



Climate Resilience Regional Challenge Grants

2025 Funding Guidelines

Shorelands and Environmental Assistance Program

Washington State Department of Ecology
Olympia, Washington

October 2024, Publication 24-06-022

Publication Information

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

<https://apps.ecology.wa.gov/publications/summarypages/2406022.html>

Contact Information

Shorelands and Environmental Assistance Program

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6600

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

Jay Krienitz

Climate Resilience Regional Challenge Grants: Fund Manager

Jay.Krienitz@ecy.wa.gov

360-480-7882

Julia Stinson Ebert

Climate Resilience Regional Challenge Grants: Lead Project Manager

jseb461@ecy.wa.gov

425-651-9046

ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at ecyadacoordinator@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ www.ecology.wa.gov/contact

Ecology Contacts

Project Manager	Julia Stinson Ebert 425-651-9046 jseb461@ecy.wa.gov
Financial Managers	Samantha Cote 564-233-9306 Samantha.Cote@ecy.wa.gov Michele Boderck 360-764-6807 Michele.Boderck@ecy.wa.gov Cindy James 360-280-8645 Cindy.James@ecy.wa.gov Amy Krause 360-742-7789 Amy.Krause@ecy.wa.gov Layne Slone 360-867-8171 Layne.Slone@ecy.wa.gov

Climate Resilience Regional Challenge Grants

2025 Funding Guidelines

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

October 2024 | Publication 24-06-022



DEPARTMENT OF
ECOLOGY
State of Washington

Table of Contents

List of Figures and Tables	6
Tables	6
Chapter 1: Overview	1
Governing laws and rules.....	1
How to use these guidelines.....	1
Chapter 2: Funding Program.....	2
Eligible recipients	2
Project criteria	2
Quality Assurance Project Plan requirements	3
Funding cycle	4
Grant award amounts.....	4
Match or cost-share.....	4
Effective date	4
Chapter 3: Applying for Funding.....	6
Application process and requirements	6
How to register for a SAW account.....	6
How to register as an EAGL user.....	7
Chapter 4: From Application to Agreement	8
Scope of work (SOW)	8
Budget.....	9
Budget Task Costs form	9
Agreement process	10
Terms and conditions	10
Chapter 5: Grant Management.....	12
Payment Requests/Progress Reports	12
Progress reports.....	14
Amendment request.....	15
Audits	15
Close Out Reports	16
Appendix A: Tips and Resources	17
Tips.....	17

Resources.....	17
Appendix B: Frequently Asked Questions.....	19
Application.....	19
Agreement	19
Payment Request/Progress Report (PRPR)	20
Close Out.....	21
Appendix C: CRRC Grant Recipient Summary	22
Snohomish County	22
Snohomish Conservation District.....	22
Tulalip Tribes.....	22
Friends of the San Juans	22
Samish Indian Nation	22
Pacific Conservation District (PCD)	22
Pacific Conservation District (PCD)	22

List of Figures and Tables

Tables

Table 1. Grant funding allocation.	4
Table 2. Progress report periods and due dates.....	13

Chapter 1: Overview

National Oceanic and Atmospheric Administration's (NOAA's) Office for Coastal Management (OCM) is supporting the work of the Washington Coastal Zone Management Program in carrying out priority work of the [NOAA Climate Resilience Regional Challenge](#) grant program².

Governing laws and rules

The Climate Resilience Regional Challenge funding was made possible by the Inflation Reduction Act ([Public Law 117-169](#)³).

How to use these guidelines

These funding guidelines provide information about eligibility requirements, the application process, and the general requirements applicable to all awards under this grant program. Appendices provide tips and resources, a grant recipient summary, and an FAQ about Climate Resilience Regional Challenge grants.

All grant recipients are responsible for reading and understanding these guidelines along with the [Administrative Requirements for Ecology Grants and Loans \(Yellow Book\)](#)⁴ (Publication No. 23-01-002).

² <https://coast.noaa.gov/funding/ira/resilience-challenge/>

³ <https://www.congress.gov/bill/117th-congress/house-bill/5376/text>

⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Chapter 2: Funding Program

Eligible recipients

Climate Resilience Regional Challenge (CRRC) grant funds for the 2025 period are available for the recipients selected by NOAA-OCM. The Washington Coastal Zone Management Program expects to award amounts to each of the eligible grant recipients based on the budget approved by NOAA-OCM. This includes the following recipients: Snohomish County, Snohomish Conservation District, Tulalip Tribes, Friends of the San Juans, Samish Indian Nation, and the Pacific Conservation District.

Project criteria

Subject

CRRC projects must:

- Address the key priorities listed in the [Climate Resilience Regional Challenge Resources](#)⁵.
- Clearly identify measurable results. Measurable results can be:
 - Developed and proposed by the CRRC award sub-recipient;
 - Supporting or achieving one of the objectives in the Ecology CRRC application; or
 - Associated with progress toward advancing ocean and shoreline actions in NOAA's CRRC Notice of Funding Opportunity objectives.
- Be managed and carried out by the recipient and directly identified as a project of the Washington State Coastal Resilience Partnership application for the CRRC opportunity. If an unidentified sub-contractor (not in the original application) is necessary to carry out the project, the sub-contractor must be approved by the Ecology project lead.

Procedural

CRRC sub-award projects also must:

- Develop a comprehensive project plan that outlines tasks, deliverables, and key activities necessary to ensure the successful completion of their respective project.
- Create a detailed schedule of activities, specifying deadlines for each task and deliverable.
- Implement key project milestones that will mark significant progress points and ensure timely completion.
- Develop a communication & Coordination Plan with a strategy for how the agency will communicate and coordinate with Ecology. The plan will include regular check-ins, reporting

⁵ <https://coast.noaa.gov/funding/ira/resilience-challenge/resources.html>

intervals, and mechanisms for addressing any issues or delays that arise over the course of the funding period.

- Comply with and required Special Award Conditions placed on this subaward for all project activities prior to the release of funding for those tasks.
- Be able to be accomplished in the time period available and within the proposed budget. If a project is one phase or component of a longer-term project, the full project should be described, and the phase proposed for this funding cycle should be able to be accomplished within the time period available.
- Include an evaluation plan that provides information to NOAA to determine whether the projects achieved desired outcomes.
- Must not be included in other grant proposals submitted or planned to be submitted through another entity unless distinct complementary components of an individual project are clearly described.
- Be reviewed and approved by the Ecology project lead for the CRRC award.
- Complete reporting requirements as part of biennial reporting cycles. This will be coordinated through the Ecology project lead.
- Project contracting considerations:
 - Please identify any sub-contracts anticipated in your Project Information Forms.
 - Plan to secure services using documented procurement procedures that follow federal standards.

Quality Assurance Project Plan requirements

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

You cannot begin data analysis or collection for your project until Ecology's SEA Program Quality Assurance Coordinator has either approved the QAPP or confirmed that a QAPP is not required.

Ecology's Policy 22-01 requires the preparation of a QAPP for each study that acquires new environmental measurement data or uses existing data.

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

- Generate new environmental data.

- Analyze existing environmental data.
- Model environmental conditions.

The earlier in your project you begin the QAPP process, the easier it will be. Consider the cost of creating a QAPP went writing your project budget and the time it will take to create and have your QAPP approved by Ecology’s SEA Program Quality Assurance Coordinator when writing your project timeline.

Once your grant agreement is in place, a final approved QAPP will be an early deliverable and must be in place prior to starting data collection or analysis for the project.

Funding cycle

Eligible applicants will work with Ecology to apply for a Coastal Resilience Regional Challenge grant. All grant funds must be spent according to the federal expiration date associated with the project. The grant will expire on that date and cannot be extended.

Grant award amounts

For this funding cycle, the grant allocation is anticipated to be as follows:

Table 1. Grant funding allocation.

Recipient name	Grant amount
Snohomish County	\$16,740,000.00
Pacific Conservation District	\$13,009,800.00
Snohomish Conservation District	\$2,000,000.00
Pacific Conservation District	\$1,330,829.00
Tulalip Tribes	\$500,000.00
Friends of the San Juans and Samish Indian Nation	\$498,947.00
Total	\$34,079,576.00

Match or cost-share

There are no recipient match or cost-share requirements for the Climate Resilience Regional Challenge grant funding opportunity.

Effective date

The effective date is the earliest date on which eligible project costs can be incurred. The effective date of the agreement is October 1, 2024; therefore, this is the earliest date for which eligible project costs can be billed.

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 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. Expenditures must be consistent with the scope of work and approved by Ecology.

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 the service is performed.

Payment requests and progress reports are due 15 days after the last day of each quarter.

Chapter 3: Applying for Funding

Application process and requirements

Ecology staff will complete and submit an application on behalf of the recipient through the Ecology's Administration of Grants and Loans (EAGL) web-based grants system. The recipient will work with Ecology staff to complete the application. This application becomes the foundation of the grant agreement itself.

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

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

Please refer to the [EAGL – External Users' Manual](#)⁶ (December 2017) Publication No. 17-01-015 for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions.

To access the application forms, applicants must first:

- Register for a **Secure Access Washington (SAW) online services account**.
- 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](#)"⁷ site. 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 already may 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.

⁶ <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

⁷ <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 the video, “[How to Obtain Access to EAGL](#)”⁸.

To register with EAGL, an applicant must provide the following information. Many organizations already have these numbers and IDs. (Note: Processes such as those described below may take several days.)

- **Statewide Vendor Number:** Recipients need to register as a Statewide Payee through the Washington Office of Financial Management (OFM) to receive reimbursement. The vendor number is needed in order to apply for the grant through the EAGL system. Here is the link to the OFM page, “[Statewide Vendor/Payee Services](#)”⁹. Note: This process may take 7 - 14 business days.
- **Federal Tax ID (EIN or TIN):** An organization more than likely has the EIN. If not, here is a link to [How to Apply for an EIN](#)¹⁰ (IRS site).

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 application is confirmed.

⁸ <https://www.youtube.com/watch?v=XXJh9arfasQ&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90&index=3>

⁹ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

¹⁰ <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

Chapter 4: From Application to Agreement

This chapter provides a general overview of the EAGL grant agreement and process for developing the grant agreement, including:

- Scope of work, including grant deliverables
- Budget
- Project schedule (Deliverable Due Date form)
- Agreement process
- Terms and conditions

The Climate Resilience Regional Challenge grant application forms in EAGL have been designed so that applicants may add projects, project descriptions, and deliverables as needed. Each of these individual application forms roll-up into one application, which will be used during the agreement negotiation process.

Please see the previous chapter for the instructions on getting started with your application. Detailed instructions for completing each of the required forms are provided by the Financial Managers for this funding opportunity. Contact information can be found in the Ecology Contacts section of this document. Ecology's [EAGL External Users' Manual](#)¹¹ provides additional information about EAGL.

Scope of work (SOW)

The Climate Resilience Regional Challenge grant scope of work must include Task 1: Operations and Administration. All organizations will use this scope of work. All organizations will add one or more additional tasks.

Applicants add additional project proposals to the application. Those project proposals may be grouped together to create tasks in the scope of work.

Ecology's Project Manager will work with the organization to ensure the scope of work is consistent with the requirements for Climate Resilience Regional Challenge grants. Ecology's Project Manager and Financial Manager will review the language and content to ensure it meets rule requirements. The organization and Ecology will work together during the agreement negotiation process before finalizing the agreement.

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

Budget

The sum of all task costs should equal, but not exceed, the total grant award defined in the applicant's grant award letter.

Ecology recommends that recipients review task budgets often to meet project goals within your established budget. A ten percent budget deviation is allowed between tasks (e.g., a recipient can spend less money on one task and more on another). The deviation cannot exceed ten percent of the total cost of the grant. The Ecology Project Manager and Financial Manager will monitor budget deviations, which may trigger a formal amendment.

Budget Task Costs form

The Budget Task Costs Form is a table that breaks down the budget by task and element. Providing budgets by both tasks and elements allows Ecology to track grant expenditures. This table will be populated by the Ecology Project Manager with the costs you provided. Budget elements include salaries, benefits, contracted services, travel, goods and services, the indirect (overhead) rate of salaries and benefits.

Agreement process

After the application has been submitted by the applicant, the Ecology Fund Coordinator completes the application, verifies eligibility and award amount, and assigns an Ecology Project Manager and Financial Manager to the application. The application is then funded and negotiations between the Ecology Project Manager and the applicant can begin. With Task 1 already in place, negotiations focus on task costs, deliverable due dates and any additional tasks the recipient may propose.

Agreement finalized and signed by both parties

The recipient will work with the Ecology Project Manager and Financial Manager to finalize the agreement for official signature. When ready, the agreement will be sent through DocuSign to be signed by the Authorized Signatory at the organization and Ecology. The Financial Manager will upload a PDF of the signed agreement into EAGL and change the status to “Agreement Executed.” The Financial Manager will send a fully executed agreement to the recipient and an email that outlines grant management expectations and provides hyperlinks to resource guidance materials.

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 Washington 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, presentation and promotional materials, progress reporting, audits and records, termination of agreement and other provisions of the grant agreement.

See the [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#)¹² for more information.

Special terms and conditions

Special Award Conditions are particular to the grant or loan agreement. They may include detailed requirements, restrictions, or conditions based on the funding program guidelines. For the 2025 Climate Resilience Regional Challenge grants, special terms address the Fly America

¹² <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

Act (49 U.S.C. § 40118), and section 70914 of the [Build America Buy America Act](#).¹³ Special conditions address the project implementation, field work, safety, uncrewed aircraft systems, international travel, funding acknowledgement signage, and meeting attendance.

Accessibility requirements require deliverables documents to be provided to Ecology in their native format such as Word or Excel and in PDF format, which must pass the Adobe Acrobat Pro Accessibility Checker. This is to assure that documents posted on Ecology's website are accessible to visually impaired readers.

¹³ <https://www.commerce.gov/oam/build-america-buy-america>

Chapter 5: Grant Management

Managing your Climate Resilience Regional Challenge grant requires paying particular and timely attention to a number of key tasks in order to be reimbursed for work completed. These include Payment Requests/Progress Reports, which are due quarterly, and discussed below. This chapter also discusses grant amendments, grant file management and closeout reports.

Payment Requests/Progress Reports

Ecology's grant programs are based on cost-reimbursement. Therefore, a recipient must incur a grant-eligible cost or obligation before it is reimbursed. The definition of "date cost incurred" is the date the recipient receives the item, or the date service is performed (not the date of invoicing).

Registering for payment

In order to receive payment, recipients must register through the Washington Office of Financial Management (OFM). OFM issues and processes vendor payments.

For more information, see the [OFM website](#)¹⁴ or contact the OFM Payee Help Desk at (360) 407-8180 or PayeeRegistration@ofm.wa.gov.

Incurring eligible costs

The effective date is the earliest date on which eligible project costs can be incurred. The start date of the agreement is October 1, 2024; therefore, this is the earliest date for which eligible project costs can be billed.

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 the agreement has been signed by Ecology. Per Ecology's Administrative Requirements, "Cost[s] will not be reimbursed until all parties sign 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.

When are quarterly reports and payment requests due?

Payment Requests/Progress Reports (PRPRs) are due 15 days after the last day of each quarter, as shown in Table 2. The recipient can submit a Payment Request/Progress Report more often than quarterly, but not more often than once per month.

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

All payment requests must be accompanied by a progress report. If a recipient is not claiming any costs for the quarter, a progress report is still required.

Table 2. Progress report periods and due dates

Progress Report	Reporting Period	Date Due
First Quarter	October 1 – December 31	January 16
Second Quarter	January 1 – March 31	April 15
Third Quarter	April 1 – June 30	July 12
Fourth Quarter	July 1 – September 30	October 15
Fifth Quarter	October 1 – December 31	January 15
Sixth Quarter	January 1 – March 31	April 15
Seventh Quarter	April 1 – June 30	July 15
Eighth Quarter	July 1 – September 30	October 15

“Agreement Active” status required to submit a PRPR

A recipient can **initiate** a new Payment Request/Progress Report (PRPR) in EAGL once the grant agreement has been officially signed and is in “Agreement Executed” status. However, a PRPR cannot be **submitted** until the grant agreement has been changed to “Agreement Active” status.

Payment request backup documentation

Project expenditures are monitored by Ecology for compliance with the task budget in the agreement. All eligible costs being claimed for reimbursement must have supporting backup documentation. It is best to highlight the cost on the backup documentation that will be entered as a line item in the EAGL payment request form. When all line items have been entered, scan and upload the supporting backup documentation costs to EAGL in the same order the costs are entered into the EAGL payment request form. This makes the review and reconciliation process easier and quicker for your Ecology Project and Financial Managers.

Recipients may charge an indirect (overhead) rate that is equal to the negotiated federal rate. If a negotiated federal rate is not available, the recipient may use a 10.00% de minimis rate per 2 CFR 200.414. The indirect rate will apply to costs approved by NOAA and specified in the agreement, subject to Ecology approval. If a Recipient is claiming indirect (overhead), this must be reported on a separate line item on the EAGL payment request form.

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

- Copies of receipts and invoices.
- Timesheets and payroll records must include:

- [*Form E: Monthly timesheet](#)¹⁵ (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 organizations, a time accounting payroll system roll-up of staff costs by task/date/staff with subtotals will suffice.
- Meeting and travel expenses, must include:
 - [*Form F: Record of Meeting Attendance](#)¹⁶ (Ecology form).
 - If light refreshments are deemed appropriate for a meeting, **a Light Refreshments Approval Form must be approved by Ecology's Project Manager prior to the event and included 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.
 - Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. All travel costs cannot exceed state travel rates. For travel policies and per diem map, please visit the Washington State Office of Financial Management's [travel reimbursement resource site](#)¹⁷.

Progress reports

Ecology requires a progress report for each calendar quarter of the grant period, even if no expenses are 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 recipient is not requesting reimbursement for expenses, on the payment request form, select “No” in response to “Do you have expenditures to report?” and click the save button.

Reporting on outcomes

¹⁵ <https://fortress.wa.gov/ecy/publications/summarypages/ECY06012.html>

¹⁶ <https://fortress.wa.gov/ecy/publications/summarypages/ECY06013.html>

¹⁷ <http://www.ofm.wa.gov/resources/travel.asp>

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. Progress information includes such items that are not specified as a deliverable in the agreement (which belong on the Application Uploads page) and are specific to the time and date of the progress report.

Deliverables (naming conventions and uploading to EAGL)

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

Please avoid deleting general uploads. However, if you must delete an upload, remember to delete both the file itself and the document name in the description field.

Amendment request

On occasion, an amendment to the grant agreement is needed. For Climate Resilience Regional Challenge grants, this may include redistributing the grant budget among the tasks, revising tasks, or adding more 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.

To initiate an amendment in the EAGL, the agreement must be in "Agreement Active" status. (Please refer to Chapter 11, "Amendments," in the [EAGL- External Users' Manual](#)¹⁸, for step-by-step instructions).

Audits

¹⁸ <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

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.

Close Out Reports

Closeout reports must be provided by both the recipient and Ecology.

Recipient Close Out Report

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

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

The final Payment Request/Progress Report (PRPR) and the Recipient Closeout Report (EAGL form) 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 Payment Request/Progress Report, and close out documents.

For more information about the RCOR, see Chapter 14 of the [EAGL External Users' Manual](#)¹⁹.

Ecology Close Out Report

An Ecology Close Out Report (ECOR) 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.

¹⁹ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

Appendix A: Tips and Resources

Tips

A few tips for managing a grant agreement successfully 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.
- Keep track of deliverable due dates 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 for these as the Ecology agreement. Recipients can find complete details about contracting for goods and services in the [Administrative Requirements for Ecology Grants and Loans \(Yellow Book\)](#)²⁰.
- Review tutorials and trainings for preparing payment requests, progress reports and closeout reports.

Resources

Reviewing the following documents and videos can aid in successful management of your Ecology grant:

- [Administrative Requirements for Ecology Grants and Loans \(Yellow Book\)](#)²¹. (June 2023)
Publication No. 23-01-002
- [EAGL - External Users' Manual](#)²² (December 2017) Publication No. 17-01-015
- [How to Obtain a Secure Access Washington Account](#)²³ tutorial video
- [How to Obtain Access to EAGL](#)²⁴ tutorial video
- [How to submit a payment request or progress report for grants and loans](#)²⁵ tutorial video

²⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

²¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html>

²² <https://fortress.wa.gov/ecy/publications/documents/1701015.pdf>

²³ <https://www.youtube.com/watch?v=pj0EnljG3RQ>

²⁴ <https://www.youtube.com/watch?v=XXJh9arfasQ&list=PL8Bml4b96dKa-HHPVPWkuWuPNiU4nCO90&index=2>

²⁵ <https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8Bml4b96dKa-HHPVPWkuWuPNiU4nCO90>

- [Climate Resilience Regional Challenge Webpage](#)²⁶

²⁶ <https://coast.noaa.gov/funding/ira/resilience-challenge/>

Appendix B: Frequently Asked Questions

Please read below for questions and answers about the Climate Resilience Regional Challenge grants and Ecology's Administration of Grants and Loans (EAGL) online system.

The seven processes of a grant in EAGL include:

1. Application
2. Agreement
3. Amendment
4. Payment Requests/Progress Reports
5. Equipment Purchase
6. Site Visit Reports
7. Closeout

Application

Is there a grant match requirement?

No match is required for Climate Resilience Regional Challenge grants.

I'm trying to apply for our grant in EAGL, but I don't even see the name of my organization. What should I do?

First, someone at the organization needs to register with Secure Access Washington (SAW), then EAGL. In EAGL, that person becomes an Authorized Official. Only those with the Authorized Official role in EAGL for the particular grant can see the funding opportunities for their organization and submit the grant application.

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology's [Grants and Loans](https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans) ²⁷ web page.

After you are registered as the Authorized Official, select "View Available Opportunities" on the EAGL Welcome Page. That link will take you to the "My Opportunities" Page. Type "Climate Resilience Regional Challenge" in the Document Instance text field, select the Filter button and the Climate Resilience Regional Challenge 2025 funding opportunity will appear.

Agreement

²⁷ <https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans>

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

The EAGL application becomes the funded agreement; a separate agreement isn't needed.

After the applicant submits the application, Ecology's Project Manager will negotiate the draft agreement with the applicant. During the negotiation process, changes can be made to the recipient contacts, scope of work tasks, budget, and Deliverable Due Date form.

When both parties approve a final draft, the Ecology Financial Manager will put the agreement in the EAGL format. Ecology management will approve the draft, and the final agreement will be sent to the grant recipient for signature through DocuSign. Once both the grant recipient and Ecology have signed, the agreement will be in Active EAGL status, and the project can move forward.

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

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

Once the Authorized Signatory has been selected from a drop-down list on the Recipient Contacts form, more signatories may be added in the fields on the bottom of the Recipient Contacts form. Enter the name and title of each additional signatory. Press the Save button to save your work and add rows, as necessary. Additional signatories do not need SAW and EAGL accounts.

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

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

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

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

Payment Request/Progress Report (PRPR)

How often can PRPRs be submitted?

Recipients are required to submit progress reports once per quarter and should not submit them more often than once per month. Payment requests are not required with each progress

report.

How is the grant money disbursed to the recipients?

The Climate Resilience Regional Challenge grants are reimbursement grants. Recipients must submit backup documentation, such as copies of consultant invoices and payroll records, as well as progress reports, with each payment request. Funding is generally aligned with work progress, i.e., no work progress, no reimbursement. As stewards of public funds, Ecology's objective is to assure that funds spent balance with work accomplished.

Should consultant contracts be written to match the Ecology grant scope of work tasks?

Yes. The consultants need to align their tasks and billings with Ecology's grant tasks to make the tracking and reconciliation easier on all parties.

Does EAGL automatically send quarterly PRPR reminders?

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

Close Out

When are final payment requests due?

The grant expiration date cannot be extended.

Final PRPRs, payment request backup documentation, scope of work deliverables, and the EAGL Recipient Close Out Report are due within 30 days of the grant expiration date. The final reimbursement will be for work completed on or before the grant expiration date.

Appendix C: CRRC Grant Recipient Summary

Snohomish County

Award - \$16,740,000

Complete a tidal reconnection project in the Snohomish River estuary by breaching the existing levee system and constructing a setback levee.

Snohomish Conservation District

Award - \$2,000,000

Complete the final design of early actions based on the preliminary design products for the Swans Trail Slough Preferred Alternative.

Tulalip Tribes

Award - \$500,000

Complete planning and feasibility investigation work for the Everett Marshlands project.

Friends of the San Juans

Award - \$248,947

Create an integrated model for resilience and restoration planning.

Samish Indian Nation

Award - \$250,000

Create an integrated model for resilience and restoration planning.

Pacific Conservation District (PCD)

Award - \$13,009,800

Implement the Restoration and Recovery of the Willapa Bay North Shore project.

Pacific Conservation District (PCD)

Award - \$1,330,829

Implement the Grayland Plains Water Resilience Project.