

Table 6 Request for reimbursement deadlines

	Quarters 1 & 5	Quarters 2 & 6	Quarters 3 & 7	Quarters 4 & 8
Months	July-September	October-December	January-March	April-June
PR/PR Due Date	October 30	January 30	April 30	July 30

Expenditures table

Drop down boxes

Drop down boxes for almost all cells are included in the table. It is important the recipient select the correct category option for the expenditure. Collecting accurate data that supports the RLCP program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options follows along with an explanation of what qualifies under each option:

- **Salaries** - select when the cost is only recipient salaries or wages.
- **Benefits** - select when the cost is only recipient benefits (not combined with recipient salaries or wages). Note: Benefits are the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Fringe benefits, such as a car or clothing allowance, are a separate cost category and should not be included in the benefit rate.
- **Salaries/Benefits** - select when the cost is a combination of recipient salaries or wages AND benefits.
- **Indirect** - RLCP does not allow indirect costs. If charging for Administrative/overhead costs, see Other.
- **Contracts** - select when expenses are associated with a legally-binding, written agreement between the recipient and contractor for the rendering of professional services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor-related costs.
- **Goods and Services** - select when expenses are associated with purchase of a product, service, material, or supplies.
- **Travel** - select when costs are associated with lodging, meals, mileage, vehicle rental, parking, ferry, and toll fees. Registration costs are itemized under Goods and Services. For current state travel rates, see [OFM’s travel rates](https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel)⁶ that tend to adjust in January and October, so check back as needed.

⁶ <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>

PART VIII – CLOSE OUT

Within 30 days of the expiration of the grant or within 45 days of the agreement budget reaching \$0, whichever comes first, you must complete and submit the following documents in EAGL:

- Payment Request forms.
- Progress Report covering the same period the final payment request covers.
- Recipient Close Out Report (RCOR).
- Any other reports or documents agreed to in the grant.

After receiving the required final documents in EAGL, your Ecology grant manager reviews the completed RCOR. If you purchased any equipment, an equipment disposition should be included. Appropriate staff may conduct a final, on-site inspection or evaluation of work accomplished.

RLCP grant managers will review and, as necessary, work with the recipient to approve the final documents.

After Ecology completes and submits the Ecology Close Out Report, the agreement is officially closed when the status is Agreement Inactive.

A. Completing the Recipient Close Out Report (RCOR)

The RCOR is an Agency-wide form that cannot be edited by individual grant programs. It contains fields that RLCP does not require the recipient to complete, but you must complete the form and submit it concurrent with your final PR/PR. The following guidance is provided for recipients of RLCP:

1. **Summary of Accomplishments.** For every Task Title in the Report, provide a brief description of the work accomplished with the task budget.

Task Title	Summary of Accomplishments*	Actual Outcome*
Ramp Cleanup	<p>Jungle County was delayed in getting a contract for ramp cleanup which prevented us from starting when we had planned. Once we got started, we were able to clean more ramps and collect more pounds of litter than originally expected. Now that we have a good baseline, we should be able to better anticipate what we can accomplish in the period with the budget provided.</p> <p style="text-align: right;">368 of 2000</p>	<p>Jungle County was able to exceed our expected outcomes:</p> <ul style="list-style-type: none"> • 16 ramps cleaned, and quarterly cleanups. • Cleaned ramps converted to 32 miles cleaned. • 24,000 pounds of litter collected. • 640 total hours worked. <p style="text-align: right;">0 of 2000</p>

Screenshot 5 Summarizing accomplishments in the recipient close out report.

