



# **Air Quality Local Air Partner PM2.5 Monitoring Grant Program**

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**2024-2028**

**Funding Announcement & Guidelines**

## **Air Quality Program**

Washington State Department of Ecology  
Olympia, Washington

March 2024, Publication 24-02-003

## Publication Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2402003.html>

This document contains federal guidelines for the Air Quality Local Air Partner PM2.5 Monitoring Grant Program. Ecology uses this document as the federal funding guidelines for any subrecipients that we have for Air Quality Local Air Partner PM2.5 grant funds. (EPA funding Opportunity Number EPA-CEP-01)

## Contact Information

### Air Quality Program

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**Website**<sup>1</sup>: [Washington State Department of Ecology](http://www.ecology.wa.gov)

## ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

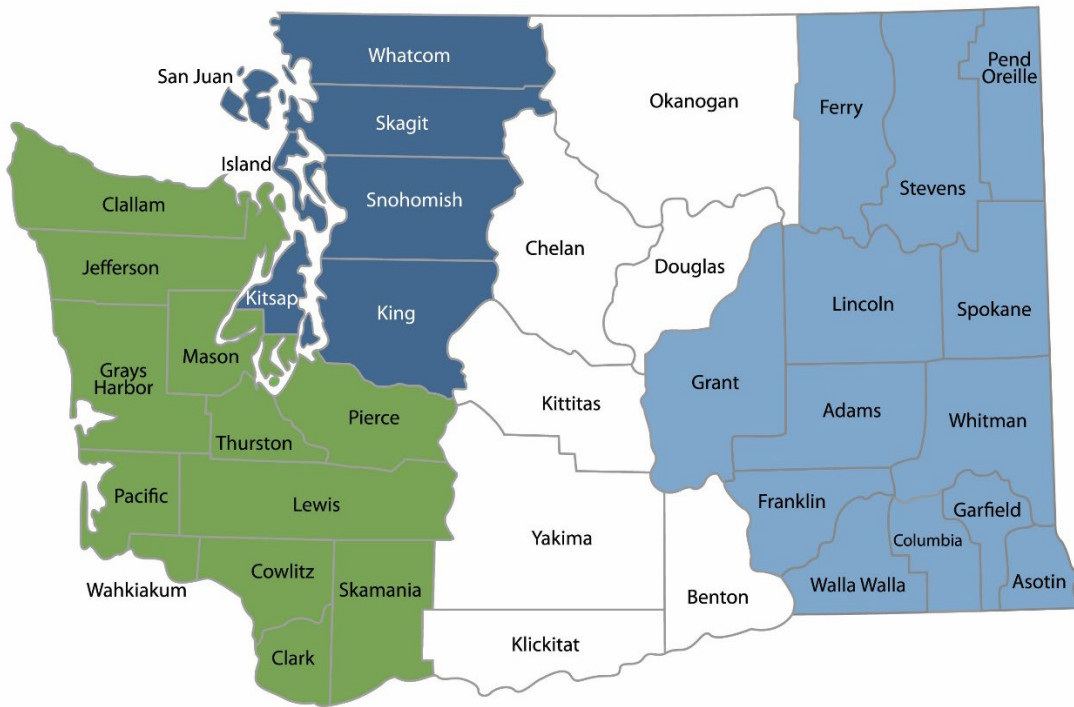
To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at [ecyadacoordinator@ecy.wa.gov](mailto:ecyadacoordinator@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

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

# 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	P.O. Box 47775 Olympia, WA 98504	360-407-6300
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street 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 North Monroe Spokane, WA 99205	509-329-3400
<b>Headquarters</b>	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

# Air Quality Local Air Partner PM2.5 Monitoring Grant Program

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**2024-2028**  
**Funding Opportunity Announcement**

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Washington State Department of Ecology  
Headquarters Office  
Olympia, WA

**March 2024 | Publication 24-02-003**



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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## Grant Information

Information regarding this funding opportunity is available on the Department of Ecology's website at: <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/particulate-matter>

**Summary:** The Department of Ecology's Air Quality Program provides grant funding to the seven Local Clean Air Agencies for the operation of air monitoring sites for fine particulate matter (PM<sub>2.5</sub>) and other pollutants that are part of the Washington Ambient Air Monitoring Network. This is a non-competitive grant.

**Apply to:** Ecology Air Quality Program via Ecology Administration of Grants and Loans (EAGL)

**Title:** Air Quality Local Air Partner PM2.5 Monitoring Grant Program 2024-28

**Eligible Applicants:** Available to Washington State's Seven (7) Local Clean Air agencies.

**Application Acceptance Dates:** March 14, 2024 – March 30, 2024.

**Application Deadline:** Applicants must submit applications no later than 5PM PST, March 30, 2024.

**Typical Grant Start Date:** April 1, 2024

**Amount of Funding Available:** \$937,925

# Chapter 1: Air Quality Local Partner PM2.5 Monitoring Grant Overview

## Ecology Staff Contacts

### Ecology Project Manager

**Jill Schulte**

**Contact:** Phone: 360-790-6538; Email: [jill.schulte@ecy.wa.gov](mailto:jill.schulte@ecy.wa.gov)

Responsible for the project management aspects of the agreement. Develops agreement content (scope, task, deliverables), including negotiation with recipients. Monitors progress and deliverables, approves reimbursement requests, and assists Financial Managers with closeout process steps.

### Ecology Financial Manager

**Rose Bennett**

**Contact:** Phone: 360.819-3456; Email: [rose.bennett@ecy.wa.gov](mailto:rose.bennett@ecy.wa.gov)

Responsible for the financial and administrative aspects of an agreement. Develops final agreement, coordinates agreement approval, responds to reimbursement requests (after approved by the Project Manager), coordinates with the Project Manager on amendments and manages agreement closeout process.

### Ecology Air Quality Program Budget Manager

**Andrew Contreras**

**Contact:** Phone: 360-485-7648; Email: [andrew.contreras@ecy.wa.gov](mailto:andrew.contreras@ecy.wa.gov)

Provides general oversight of available funds, establishes distribution amounts for each applicant/recipient.

## Statutory and Administrative Requirements

Statutory requirements, administrative rule uses and limitations, and program and agency policy provide the framework for the Funding Guidelines. Key statutes, rules, and policies fall under/include:

- RCW 70A.15.2060 & RCW 70A.15.3050
- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>2</sup>
- Environmental justice policy
- [Federal Clean Air Act](#)<sup>3</sup>

Ecology's General Terms and Conditions are nonnegotiable and failure to accept these conditions, or any attempt to alter these conditions can result in revocation of grant awards.

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<sup>2</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

<sup>3</sup> <https://www.epa.gov/clean-air-act-overview/clean-air-act-text#toc>



## Chapter 2: Funding Program Details

Ecology manages the PM<sub>2.5</sub> Monitoring Grant program on a variable-length cycle to align with the Clean Air Act Section 103 grant for PM<sub>2.5</sub> monitoring provided to Ecology by the U.S. Environmental Protection Agency (EPA). In 2024-2028, this will be a four-year grant with a project period of April 1, 2024 through March 31, 2028. Its duration may vary in future years. Ecology will review applications submitted by the local clean air agencies for completeness and then funds are distributed based on a formula.

### Funding levels

Total funds available for PM<sub>2.5</sub> Monitoring Grants in the 2024-2028 grant cycle are \$236,200 per year,<sup>4</sup> or \$937,925 for the four-year project period. PM<sub>2.5</sub> Monitoring Grants are funded with (a) pass-through funding from Ecology's federal Clean Air Act Section 103 grant for PM<sub>2.5</sub> monitoring (\$761,600), and (b) legislative budget appropriation for expanded air monitoring in overburdened communities through the Washington Climate Commitment Act (Chapter 70A.65 RCW) (\$176,325).

The Washington Climate Commitment Act (Chapter 70A.65 RCW) requires Ecology to identify overburdened communities highly impacted by air pollution and deploy air monitoring networks in those communities. Where overburdened community boundaries overlap with local clean air agency jurisdictions, Ecology may elect to provide grant funding to the local clean air agency for expanded monitoring of criteria pollutants, which may include other pollutants in addition to PM<sub>2.5</sub>, such as PM<sub>10</sub> and NO<sub>x</sub>.

### Distribution formula

Funding levels are determined by the type of instrument operated by the local clean air agency according to Table 1 below. Funding for parameters not operated for a full year is pro-rated on a quarterly basis.

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<sup>4</sup> Year 1 is reduced to \$229,325 due to delayed start of some parameters.

Table 1. Funding rates by monitoring instrument type

<b>Instrument type</b>	<b>Operational funding rate per year</b>
Correlated nephelometer	\$5,000
Beta Attenuation Monitor (BAM)	\$7,500
Federal Reference Method (FRM) sampler operated on a 1-in-6-day frequency	\$9,500
PM <sub>2.5</sub> speciation sampler set operated on a 1-in-6-day frequency	\$11,500
Cavity Attenuated Phase Shift (CAPS) analyzer for oxides of nitrogen (NOx)	\$10,000
PM <sub>2.5</sub> or PM <sub>10</sub> sensor	\$1,750

While local clean air agencies may elect to operate additional PM<sub>2.5</sub> monitoring sites in their jurisdictions, federal pass-through funding through the PM<sub>2.5</sub> Monitoring Grant program is limited to the specific monitoring sites included in Ecology’s Work Plan for the Operation of Washington’s PM<sub>2.5</sub>, Speciation, and NCore Monitoring Networks, which is agreed upon between Ecology and EPA in the provision of Ecology’s Section 103 grant for PM<sub>2.5</sub> monitoring. Where mutually agreed upon by Ecology and local clean air agencies, state funding is also provided for operations of select monitoring sites in overburdened communities through the Washington Climate Commitment Act. Monitoring sites which are eligible for PM<sub>2.5</sub> Monitoring Grant funding are listed in Table 2.

Table 2. PM<sub>2.5</sub> monitoring sites eligible for grant funding

<b>Site Name</b>	<b>Air Quality System (AQS) ID Number</b>	<b>Funding Source</b>	<b>Agency Owner/Operator</b>
Aberdeen-Division St	530270002	Federal PM <sub>2.5</sub> monitoring grant	Olympic Region Clean Air Agency
Auburn-29 <sup>th</sup> St	5303330047	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Bellingham-Pacific St	530730019	Federal PM <sub>2.5</sub> monitoring grant	Northwest Clean Air Agency
Bremerton-Spruce Ave	530350007	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Darrington-Fir St	530610020	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Kennewick-Metaline	530050002	Federal PM <sub>2.5</sub> monitoring grant	Benton Clean Air Agency
Kent (TBD)	TBD	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Lacey-College St	530670013	Federal PM <sub>2.5</sub> monitoring grant	Olympic Region Clean Air Agency
Lake Forest Park Town Center	5303330024	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency

Site Name	Air Quality System (AQS) ID Number	Funding Source	Agency Owner/Operator
Longview-30 <sup>th</sup> Ave	530150015	Federal PM <sub>2.5</sub> monitoring grant	Southwest Clean Air Agency
Marysville-7 <sup>th</sup> Ave	530611007	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Mt. Vernon-S 2 <sup>nd</sup> St	530570015	Federal PM <sub>2.5</sub> monitoring grant	Northwest Clean Air Agency
Port Angeles-E 5 <sup>th</sup> St	530090017	Federal PM <sub>2.5</sub> monitoring grant	Olympic Region Clean Air Agency
Prosser-Highland Dr	530050004	Federal PM <sub>2.5</sub> monitoring grant	Benton Clean Air Agency
Seattle-Duwamish	530330057	Federal PM <sub>2.5</sub> monitoring grant (PM <sub>2.5</sub> ) State Climate Commitment Act (PM <sub>10</sub> and NO <sub>x</sub> )	Puget Sound Clean Air Agency
Spokane PM <sub>2.5</sub> and PM <sub>10</sub> sensors (10)	Various	State Climate Commitment Act	Spokane Regional Clean Air Agency
Spokane-Broadway	530630017	Federal PM <sub>2.5</sub> monitoring grant	Spokane Regional Clean Air Agency
Spokane-E Sprague Ave	530630054	State Climate Commitment Act	Spokane Regional Clean Air Agency
Sunnyside-S 16 <sup>th</sup> St	530770005	Federal PM <sub>2.5</sub> monitoring grant	Yakima Regional Clean Air Agency
Tacoma-Alexander Ave	530530031	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Tacoma-L St	530530029	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Tukwila-Allentown	530330069	Federal PM <sub>2.5</sub> monitoring grant	Puget Sound Clean Air Agency
Vancouver-NE 84 <sup>th</sup> Ave	530110024	Federal PM <sub>2.5</sub> monitoring grant	Southwest Clean Air Agency
Yakima-4 <sup>th</sup> Ave S	530770009	Federal PM <sub>2.5</sub> monitoring grant	Yakima Regional Clean Air Agency

## Additional funding

### Calibration and repair

Agencies that maintain their own laboratories for calibration and repair of instruments and that conduct their own instrument maintenance and repair without assistance or parts/supplies provided by Ecology may receive additional funding for the expenses of parts, supplies, maintenance, and repair. The applicable funding rates are \$500 per year per nephelometer, \$1,300 per year per BAM, \$1,000 per year per FRM sampler, and \$2,000 per year per CAPS analyzer.

## Funding allocation

The annual funds allotted to each local clean air agency for PM<sub>2.5</sub> monitoring are summarized in Table 3.

Table 3. PM<sub>2.5</sub> Monitoring Grant funds allotted to local clean air agencies annually

Agency	Annual funding rate
Benton Clean Air Agency	\$12,500
Northwest Clean Air Agency	\$12,500
Olympic Region Clean Air Agency	\$17,500
Puget Sound Clean Air Agency	\$112,700 <sup>5</sup>
Spokane Regional Clean Air Agency	\$32,500
Southwest Clean Air Agency	\$12,500
Yakima Regional Clean Air Agency	\$36,000

## Chapter 3: Project Types and Activities

Recipients of PM<sub>2.5</sub> monitoring grants are required to operate PM<sub>2.5</sub> monitoring instruments in accordance with Ecology's applicable [Standard Operating Procedures \(SOPs\) and Quality Assurance Plan \(QAP\)](#),<sup>6</sup> and EPA's Measurement Quality Check requirements described in [40 C.F.R. Part 58 Appendix A](#).<sup>7</sup> Recipients also agree to follow all Ecology Information Technology (IT) security policies regarding data loggers and telemetry equipment at ambient air monitoring sites.

Specifically, recipients agree to:

- Manage day-to-day operations at monitoring sites, including basic site maintenance and equipment operation.
- In addition to a primary air monitoring operator(s), designate and train at least one backup operator to ensure uninterrupted operation of monitoring sites in the event that the primary operator(s) is unavailable.
- Conduct preliminary review of ambient air monitoring data at least weekly in accordance with Ecology's Air Monitoring Documentation, Data Review and Validation Procedure.
- Conduct Quality Control (QC) activities following the procedures and minimum frequencies described in Ecology's instrument-specific SOPs.
- Provide Ecology with the required documentation of QC results by the deadlines specified in Ecology's instrument-specific SOPs and Air Monitoring Documentation, Data Review and Validation Procedure.
- Maintain records of site activities in the electronic log book as required by Ecology's Air Monitoring Documentation, Data Review and Validation Procedure.

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<sup>5</sup> Reduced to \$105,825 in year 1 due to delayed start of PM<sub>10</sub> and NO<sub>x</sub> monitoring.

<sup>6</sup> <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Information-for-air-monitoring-professionals>

<sup>7</sup> <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-58#Appendix-A-to-Part-58>

- Coordinate with Ecology’s Quality Assurance (QA) team and EPA’s quality assurance auditors to schedule audits and provide timely access to monitoring sites as needed for QA activities.
- Provide Ecology with timely notification of any equipment malfunctions or other operational issues that may compromise data validity.
- Respond promptly to maintenance needs, QC failures, performance audit findings, and other operational issues with assistance from Ecology’s Calibration & Repair Laboratory when needed.
- Coordinate with Ecology’s IT & Telemetry Unit to ensure that IT equipment, software, and settings are up-to-date and compliant with Ecology IT security policies.
- Serve as the primary point of contact for property owners for onsite maintenance and upkeep of property. Respond promptly to property owner requests and perform all on-site work on monitoring infrastructure (moving or relocating monitors, data loggers, shelters, platforms, etc.) to accommodate owner’s property maintenance and repair needs.
- Provide Ecology with timely notification of any needed modifications to the scope of work and deliverables, such as site relocations. Coordinate with Ecology to ensure that any network modifications comply with federal requirements for EPA notification and approval.

## Chapter 4: Agreement Development, Management, and Conditions

### Agreement Development

Ecology makes formal funding offers after funding availability is confirmed. Ecology assigns a Project Manager and Financial Manager in EAGL to each project receiving a funding offer. The Project Manager contacts the applicant within four weeks of the grant offer to discuss the funding offer and EAGL application. The Project Manager and Financial Manager work with applicants to develop and negotiate grant agreements and monitor recipient performance after an agreement is signed.

The Project Manager and Financial Manager use information found in the funding proposal as the basis for developing the grant agreement. To speed development and processing, Ecology standardizes much of the grant agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

In order for Ecology to administer these PM<sub>2.5</sub> Monitoring Grants more effectively, Ecology may request additional information on staffing plans, indirect cost plans, contracting procedures and budget details from applicants.

When the agreement is finalized, the applicant signs the agreement. The applicant will send the grant agreement back to the Financial Manager for the final signature by the Air Quality Program Manager or authorized designee.

Once the agreement is signed by Ecology, a fully executed original will be returned to the recipient. The *Applicant* becomes the *Recipient* once the agreement is signed.

## **Sub-agreements**

Contracting must follow the recipient's procurement policy. If there is no recorded policy, then recipients must follow the State's procurement policy.

## **Amendments**

Modifications and changes to the grant agreement may become necessary. If an amendment is needed, the recipient must submit any proposed amendments or changes in writing to their Ecology Project Manager. The recipient and Ecology's Project and Financial Manager will negotiate changes and document the changes as an amendment to the grant agreement.

All proposed project changes are subject to approval by Ecology.

Either the recipient or Ecology may initiate the amendment process. If the Project Manager concurs with the written request, the Financial Manager will work with the recipient to prepare the amendment.

The recipient prints, signs, and returns two copies of the amendment to Ecology. Ecology's Air Quality Program Manager or authorized designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the recipient contact. \*\*This procedure may occur electronically, in which case Ecology will provide instructions.

Reasons for amendments could include:

- Budget changes or redistributions
- Scope of work changes, such as the addition, relocation, or removal of monitoring sites
- Changes to required performance

## Important dates and timelines

The grant agreement for the project must be agreed upon and signed by both parties within one (1) month of award notice to avoid losing valuable implementation time.

## Agreement management

The effective date of the agreement is the earliest date on which eligible costs may be incurred. The effective date for these grants is April 1, 2024. The applicant may incur project costs on and after the effective date or upon final signature of the agreement. Eligible expenditures cannot be reimbursed until the agreement has been signed by Ecology's Air Quality Program Manager or authorized designee. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

## Ecology roles

The Project Manager ensures compliance with the scope of work and reviews and approves line-item costs for eligibility on payment requests. The Financial Manager ensures compliance with the agreement's budget and other agency financial criteria.

The Project Manager is the primary contact for technical assistance and day-to-day questions. The Project Manager also works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, call the Project Manager for information.

## The grant budget

### Disbursement of funds

Ecology disburses grant funds to recipients on a cost-reimbursable basis. All recipient costs eligible for reimbursement must occur on or between the effective date and expiration date of the grant agreement.

## Indirect rate

The recipient may charge a de minimis indirect rate of 10% of salaries and benefits per [2 CFR Part 200.414](#)<sup>8</sup>. This can be used to cover overhead costs that benefit more than one activity of the recipient. Indirect costs are recipient costs not directly assignable to a particular objective of the project but are required to conduct business. They can include space, utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. The use of an indirect rate must be reported on a separate line item on the PRPR invoice spreadsheet.

## Transportation costs

The recipient can recover the cost of transportation through the state mileage rate. The mileage rate includes all vehicle-related needs, such as gas, tires, insurance, and maintenance. For current state mileage rates see [OFM Policy 10.90.207](#)<sup>9</sup>.

## Procuring goods and services

The recipient is responsible for procuring professional, personal, and other services using sound business judgment and good 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 their own procurement policies. If none exist, the recipient must follow state procedures.

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. While participation in OMWBE is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each PRPR claiming contractual expenses.

All contracted work and sub-recipients are required to comply with the terms of the final agreement, including but not limited to the General Terms and Conditions, the Administration Requirements for Recipients of Ecology Grants and Loans, and these Funding Guidelines.

## Washington State Procurement Procedures

- Washington State Purchasing Policies: [Current Policies](#)<sup>10</sup>

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<sup>8</sup> <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414>

<sup>9</sup> <http://www.ofm.wa.gov/policy/10.90a.pdf>

<sup>10</sup> <https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies>



- [Revised Code of Washington Public Works](#)<sup>11</sup>

## **Payment Requests/Progress Reports (PR/PRs)**

Ecology is now using a web-based grant program known as Ecology's Administration of Grants and Loans (EAGL). All grant activity from beginning to end is reported through EAGL. Progress reporting and payment requests are included in this program.

Progress reports and commensurate payment requests (invoices) are to be submitted quarterly to demonstrate timely spending. Recipients must submit progress reports at least quarterly and with every payment request. Progress reports should include a description of all progress made in the reporting period to meet goals, as well as any problems or delays that affect the project. If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed.

Ecology may withhold payments if the recipient has not submitted progress reports.

All PRPRs are reviewed for eligibility by Ecology's Project Manager for compliance with the scope of work. The Financial Manager reviews the invoice for conformance to the grant budget and financial reporting requirements. All deliverables as scheduled in the grant agreement are due with the respective PRPR.

Backup documentation for salaries and benefits must be included in an upload on the Payment Request Form. This documentation must include staff name, hourly rate (salaries/benefits), hours worked, and total, for the time period being reported.

Recipients are required to upload a detailed summary of expenses, that are being requested for reimbursement for the time period being reported. Although copies of receipts, invoices, etc. are not required uploads, Ecology reserves the right to request specific backup documentation as part of periodic and routine audits of recipient record keeping.

## **Project site visits**

Ecology's Project Management Team may conduct site visits to provide technical assistance and verify progress or payment information for projects.

## **Non-performance of projects/Reassignment of funds**

Project sponsors are encouraged to read the Termination section of the General Terms and Conditions of their grant agreement for more details on non-performance.

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<sup>11</sup> [https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW\\_WAC.pdf?56i1%205hr](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/RCW_WAC.pdf?56i1%205hr)

## Project close-out

When the grant agreement and the project ends, final invoices (and final progress report) must be submitted via EAGL no later than 30 days of agreement end date.

### Recipient Close-Out Report

A Recipient Closeout Report must accompany the final invoice.

### Ecology Close-Out Report

When the scope of work has been completed (or earlier if the grant is cancelled due to non-performance or other issues) and the grant closed out, Ecology will perform an assessment of the recipient's performance (otherwise known as an Ecology Close-Out Report). Performance elements will include:

1. The general responsiveness of recipients in communicating in a timely way with Ecology
2. Timeliness in completing the initial grant agreement and any subsequent amendments
3. Timeliness and completeness of Payment Request/Progress Reports
4. The need for amendments, their frequency and significance of scope change
5. Timeliness of grant close out
6. The results of any audit findings

## Appendix I: Grant Agreement Definitions

**Administrative Requirements** means the effective edition of Ecology's *Administrative Requirements for Recipients of Ecology Grants and Loans* at the signing of this agreement.

**Effective Date** means the earliest date on which eligible costs may be incurred.

**Guidelines** means Ecology's Funding Guidelines for Core Operations that correlate to the biennium in which the project is funded.

**Project** means the project described in this agreement.

**Project Completion Date** means the date specified in the agreement on which the Scope of Work will be fully completed.

**Project Schedule** means that schedule for the project specified in the agreement.

**Scope of Work** means the tasks and activities constituting the project.

**Termination Date** means the effective date of Ecology's termination of the agreement.

**Total Eligible Project Cost** means the sum of all costs associated with a Core Operations project that have been determined to be eligible for Ecology grant funding.

## Appendix II: EAGL and Grants Training Tools and Resources

For EAGL training tools and resources, please visit [Ecology's Grants & Loans homepage, Grant & loan guidance and forms](#)<sup>12</sup>. Resources include:

- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)<sup>13</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 August 11, 2017 or later.

- [EAGL External Users' Manual. User manual for external users of EAGL](#)<sup>14</sup>. Includes instructions for the following tasks:
  - Complete grant and loan applications.
  - Download grant and loan agreements and amendments.
  - Submit payment requests with progress reports.
  - Submit equipment purchase reports.
  - Request amendments.
  - Upload agreement deliverables.
  - Submit close out reports.

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<sup>12</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

<sup>13</sup> <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

<sup>14</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>