Ecology Project Manager prior to the meeting(s). After the meeting, Recipients must submit the roster of attendees and agenda for each meeting to be eligible for reimbursement. See also Payment Request back up documentation section, on page 29.

### Procuring goods and services

The Recipient is responsible for procuring professional, personal, 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 [Chapter 39.26 RCW](#).<sup>27</sup>

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 Ecology Grants and Loans \(2023 Yellow Book\)](#),<sup>28</sup> 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 and 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](#).<sup>29</sup>

### 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 [OFM’s travel reimbursement resource website](#).<sup>30</sup> **Travel costs cannot exceed state travel rates.**

### 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

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<sup>27</sup> <https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26>

<sup>28</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.htm>

<sup>29</sup> <https://app.leg.wa.gov/rcw/default.aspx?cite=39.34>

<sup>30</sup> <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

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.

Recipients must submit PRPRs a minimum of once a quarter even if there are no expenditures to report. PRPRs are due 30 days after the last day of each quarter, as shown in Table 4. If a Recipient is not claiming any costs for the quarter, a progress report is still required.

Table 4. Progress report periods and due dates

<b>Progress report</b>	<b>Reporting period</b>	<b>Date due</b>
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 (e.g., 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 in EAGL. Recipients must upload these documents into EAGL.)

- Copies of receipts and invoices.
- Timesheets and payroll records must include:
  - [Form E: Monthly timesheet](#)<sup>31</sup> (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:

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<sup>31</sup> <https://fortress.wa.gov/ecy/publications/summarypages/ECY06012.html>

- [Form F: Record of Meeting Attendance](#)<sup>32</sup> (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 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 rates.** For travel policies and per diem map, please visit [OFM's travel reimbursement resource website](#).<sup>33</sup>

### 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:

- Crosscheck 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 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 and are specific to the reporting period of the progress report.

### Deliverables: naming conventions and uploading to EAGL

Upload all deliverables in 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., DT2.1 Final Signed Consultant Contract, DT3.1 Riparian Planting Plan).

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<sup>32</sup> <https://fortress.wa.gov/ecy/publications/summarypages/ECY06013.html>

<sup>33</sup> <http://www.ofm.wa.gov/resources/travel.asp>

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

### **Amendment request**

On occasion, an amendment to the grant agreement is needed. For the THA 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.

### **Site visit reports**

Ecology's Project Manager will conduct one or more site visits to document that work has been completed and carried out in accordance with the purpose and scope of the grant agreement. A final site visit will be required to close out the agreement and approve payment of the final PRPR.

### **Project Outcome Summary Report**

The Project Outcome Summary Report is a two-page summary of the overall success for the THA project, highlighting the accomplishments and measurable outcomes/benefits from the completed project. This is a required deliverable under Task 1. Project Administration/Management. The Ecology Project Manager will send a template of this form to the Recipient prior to grant close out.

### **Close Out Reports**

Both the Recipient and Ecology must provide closeout reports.

#### **Recipient Closeout Report**

A Recipient Close Out 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 purpose of each task and summary of accomplishments each task was aiming to achieve.
- The task results and outcomes achieved.

- Lessons learned.

The final PRPR and 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 close out documents.

For more information about the RCOR, see Chapter 14 of the [EAGL External Users' Manual](#).<sup>34</sup>

### **Ecology Close Out Report**

An Ecology Close Out 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 grant Recipient while completing this report.

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<sup>34</sup> <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

# 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. Scope of Work – Task 1 Project Administration / Management
6. Scope of Work – Additional Tasks (all tasks will be listed here)
7. Scope of Work Summary
8. Statutory or Regulatory Authority
9. Project Type Explanation (describe how your project meets the grant criteria)
10. Budget Task Cost
11. Deliverables Due Date
12. Uploads

## 1. General Information

Ecology will use this 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 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 to previously completed riparian efforts or enhancements.
  - A statement describing the funding associated with the project including the names of other Recipients, grant titles and numbers, if applicable.
- **Total Cost:** The total project cost including other funds associated with the project.
- **Total Eligible Cost:** The amount for the THA portion of the project.
- **Effective Date:** Enter the effective start date for the THA grant (no sooner than 5/1/24).
- **Expiration Date:** Enter 12 to 18 months maximum after the Effective Date.

- **Ecology Program:** “Shorelands” will be filled in automatically.
- **Project Category:** Choose one of the three available project categories. See p. 11, Eligible Project Types section for more information.
- **Will Environmental Monitoring Data be collected?** Select yes or no. 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.
  - For additional QAPP resource materials, go to Resources, Environmental Data, [QAPP information](#) beginning on pg. 43 of these guidelines.
- **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. Use the drop down menu to select primary and secondary themes that associate the project type on the [statewide map of Ecology’s grants and loans](#)<sup>35</sup> (2014-present). Enter the following:

- Primary Theme: Choose “Shorelands” from the drop down menu.
- Secondary Theme: Choose one of the following that best describes your project: “Bank Stabilization, Land Acquisition, Low Impact Development, Restoration, Riparian/Wetland Restoration, Stormwater.”

## 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.” 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:

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<sup>35</sup> <https://fortress.wa.gov/ecy/eaglmap/>

- **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).
- **Authorized Signatory** (Not an EAGL Role, consider assigning in the Role of Reader)<sup>36</sup>: The person that has legal authority to enter the organization into an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature page of the agreement. If there are additional signatories that must appear on the signature page (as determined by each Recipient), their name and title should be added to the “Other recipient signatories on printed agreement” matrix. These additional signatories do not need a SAW or EAGL account. **Please note, Ecology uses DocuSign for digital signatures.**
- **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).

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<sup>36</sup> Reader: Persons assigned in the Reader Role in EAGL will not receive EAGL system generated emails throughout the life cycle of the grant.



## 5. Scope of Work – Task 1 Project Admin

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:**

- A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include but are not limited to maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report and project outcome summary report (including photos).
- B. The RECIPIENT will maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- C. The RECIPIENT will provide Project Management. Efforts include, but are not limited to conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT will carry out this project in accordance with any completion dates outlined in this agreement and documented in the EAGL Deliverables Due Date form.

### **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 a Recipient Close Out Report (RCOR).

### **Recipient Task Coordinator:**

As seen in EAGL:

In EAGL, enter the name of the Recipient staff person responsible for completing this task. Enter Recipient Close Out Report date. The dates will be negotiated.

Table 5. Task 1: Project Administration / Management Deliverables

Number	Description	Due Date
1.1	Quarterly Payment Requests/Progress Reports (PRPRs)	Quarterly
1.2	Recipient Close Out Report (RCOR)	Negotiated
1.3	Project Outcome Summary Report (POSR)	Negotiated

### 6. 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.

### 7. 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.

### 8. Budget Task Cost

Provide a budget for your project proposal. The total maximum allowable request for a THA grant is \$50,000 including indirect rate.

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.
- **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. If you have any questions about the overhead/indirect rate, please ask Ecology.

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

  

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

Figure 1. Screenshot of Budget task and element breakdown

### 9. Statutory or regulatory authority

Describe how the project addresses the overall goals of [RCW 90.48.400 Coastal Protection Fund-Disbursal of moneys from](http://apps.leg.wa.gov/rcw/default.aspx?cite=90.48.400)<sup>37</sup> or [RCW 90.48.390 Coastal Protection Fund-Established-Moneys credited to-Use](http://apps.leg.wa.gov/rcw/default.aspx?cite=90.48.390)<sup>38</sup>.

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

### 10. Project type explanation form

This form expands on the Statutory or Regulatory Authority form. Enter more information about how the project will provide environmental benefits for public land and water resources, is supported by other stakeholders, has other financial support, addresses water quality issues, and shows readiness to proceed. If the project is receiving additional financial or in-kind support from key partners, we highly recommend uploading letters from them describing what

<sup>37</sup> <http://apps.leg.wa.gov/rcw/default.aspx?cite=90.48.400>

<sup>38</sup> <http://apps.leg.wa.gov/rcw/default.aspx?cite=90.48.390>

the support is and how it will increase the success of the project. We also recommend uploading project support letters from key stakeholders.

\* Red asterisk means answer requires text box to be filled out and upload supporting documentation.

**1. Project outcomes (0-10 points)**

Clearly describe the expected environmental, water quality, and community benefits of the project.

**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.

**2. Deliverables (0-5 points)**

Clearly describe the task deliverables and provide direct links between each deliverable and the project benefits.

**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.

**3. Budget (0-5 points) \***

Provide an accurate and reasonable budget. Demonstrate that grant funds will be spent within the 12 to 18 month grant timeline. If applicable, describe how a previous project was completed within budget.

Upload Supporting Documents  
*Choose attachment.*

**4. Project Schedule (0-5 points) \***

Does this proposal have a project period of no more than 18 months from the time the grant is awarded to project completion? If the project timeline is longer than 18 months, please explain.

Upload Supporting Documents  
*Choose attachment.*

**5. Leveraged funds and resources (0-5 points) \***

Does this proposal use other local resources (financial, in-kind, or volunteer) to leverage THA grant funds?

Radio buttons: Yes or No.

If yes, please provide supporting information or evidence. Please explain how the funds will be used and include expected dates of participation. Upload letters of commitment, offer letters, application approvals, etc.

**Enter this information in EAGL in the following boxes:**

Enter text  
[Text box character limit 1,500 with spaces]

Upload Supporting Documents  
*Choose attachment.*

**6. Broad, Local Support (0-10 points) \***

Does this proposal have broad, local community, stakeholders, or interest group support?

Radio buttons: Yes or No.

**Enter this information in EAGL in the following boxes:**

Enter text  
[Text box character limit 1,500 with spaces]

Upload Supporting Documents  
*Choose attachment.*

**7. Readiness to Proceed (0-5 points) \***

Briefly describe the current status of the project; identify the project partners, if any; and describe how the project will be ready to proceed immediately if funds are awarded. Identify necessary designs, permits, or agreements that are, or will be, secured. At the time of the award, you will need to provide documentation of all relevant information.

**Enter this information in EAGL in the following boxes:**

Enter text  
[Text box character limit 3,000 with spaces]

Upload Supporting Documents  
*Choose attachment.*

**8. Implementation of Planning Efforts (0-5 points) \***

Does this proposal implement an action defined in local planning efforts? Please select one or more:

**Check the applicable check boxes:**

- Local Total Maximum Daily Load (TMDL) Plan
- Watershed Management Plan
- Local Fish Recovery Plan
- Shoreline Master Program
- Critical Areas Ordinance
- Other (Specify)

Please provide any supporting information or evidence that your project is part of a plan or addresses a water quality or fish habitat impairment. Please provide a listing identification number or provide a link to the document.

**Enter this information in EAGL in the following boxes:**

Enter text  
[Text box character limit 1,500 with spaces]

Upload Supporting Documents  
*Choose attachment.*

**9. Environmental Justice (0-5 points) \***

Describe how the project includes meaningful community engagement and benefits an overburdened or underserved community. If not, please explain.

**Enter this information in EAGL in the following boxes:**

Enter text  
[Text box character limit 3,000 with spaces]

**Overburdened communities** are defined as *“communities that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors.”* (Washington State Environmental Justice Task Force Report, 2020).

Below are a few examples of mapping resources that show where underserved communities are located, and how they are impacted. We encourage you to use the mapping resources below to help describe (in the text box about) how the project will benefit underserved communities.

- [Washington Environmental Health Disparities Map](#)<sup>39</sup>
- [Washington State Employment Security Dept. Distressed Areas Map](#)<sup>40</sup>
- [Washington State Environmental Justice Task Force Final Report \(2020\)](#)<sup>41</sup>
- [US Environmental Protection Agency Environmental Justice Screen](#)<sup>42</sup>

Upload Supporting Documents  
*Choose attachment.*

**10. Climate Change (0-5 points) \***

Describe how your proposal will address and reduce climate change impacts.

Tackling climate change is a priority for Ecology. Fluctuating climate changes have increased the number of flooding events in our rivers, lakes, and coastline, damaging communities, and infrastructure. Water quality degradation and increased water temperatures directly influence the health and survival of livestock, wildlife, native fish, and aquatic communities.

**Enter this information in EAGL in the following boxes:**

Enter text  
 [Text box character limit 1,500 with spaces]

Upload Supporting Documents  
*Choose attachment.*

Here are some additional questions to consider when answering ‘how’ your project will address and reduce climate change impacts:

- How will your project address climate change impacts such as flooding, fire, drought, or greenhouse gas emissions?
- How will your project increase climate change resiliency in the waterbody or watershed?
- What elements of your project will mitigate future impacts of climate change?

<sup>39</sup>

<https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/InformationbyLocation/WashingtonEnvironmentalHealthDisparitiesMap>

<sup>40</sup> <https://esd.wa.gov/labormarketinfo/distressed-areas>

<sup>41</sup> [https://apps.leg.wa.gov/ReportsToTheLegislature/Home/GetPDF?fileName=EJTF%20Report\\_FINAL\\_39bdb601-508e-4711-b1ca-6e8c730d57bf.pdf](https://apps.leg.wa.gov/ReportsToTheLegislature/Home/GetPDF?fileName=EJTF%20Report_FINAL_39bdb601-508e-4711-b1ca-6e8c730d57bf.pdf)

<sup>42</sup> <https://www.epa.gov/ejscreen>

## 11. Deliverables Due Date

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

If an application is chosen for funding, this form keeps track of all 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 with Ecology’s Project Manager throughout the lifecycle of the grant and will note any requested changes on the quarterly progress report.

Figure 2. 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)	<input style="width: 50px; height: 20px;" type="text"/>
1.3	Project Outcome Summary Report	<input style="width: 50px; height: 20px;" type="text"/>

  

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.



## 12. Uploads form

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

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

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 C. Landowner Agreements

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

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

## Appendix D. Riparian Restoration and Planting

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

### Riparian Plantings

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

### Streambank Protection

- Streambank protection projects must not stand alone but be part of a larger riparian buffer or stream restoration project. The project must meet the riparian planting requirements listed above whether fully or partially funded by the grant. Streambank protection projects primarily intended for structure or property protection are not eligible.
- Rock or concrete may not be used to fully armor a bank against the erosive forces of a stream, river, or marine waters. In any situation where rock is to be used, the Recipient must submit the design to Ecology's Project Manager for an evaluation.
- Streambank protection designs must be consistent with the Washinton State Department of Fish and Wildlife's Aquatic Habitat Guidelines Program's, [\*Integrated Streambank Protection Guidelines\*](#).<sup>43</sup>

### Exclusion Fencing

- If livestock are present, exclusion fencing must be installed to protect installed riparian plants or existing riparian buffer. Exclusion fencing may also be necessary where heavy browse by native ungulates is present.
- Exclusion fencing designs must meet Natural Resources Conservation Service (NRCS) specifications or other acceptable design. To find NRCS exclusion fencing designs, see the [\*NRCS Field Office Technical Guide website\*](#)<sup>44</sup> and search for Washington State,

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<sup>43</sup> <http://wdfw.wa.gov/publications/00046/>

<sup>44</sup> <https://www.nrcs.usda.gov/resources/guides-and-instructions/field-office-technical-guides>

Section 4, Conservation Practice Standards and Supporting Documents, Fence. The Ecology Project Manager must review and approve the fence design prior to installation.

# Appendix E. 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 Project Manager to update the Deliverable 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 these as seen in the Ecology grant agreement.
- Review tutorials and trainings for preparing payment requests, progress reports and closeout reports.

## Resources

- [Terry Husseman Account \(THA\) Grants Webpage](#)<sup>45</sup>
- [Administrative Requirements for Ecology Grants & Loans \(2023 Yellow Book\)](#).<sup>46</sup> 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](#)<sup>47</sup> for general EAGL guidance.
- [Ecology’s Grants and Loans Resources Webpage](#)<sup>48</sup> for general Ecology grant and loans guidance, including EAGL training tools and resources.
- **Environmental Data.** If grant and loan projects involve collecting and monitoring environmental data, Recipients may be required to create QAPPs and enter information in the EIM database per Ecology’s standards. Recipients are responsible for ensuring the QAPP and EIM processes are complete if applicable. Grant reimbursement may be withheld if these requirements are necessary and incomplete.
  - **Quality Assurance Project Plan (QAPP).** If grant projects involve collecting new data, analyzing existing data, or modeling environmental conditions, Recipients are

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<sup>45</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Coastal-protection-fund>

<sup>46</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html>

<sup>47</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

<sup>48</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

- required to create QAPPs per Ecology’s standards. See [Ecology’s QAPP website](#)<sup>49</sup> for more information.
- Environmental Information Management (EIM). If grant projects involve environmental monitoring data, Recipients may be required to submit data in the EIM online database per Ecology’s standards. See Ecology’s [EIM – Environmental Monitoring Data website](#)<sup>50</sup> for more information.

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<sup>49</sup> <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

<sup>50</sup> <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database>