



# **Equipment Grant Funding Guidelines: 2023 – 2025**

## **Oil Spill & Hazardous Materials Response and Firefighting Equipment Grant**

**Spill Prevention, Preparedness, and Response Program**

Washington State Department of Ecology

Olympia, Washington

September 2023, Publication 23-08-016

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# 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

# Funding Guidelines 2023 – 2025 Biennium

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## Oil Spill & Hazardous Materials Response and Firefighting Equipment Grants

Spill Prevention, Preparedness, and Response Program  
Washington State Department of Ecology  
Olympia, WA

September 2023 | Publication 23-08-016



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# Chapter 1: Spills Equipment Grant Overview

In 2015, the Washington State Legislature passed, and Governor Jay Inslee signed, the Oil Transportation Safety Act, directing Ecology to develop and implement an oil spill and hazardous materials response and firefighting equipment grant program to build preparedness and response capacity in Washington State.

The Washington State Department of Ecology (Ecology) is soliciting grant proposals for oil spill and hazardous materials response and firefighting equipment, resources, and trainings that support local, regional, tribal, and statewide emergency response to oil spills and hazardous materials incidents.

These guidelines relate to the 2023 - 2025 Oil Spill & Hazardous Materials Response and Firefighting Equipment Grant (Equipment Grant) only.

This grant is funded through the state's Model Toxics Control Operating Account. The amount of funding available for grants in the 2023 - 2025 biennium is approximately \$3.1 million.

## Grant match and ceiling

There are no match requirements of applicants. Grant awards will cover 100 percent of eligible costs of the grant offer amount.

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

## Limitations on use of grant funds

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

## Grant timeline

Table 1 shows the expected timeline of the grant cycle for the 2023-2025 biennium.

- Applicants can submit applications beginning **September 12, 2023**.
- **All applications must be submitted by 5:00 p.m. on November 13, 2023.**
- Applications and materials sent as hard copies or by email will not be considered.
- Equipment, training, and other costs awarded through the grant must be received before June 30, 2025.

Table 1: 2023 - 2025 grant cycle timeline

Date	Event
September 13, 2023	Grant application opens
September – October 2023	Grant workshops
November 13, 2023 1700	Deadline to submit grant application
December 2023 – January 2024	Application screening and evaluations
February 2024	Final Offer and Applicant List issued
February 2024	Negotiate and sign funding agreements
June 30, 2025	Projects complete

## How to use these guidelines

In these guidelines, Ecology provides information about eligibility requirements, the application process, and general requirements applicable to all grant awards under this grant program.

All grant applicants are responsible for reading and understanding these guidelines along with the “[Administrative Requirements for Recipients of Ecology Grants and Loans](#)”<sup>1</sup> before entering into a grant agreement with Ecology. This document can be found on [Ecology’s Grants & Loans](#)<sup>2</sup> page.

Complete details on how to apply for a grant are described in [Chapter 4: Applying for funding](#).

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<sup>1</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

<sup>2</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>



## Chapter 2: Funding Program Details

### Eligible applicants

Applicants eligible for response equipment funding include:

- Washington counties, cities, and municipalities
- Other state recognized local governments
- Ports
- Public Utility Districts
- Other Special Purpose Districts (i.e., Clean Air Agencies, Fire Protection)
- Federally recognized Tribal governments
- Washington State Agencies

Applicants that received funding during a previous grant cycle are eligible to apply for this grant cycle.

### Ineligible applicants

Private entities, nonprofit organizations, and non-government organizations are not eligible to receive funding from the Equipment Grant. However, they may partner with eligible entities to coordinate equipment allocation or training benefits.

### Emergency Response Plan

Applicants must have a role outlined in an emergency response plan directly related to hazardous materials. Common emergency response plans that support oil spill and hazardous materials response include, but are not limited to:

- [Washington Comprehensive Emergency Management Plan – Emergency Support Function 10](#)<sup>3</sup>
- [Northwest Regional Contingency Plan](#)<sup>4</sup>
- [Local Emergency Planning Committee- hazardous materials emergency response plan](#)<sup>5</sup>

### Training Requirements

Applicants must demonstrate they have the appropriate training within their organization or agency to respond to oil and hazardous materials incidents. Refer to [WAC 296-824-30005](#)<sup>6</sup> and [WAC 296-843-200](#)<sup>7</sup>. Fire departments and districts must have certifications at the Hazardous Materials Operations and Hazardous Materials Technician level.

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<sup>3</sup> <https://mil.wa.gov/asset/610b07efc82b6>

<sup>4</sup> <https://www.rrt10nwac.com/nwacp/>

<sup>5</sup> <https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Emergency-Planning-Community-Right-to-Know-Act/Local-Emergency-Planning-Committees>

<sup>6</sup> <https://app.leg.wa.gov/WAC/default.aspx?cite=296-824-30005>

<sup>7</sup> <https://app.leg.wa.gov/wac/default.aspx?cite=296-843-200>

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

## Eligible project types

All projects must support the implementation of local, regional, or statewide emergency response plans and must demonstrate the ability to sustain long-term benefits to multiple stakeholders across a region or statewide.

The terms “equipment” and “resources” are used in the Oil Transportation Safety Act to set parameters on eligible activities for this grant. To be consistent with definitions found in the “[Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#)”<sup>8</sup> guide, equipment and resources will be identified according to the following definitions in the development of grant agreements. However, in this funding guidelines document, the terms “equipment” and “resources” are interchangeable with “equipment, tools, and supplies.”

**Equipment** includes tangible, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per functional unit or system.

**Tools** include tangible personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.

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

## Conditionally Eligible Projects

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

### Communications

Radios and other communication devices are eligible for funding through this grant, however funding replacement of an entire radio system for a response organization is a low priority.

### Unmanned Aerial Vehicles (UAV)/Unmanned Aircraft Systems (UAS)

Unmanned Aircraft Systems are a low-cost alternative to helicopters and fixed-wing aircrafts, and offer the ability to assess an oil spill or hazardous materials incident without putting responders in danger. Applicants must be knowledgeable of the process to obtain a Certificate of Authorization (COA) for UAS flights from the Federal Aviation Administration (FAA). There must be at least one employee with a current COA at the time grants are awarded. Applicants must also provide a copy of their Standard Operating Procedures (SOPs) for the use of the UAS both in training and operational environments. To be useable throughout the state,

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<sup>8</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

including the use of UAS on federal land, the purchase of the UAS cannot be manufactured or assembled by a foreign entity as described in [OJP Order 2700.1](#)<sup>9</sup>.

## **Wildlife response**

Equipment to aid in the search and collection of oiled wildlife is an eligible project. Removing oiled wildlife prevents further oiling into the environment and protects the public and other wildlife from a potentially agitated animal. If the applicant is requesting equipment and/or training for activities that relate to the search and collection of oiled wildlife, the applicant must have the appropriate authority to collect wildlife and must be an eligible applicant as described above.

## **Travel costs**

Travel costs and per diem associated with training, so long as costs are incurred before June 30, 2025, and are reimbursable at the Washington State travel rate<sup>10</sup> during time of travel (not including salaries and benefits).

## **Hazardous Materials Training**

Hazardous Materials Training is offered at no cost to first responders through the State Fire Marshal's Office<sup>11</sup>. If the applicant is requesting training available on this website, it is conditionally eligible and may not be approved if capacity for this training exists within the State Fire Marshal's Office.

## **Maintenance or service packages**

Maintenance or service packages must be during the timeframe of the grant agreement and reimbursement submitted monthly for the service provided during that month. Ecology cannot reimburse for services not yet rendered or that go beyond the agreement date.

## **Ineligible Projects**

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

- Projects that do not support the implementation of emergency response plans for oil spill and hazardous materials response and firefighting.
- Projects that have a primary objective of enabling the applicant to respond to events that are part of their normal operating environment, rather than focusing on emergency response.
- Projects for the purpose of oil spill and/or hazardous materials cleanup or removal, including:
  - Mechanical oil collection equipment, to include but not limited to skimmers, vactor/vacuum trucks, and excavators.
  - Cleaning and decontamination of response equipment.
- Capital construction projects.
- Administrative costs:
  - Project administration or overhead, such as salaries and benefits, of employees for the time worked on the project.
  - Grant application preparation
  - Indirect costs.

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<sup>9</sup> <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/ojpporderfundingdrones.pdf>

<sup>10</sup> <http://www.ofm.wa.gov/resources/travel.asp>

<sup>11</sup> <https://www.wsp.wa.gov/other-training/>

- Firefighting apparatus, including tenders, quints, and engines.
- Firefighting foam containing per- and polyfluorakyl substances (PFAS).
- Service or maintenance packages with dates beyond the grant agreement.

## **Partnerships**

Applicants are strongly encouraged to form partnerships, as appropriate and needed, to address issues of common concern and to build preparedness and response capacity locally, regionally, and statewide. Eligible partners include, but are not limited to, other emergency response agencies, local emergency planning committees (LEPCs), tribes, state agencies, not-for-profit organizations, non-governmental organizations, and special purpose districts.

## Chapter 3: Project Tasks and Scope of Work

There are four tasks that may be included in the Scope of Work for an agreement. These will be added by Ecology for successful applications. However, the application includes questions specific to the last three tasks.

- Project administration
- New response equipment and resources
- Spill response and hazardous materials training
- Maintenance of existing response equipment and resources

### Project administration

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

### New response equipment and resources

Equipment, tool, and supply eligibility is dependent upon demonstration of need to fulfill duties associated with the applicant's role in an oil spill or hazardous materials incident as described in a local, regional, statewide, or tribal emergency response plan.

Funding proposals for this task must be for equipment, tools, and supplies used for oil spill, hazardous materials response and firefighting. Equipment and resources that do not meet these criteria or are not clearly tied to the applicant's role in an emergency response plan may be marked as ineligible. The application may be returned to the applicant for revision and removal of ineligible components.

[Appendix C. New Response Equipment and Resources Budget](#) contains helpful tips for building the applicant's budget. All equipment and resources must be received by the recipient before June 30, 2025. Contact the Fund Coordinator of this grant program if there are questions about the eligibility of requested equipment and/or resources.

### Worldwide response resource list

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

### Spill response and hazardous materials training

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<sup>12</sup> <https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Worldwide-Response-Resource-List>

<sup>13</sup> <https://apps.ecology.wa.gov/publications/documents/1308003.pdf>

Training and/or certifications for the safe and efficient deployment and use of oil spill and hazardous materials response and firefighting equipment are an eligible activity under this grant.

Applicants are expected to request funds for training and certifications that support the applicant's role in oil spills and hazardous materials incidents as described in a local, regional, or statewide response plan, such as a local emergency response plan, a hazard mitigation plan, a hazardous materials response plan associated with an LEPC, the Northwest Area Contingency Plan, or the Washington State Comprehensive Emergency Management Plan.

Documentation showing the cost, course title, date, number of persons attending, and sponsor organization must be submitted with the funding application.

[Appendix D. Spill Response and Hazardous Materials Training](#) contains helpful tips for building the applicant's budget. All training and certifications must be received by the recipient before June 30, 2025.

### **Eligible costs:**

- Costs to bring an instructor in for training.
- Transportation, lodging, and per diem associated with employee travel for training.
- Other costs associated with hosting a training are conditionally eligible, such as training materials, meals, and snacks. Please consult with the Fund Coordinator to discuss.

### **Conditionally eligible costs:**

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

### **Ineligible costs:**

- Salaries and benefits to backfill employees to attend training.
- Salaries and benefits of employees attending training.

Contact the Ecology Fund Coordinator with questions about eligible trainings and certifications.

## **Maintenance of existing response equipment and resources**

Routine maintenance and replacement of equipment awarded during previous grant cycles is a high priority through this grant to maximize the lifespan of equipment. While the recipient is expected to demonstrate the ability to conduct routine and unexpected maintenance themselves, requests for cost reimbursement are eligible if funding is available.

### **Eligible costs**

- Maintenance and repair to maintain equipment in efficient operating condition.
- Repair and replace equipment that came with the Equipment Cache Trailers.

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<sup>14</sup> <https://www.wsp.wa.gov/other-training/>

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

## **Ineligible costs**

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

Contact the Fund Coordinator of this grant program prior to submitting a grant proposal if there are questions about the eligibility of requested maintenance, and repair costs.

## Chapter 4: Applying for funding

### How to apply

All applications must be submitted electronically via Ecology’s Administration of Grants & Loans (EAGL) system.

New users must register for a Secure Access Washington (SAW) account prior to beginning the application process. New user account approval can take up to two weeks. More information about creating SAW accounts and requesting access to EAGL is available at [Ecology’s Grants and Loans page](#).<sup>15</sup>

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

### Secure Access Washington (SAW) account

The SAW is a secure gateway for many Washington State online services. If the person completing the application already has a SAW account, they may use that username and password.

Each staff member of the applicant’s organization who will have a role in the project (e.g., Project Manager, Financial Manager, and grant signatory) must establish their own SAW account before you can apply. Please read and follow the instructions on how to request a SAW account at Ecology’s [website for New SAW users](#).<sup>16</sup>

### Ecology Administration of Grants and Loans (EAGL)

The EAGL is a comprehensive web-based grant and loan management system that allows Ecology’s grant and loan clients to apply for and manage grant applications and agreements, request amendments, submit payment requests and progress reports, and submit closeout reports.

Please read and follow the instructions to request access to the EAGL system, which can be found on [Ecology’s website for New EAGL Users](#).<sup>17</sup>

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

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

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

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<sup>15</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

<sup>16</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

<sup>17</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>



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

The EAGL User Training Manual is located in the top right corner of the EAGL system, under My Training Materials.

## Chapter 5: Application Evaluation and Scoring

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

Priority will be given to projects in areas with the greatest need for response and firefighting equipment as determined by Ecology in consultation with the equipment grant workgroup. Ecology and the workgroup will coordinate grants to maximize currently existing equipment and resources that have been put in place by emergency responders and industry.

The evaluation criteria used to award funding are based on the directives of the 2015 Legislature as described in the 2015 Oil Transportation Safety Act to include a review of equipment and resources requests, funding requirements, and coordination with existing equipment and resources in the area of project proposal.

### Evaluation process

#### Screening

The Fund Coordinator, with support from Ecology staff, will screen each application for eligibility after submission. The applicant will be contacted if questions arise or if the application contains ineligible or potentially ineligible project components that result in an application that does not pass the screening process.

The application will be returned to the applicant to remove ineligible components before sending the application for evaluation.

The applicant should plan to submit their application as early as possible. This will give the applicant more time to make any necessary adjustments after screening is complete and before the grant application cycle closes.

#### Evaluation

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

Applications are evaluated based on:

- Organizational role in an oil spill and hazardous materials incident, outlined in an existing response plan
- Oil spill and hazmat response risks
- Project and associated budget quality
- Ability to safely deploy and use requested equipment, or request for appropriate training to safely deploy and use requested equipment
- Coordination with existing equipment and response agencies or partners

Refer to [Appendix B. Evaluation Criteria and Methodology](#) for evaluation guidance.

## Scoring

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

Table 2: Evaluation categories and points

Evaluation	Maximum points
Prioritization of funding	40
Coordination	35

## Chapter 6: Final Funding Decision

Ecology will distribute funds based on three tasks:

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

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

Table 3: Distribution of funds through eligible tasks

<b>Task</b>	<b>Distribution</b>
New Response Equipment and Resources	85 percent
Spill Response and Hazardous Materials Training	10 percent
Maintenance of Existing Response Equipment and Resources	5 percent

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

Ecology will coordinate grants to maximize the benefits of current existing equipment and resources put in place by emergency responders and industry.

The Spills Program’s Leadership Team will review the draft prioritization list for final approval.

# Chapter 7: Agreement and Grant Management

## Agreement

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

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

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

## Negotiations

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

This may include negotiating with applicants for the purchase, maintenance, and/or storage of additional, new, or updated equipment and/or resources to be placed in areas or regions of the state that are in the greatest need for resource and oil spill and hazardous materials response and firefighting equipment.

The agreement, at a minimum, will include:

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

## Agreement Finalized

Once negotiations are complete, applicants will receive an email from the assigned Ecology Project Manager or Financial Manager with instructions for the signature process.

Ecology collects electronic signatures via e-mail using the [DocuSign](https://www.docusign.com/)<sup>18</sup> web application. A DocuSign account is not required to provide signatures. If electronic signatures are not acceptable, the agreement can be signed on paper with wet signatures upon request.

The final signed agreement is uploaded into EAGL by the Project Manager or Financial Manager and the status is changed to “Agreement is Executed.”

The Ecology Fiscal department will change the status to “Agreement Active.” This will allow recipients to request amendments and submit progress reports and payment requests.

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<sup>18</sup> <https://www.docusign.com/>

## Amendment

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

- Recipient organization’s Authorized Official
- Ecology’s Project Manager
- Ecology’s Financial Manager

For this grant, with approval from the Fund Coordinator, amendments are typically used for the following:

- Recipient wants to move more than 10 percent of award from one task to another task
- Recipient has gone over budget and funds are available to adjust award amount
- Recipient has funds left over and an amendment is needed to close the agreement

The funds for this grant are available for the biennium only and only in extreme circumstances can the agreement date of the grant be amended past June 30, 2025.

## Payment Request/Progress Reports (PRPR)

All Ecology recipients must register as a Statewide Payee through the [Office of Financial Management \(OFM\)](#)<sup>19</sup>. OFM issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments.

This registration process allows a recipient to sign up for direct deposit, also known as Electronic Fund Transfer (EFT), which reduces processing costs and payment delays. If a Recipient already has a Statewide Vendor Number (starts with SWV) and is registered but wants to change payment receipt method from a paper check to direct deposit or update bank account or contact information, these changes can be made through the same process.

See [Appendix A. EAGL Training Tools and Resources](#) for a link to a video that demonstrates the PRPR process step by step.

## Incurring Eligible Costs

The effective date of the grant agreement is the earliest date on which eligible costs may be incurred. The effective date is negotiated between the applicant and the Project Management Team during agreement development.

The applicant may incur project costs on and after the effective date and before Ecology’s signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed by Ecology. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Ecology distributes grant funds on a cost-reimbursement basis. This means a recipient must incur cost or obligation before it is eligible for reimbursement. The definition of “date cost incurred” is the date the recipient receives the item or the service is performed. Payment requests and progress reports are due 30

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<sup>19</sup> <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

days after the last day of each quarter, as shown in Table 4.

Table 4: Progress Report quarterly deadline

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

A recipient can begin entering Payment Request/Progress Reports (PRPR) information into EAGL once the grant agreement has been officially signed and is in “Agreement is Executed” status. However, a PRPR cannot be submitted until the grant agreement has been changed to “Agreement Active.” It is best to scan and upload the PRPR supporting back up documentation costs in the order it is entered into EAGL, streamlining the review and reconciliation process for the Ecology Project Manager and Financial Manager.

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

- Copies of receipts and invoices.
- Meeting expenses, which must include [Form F: Record of Meeting Attendance](#)<sup>20</sup> and a meeting agenda.
- Travel documentation that includes purpose of travel, beginning and end points, and mileage calculations. Travel costs shall not exceed State travel rates. For travel policies and a state per diem map, please visit the [Office of Financial Management’s travel reimbursement resource](#)<sup>21</sup> website.

## Reporting on task progress

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

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Stay informed on the progress of the project.

## Reporting on outcomes

Data in progress reports must include essential task outcome information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of completion per task, and summary of accomplishments for the reporting period.
- Description and explanations for any delays.
- Description and explanation for cost overruns.
- General comments.

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<sup>20</sup>

<https://fortress.wa.gov/ecy/publications/UIPages/PublicationList.aspx?IndexTypeName=Topic&NameValue=Grants%2Band%2BLoans&DocumentTypeName=Form>

<sup>21</sup> <http://www.ofm.wa.gov/resources/travel.asp>

# Appendix A. EAGL Training Tools and Resources

For EAGL Training Tools & Resources, please visit [Ecology's Grants & Loans homepage](#)<sup>22</sup>.

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

- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>23</sup>
  - This publication establishes the administrative requirements for recipients of all grants and loans administered by Ecology. Topics include financial management, expenditure and income reporting, contracting, and record retention.
  - This version applies to all grant and loan agreements in EAGL, with an agreement signature date OR amended agreement signature date of July 1, 2023, or later.
- Submitting a Payment Request/Progress Report (PRPR)
  - [How to submit a PRPR in EAGL video](#)<sup>24</sup>

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<sup>22</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

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

<sup>24</sup> <https://www.youtube.com/watch?v=Lb17gzh6pgA>



## Appendix B. Evaluation Criteria and Methodology

Ecology evaluates applications based on oil and hazmat risk, response resource availability, organization coordination and readiness to proceed. These priorities are divided into six criteria for a total of 75 points, and are summarized below.

Table 5: Evaluation criteria and scoring

Criteria Number	Evaluation Criteria	Maximum points available
1.1	Priority evaluation score from GIS module (see next section for more information).	40
2.1	The project is coordinated to maximize existing equipment and resources put into place by first responders and industry.	10
2.2	The applicant is coordinating a project with outside response partners.	5
2.3	The requested equipment, resources, and/or training is appropriate for the identified role in a hazardous materials or oil spill response.	5
2.4	The budget is well developed with supporting documentation and research to estimate costs.	10
2.5	The applicant is current with training and certifications to respond in the role identified in their application and meet applicable safety standards for hazardous waste in Chapter 296-843 WAC.	5
	Total	75

### 1. Priority evaluation score

#### 1.1 Priority evaluation GIS module methodology

To objectively rank project priority, Ecology had developed a tool that utilizes publicly available data to create a priority score (40 points maximum). The methodology for this scoring tool is described below.

As part of the grant application process, applicants must map their grant project boundary in the Ecology Administration of Grants and Loans (EAGL) system. This EAGL boundary is used to calculate the Equipment Grant Evaluation Tool score.

Geospatial data sources are used within the tool to measure each of the criteria.

Through geoprocessing, the EAGL boundary is overlaid with each data source to summarize the number of points, length of the lines, or area of the data source within the EAGL boundary. The summarized value is determined by the data source type i.e., is it a point, line, or polygon.

Based on the summarized results, the EAGL boundary is assigned a range of scores for each data source. If needed, each of these scores can be weighted within the tool through applying a multiplier. The final Equipment Grant Evaluation Tool score is the sum of each of these data source scores.

There are four components to the GIS module, described below.

## **Hazmat team service areas**

This data includes the location of Department of Ecology spill response teams and their contractor's hazmat team services. The project area from the applicant is averaged based on the area that is within 0-0.5 hours, 0.5 – 1 hour, 1-1.5 hours, 1.5-2 hours, 2 – 3 hours, and greater than 3 hours from either an Ecology spill response team or their contractor's hazmat team services. This does not include distance from a regional hazmat team, such as the Tri-County Hazmat team or Pierce County Hazardous Incident Team.

## **Economically distressed communities**

The U.S. Census Bureau provides median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census designated places (CDP) are included in the five-year data series produced by ACS. Searches of the ACS database can be conducted at U.S. Census Bureau Fact Finder.

Project areas are mapped over the census data and the percent area that has a MHI less than 80 percent of Washington State's MHI are awarded points for this category.

## **Environmental Health Disparities**

The [Washington Environmental Health Disparities Map](https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map)<sup>25</sup> is an interactive mapping tool that compares communities across our state for environmental health disparities (EHD). The map shows pollution measures such as diesel emissions and ozone, as well as proximity to hazardous waste sites. In addition, it displays measures like poverty and cardiovascular disease.

The project area from the applicant is averaged based on the area that is within each EHD rank region.

## **Oil spill and hazmat commodities within the project area**

There are numerous types of oil and hazardous materials commodities transported throughout the state. This funding cycle looks at the presence of some of those commodities and the prevalence in the community based on the EAGL project area. These commodities were chosen as the having high priority or a high rate of response to the Spills program at Ecology.

- Bulk Oil Storage
- Bulk Chemical Storage (EPCRA Tier 2 facilities)
- Marine recreational moorages
- Marine hazardous commodities- WSDOT ports handling freight cargo
- Rail transfer points – intermodal terminals
- Highway oil & hazmat truck freight corridors handling more than 10 million tons
- Highway oil & hazmat truck freight corridors handling 4 to 10 million tons
- Pipeline that carries oil or petroleum (not natural gas)
- Railroad lines
- Marine bulk oil traffic based on oil vessel traffic volume

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<sup>25</sup> <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

## 2. Coordination evaluation criteria

The following table describes how evaluators will score each of the Coordination criteria questions. It provides the location in the application where evaluators will find the information and guidance on how to score each criterion.

Table 6: Coordination evaluation criteria

Criteria Number	Evaluation Criteria and Application Location	Guidance for evaluators
2.1	<p>The project is coordinated to maximize existing equipment and resources put into place by first responders and industry.</p> <p><i>Local Emergency Management Coordination form, Question 6 and 7</i>  <i>New Response and Equipment and Resources Form, Question 3 and 6</i></p>	<p>10 pts- the entire request for equipment and/or resources coordinates with existing equipment and resources in the area, builds equipment cache capacity</p> <p>5 pts – some of the request for equipment and/or resources coordinates with existing equipment and resources in the area</p> <p>0 pts – none of the request for equipment and/or resources coordinates with existing equipment and resources in the area</p>
2.2	<p>The applicant is coordinating a project with outside response partners.</p> <p><i>Local Emergency Management Coordination form, Question 1</i></p>	<p>5 pts-  Local Emergency Management Coordination form – answered yes to question 1 and uploaded supporting documentation</p> <p>0 pts – answered no to question 1, or did not upload supporting documentation</p>
2.3	<p>The requested equipment, resources, and/or training is appropriate for the identified role in a hazardous materials or oil spill response.</p> <p><i>Local Emergency Management Coordination form, Question 4</i>  <i>New Response and Equipment and Resources Form, Question 2</i>  <i>Spill Response and Hazardous Materials Training, Question 2</i></p>	<p>5 pts- The equipment, resources, and/or training requested are not out of scope based on the role identified. For example, if the applicant identified their role as identifying a spill has occurred but not taking action against it, they are not requesting equipment or training that will have them conducting control and containment of the spill.</p> <p>0 pts- The equipment, resources, and/or training requested are out of scope based on the role identified.</p>
2.4	<p>The budget is well developed with supporting documentation and research to estimate costs.</p> <p><i>New Response and Equipment and Resources Form, Question 2 and 7</i>  <i>Spill Response and Hazardous Materials Training, Question 2 and 4</i></p>	<p>10 pts – costs are well defined, supporting documentation is provided, research conducted to estimate costs</p> <p>5 pts – costs are well defined, minimal to no supporting documentation, minimal research conducted to estimate costs</p> <p>0 pts – costs are not well defined, no particular methodology put into budget development</p>

Criteria Number	Evaluation Criteria and Application Location	Guidance for evaluators
	<i>Maintenance of Existing Response Equipment and Resources, Question 2 and 4</i>	
2.5	<p>The applicant is current with training and certifications to respond in the role identified in their application and meet applicable safety standards for hazardous waste in Chapter 296-843 WAC.</p> <p><i>Local Emergency Management Coordination form, Question 3</i></p>	<p>5 pts - Yes, Fire departments/districts have certification at the Hazardous Materials Operations and Hazardous Materials Technician level. All other organizations have at minimum 8, 24 and/or 40 hr hazwoper training. WAC 296-824-30005, 296-843-200.</p> <p>0 pts – training does not exist to the required level</p>

## Appendix C. New Response Equipment and Resources Budget

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

Table 7: Equipment category and description

Item(s) Category	Description
Air Monitoring	Eligible equipment and/or resources includes air monitoring tools for responder and/or community safety, including calibration gases and accessories.
Chemical Detection	Eligible equipment and/or resources includes chemical detection equipment used to identify unknown chemicals that pose a threat to responders and/or the community.
Containment	Hard boom that creates a floating barrier used to temporarily corral and contain spilled oil on the water’s surface until it can be moved.  Sorbents or other material for containing and oil or hazardous materials spill.
Cache Trailer	See Appendix F Equipment Cache trailer for an inventory of standards items in a cache trailer. Eligible costs include purchase, deliver, and decals.
Decontamination	Eligible equipment and resources includes, but is not limited to, resources to be used in decontamination of responders and/or a trailer dedicated to decontamination.
Foam	Eligible equipment and/or resources includes PFAS-free foam, nozzles, and hoses to deploy the PFAS-free foam. See <a href="#">Toxics in firefighting law</a> <sup>26</sup> for more information on the restriction of PFAS firefighting foam and PPE.
PPE	Eligible equipment and/or resources includes personal protective equipment used to respond to an oil spill and/or hazardous materials incident, not limited to bunker gear, boots, hands, eye, skin, and hearing protection, and lifejackets.  Ineligible equipment includes SCBA cylinders and harnesses.
Unmanned Aircraft System	Equipment and resources includes Unmanned Aircraft Systems (UAS) and resources needed to assess an oil spill or hazardous materials incident. See <a href="#">Chapter 2: Conditionally eligible projects</a> for more information.
Vehicle	Vehicles must have a direct connection to an oil spill and/or hazardous materials incident. Successful applications in previous grant cycles have requested dedicated vehicles for towing response trailers, decontamination trailers, and/or vessels.
Vessel	Vessels for the purpose of responding to an oil spill and/or hazardous materials incident on the water are eligible. Successful applicants will be asked to list their vessel on the Worldwide Response Resource List <sup>27</sup> (WRRL) and/or enroll as a Vessel of Opportunity <sup>28</sup>

<sup>26</sup> <https://ecology.wa.gov/waste-toxics/reducing-toxic-chemicals/washingtons-toxics-in-products-laws/toxics-in-firefighting>

<sup>27</sup> <https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Worldwide-Response-Resource-List>

<sup>28</sup> <https://apps.ecology.wa.gov/publications/documents/1308003.pdf>

Other	Any equipment and/or resources that does not fit into another category and is not ineligible for funding, including equipment and resources for the search and collection of oiled wildlife and conditionally eligible equipment that doesn't fit into another category.
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Item(s) Category	Description of Item(s)	Amount Requested
Air Monitoring	Handheld responder 4-gas meters, particulate meters, calibration gas	\$97,000.00
	68 of 300	
Chemical Detection	single handheld instrument utilizing FTIR and Raman spectroscopy	\$75,000.00
	64 of 300	
Containment	granular absorbents and Cell Block	\$9,000.00
	34 of 300	
Cache Trailer	NA	\$0.00
	2 of 300	
Decontamination	trailer to house decontamination equipment	\$12,000.00
	42 of 300	
Foam	NA	\$0.00
	2 of 300	
PPE	level B and C suits, gloves, hard hats, safety toe <u>boots</u> and chemical boots, for up to 20 responders	\$10,000.00
	101 of 300	
Vehicle	truck dedicated for towing decontamination trailer, will house some response <u>equipment</u>	\$65,000.00
	86 of 300	
Vessel	NA	\$0.00
	2 of 300	
Other	NA	\$0.00
	2 of 300	
<b>Total</b>		<b>\$268,000.00</b>

Figure 1: Example budget for Equipment and Resources

# Appendix D Spill Response and Hazardous Materials Training

Applicants must submit a budget for Spill Response and Hazardous Materials Training. The budget is broken down by categories, described in Table 7. An example budget is provided in Figure 3. Costs are examples only and should not be used to complete the applicant’s budget.

Table 8: Training categories and description

Training	Description
8 hour HAZWOPER	Refer to <a href="https://app.leg.wa.gov/WAC/default.aspx?cite=296-824-30005">WAC 296-824-30005</a> <sup>29</sup> and <a href="https://app.leg.wa.gov/wac/default.aspx?cite=296-843-200">WAC 296-843-200</a> <sup>30</sup>
24 hour HAZWOPER	
40 hour HAZWOPER	
Conference	Travel, lodging, and per diem are reimbursable. Salaries and benefits are not. The conference must be for oil spill and/or hazardous materials
Equipment training	Training for equipment and/or resources requested in current or previous grant cycle, or obtained outside of the grant program, for response to an oil spill and/or hazardous materials response.
Other	Training that does not fit into another category

Training	Description	Estimate # Attendees	Amount Requested
8 hr hazwoper	Virtual 8 hr hazwoper training	25	\$5,000.00
13 of 300	30 of 300		
Northwest Oil Spill Control Course	Travel, lodging, and per diem to attend control course in August 2024	1	\$1,500.00
34 of 300	69 of 300		
International Hazardous Materials Response Teams Conference 2024	Travel, lodging, per diem, conference fees. This conference provides the latest	2	\$5,000.00
64 of 300	154 of 300		
Boom deployment training	deployment training at marina and river locations. Training will be available to external response partners	50	\$10,000.00
24 of 300	148 of 300		

Figure 2: Example budget for training

<sup>29</sup> <https://app.leg.wa.gov/WAC/default.aspx?cite=296-824-30005>

<sup>30</sup> <https://app.leg.wa.gov/wac/default.aspx?cite=296-843-200>



## Appendix E. Equipment Cache Trailer Inventory

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

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

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

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

Figure 3: Cache trailer inventory