Northwest Straits Grants

2025-27 Funding Guidelines

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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.

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[1] www.ecology.wa.gov/contact
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Shorelands and Environmental Assistance Program
Washington State Department of Ecology

Olympia, WA

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Table of Contents

List of Figures and Tables

Figures

Tables

Chapter 1: Overview

The Northwest Straits Commission supports the work of local Marine Resources Committees in carrying out priority work of the [Northwest Straits Initiative's Strategic Plan](#)[3] and the [Puget Sound Action Agenda](#)[4].

Governing laws and rules

The Northwest Straits Initiative was established through Congressional action ([Public Law 105-384](#)[5]).

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, and an FAQ about Northwest Straits grants, the scope of work, and information about grant documents.

All grant applicants are responsible for reading and understanding these guidelines along with the [Administrative Requirements for Ecology Grants and Loans (Yellow Book)](#)[6] (Publication No. 17-01-004) before entering into a grant agreement with Ecology.

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[3] https://nwstraits.org/media/2814/stratplan.pdf
[4] https://www.psp.wa.gov/2022AAupdate.php
[5] https://www.govinfo.gov/app/details/PLAW-105publ384/related
[6] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html

Chapter 2: Funding Program

Eligible recipients

Northwest Straits grant funds for the 2025-27 period are available for the seven county Marine Resources Committees (MRCs) in the Northwest Straits region. The Northwest Straits Commission expects to award equal amounts to each of the seven eligible counties, based on the availability of funds. This includes the following counties: Clallam, Island, Jefferson, San Juan, Skagit, Snohomish, and Whatcom.

Project criteria

Subject

MRC projects must:

- Address one or more of the environmental goals of the [Northwest Straits Initiative Strategic Plan](#)[7].
- Clearly identify measurable results. Measurable results can be:
    - developed and proposed by the MRC,
    - supporting or achieving one of the objectives in the Strategic Plan, or
    - associated with progress toward advancing ocean and shoreline actions in the [Puget Sound Action Agenda](#)[8].
- Be managed and carried out by the MRC and directly identified as a project of the MRC by all project participants. Funding cannot pass through to support another organization's work or operations. If a sub-contract is necessary to carry out the project, the sub-contractor must be working under the direction of the MRC project lead(s).
- Adhere to the Conflict-of-Interest policy.

Procedural

MRC projects also must:

- Be able to be accomplished in the time period available and within the proposed budget (this may include additional secured funding referenced in application). 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.

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[7] https://nwstraits.org/media/2814/stratplan.pdf
[8] https://www.psp.wa.gov/2022AAupdate.php

- Include an evaluation plan that provides information to the MRC to determine whether the projects achieved desired outcomes.
- Clearly distinguish project components where other funds will be pursued (grants submitted or planned to be submitted through another entity) to fund specific elements of the project. Clearly describe which elements of the project are to be funded by the MRC grant and which would be through other funding sources. Once MRC grants are awarded, contact NW Straits Commission staff <u>before</u> seeking additional funding sources for any project component.
- If a continuing project, clearly identify how this work is different from previous years or describe why continuation of the same work is important.
- Be reviewed and approved at a meeting of the full MRC and have an identified MRC member project lead.

Project contracting considerations:
- Please identify any sub-contracts anticipated in your Project Information Forms. Pre-identifying sub-contractors in this application does not exempt the county from following documented procurement procedures that meet [federal standards](#).

Eligible project types

All MRCs will receive support for Operations and Administration for two years as part of this agreement. In addition to operations, MRCs may submit proposals for projects under any or all of the following categories:

- Education/outreach: Projects designed to result in a change in actions by your intended audience that benefit the marine environment and local community (such as behavior change). A project focused on increasing knowledge or raising awareness may fit into this category if it is designed to increase comprehension on a specific topic for a targeted audience (for example, workshops on sea level rise targeting shoreline property owners). For these projects, you may not be able to measure behavior change but you should be able to identify what you want people to do as a result. Activities aimed at raising awareness of the MRC (like tabling) are part of the general MRC operations task.
- Monitoring/research: This category is for projects that will collect data over an identified time period using established protocols in order to answer a scientific or management-based question. Data collected through monitoring projects should have an identified use, such as contributing to baseline dataset, assessing effectiveness of conservation/restoration actions, or helping to inform a management decision. Projects that collect data require an approved Quality Assurance Project Plan before any data collection begins.

- Restoration/protection: Projects in this category are designed to improve or prevent the decline of specific marine habitat or species. This category includes any steps towards restoration, such as feasibility or project design components. Restoration projects may include a monitoring component (pre- and/or post-). Protection projects take preventative measures to preserve existing habitats or species. This category includes voluntary protection areas and stewardship plans.

Quality Assurance Project Plan requirements

Each environmental study conducted by or for the Washington State Department of 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.

Washington State Department of Ecology (Ecology) 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 jurisdictions may apply for a Northwest Straits grant through May 29, 2025. All grant funds must be spent by September 30, 2027. The grant will expire on that date and cannot be extended. Within that two-year period are the following additional spending deadlines:

- Year one state fund expenditure deadline: June 30, 2026
- Year one EPA fund expenditure deadline: September 30, 2026
- Year two state fund expenditure deadline: June 30, 2027
- Year two EPA fund expenditure deadline: September 30, 2027

Grant award amounts

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

Table 1. Grant funding allocation

Jurisdiction	Grant amount
Year one state funding	$65,000.00
Year one EPA funding	$61,000.00
Year two state funding	$65,000.00
Year two EPA funding	$61,000.00
Total	$252,000.00

Match or cost-share

There are no Recipient match or cost-share requirements under the Northwest Straits 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, 2025; 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-out 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 30 days after the last day of each quarter.

Chapter 3: Applying for Funding

Application process and requirements

Jurisdictions that decide to accept the grant must complete and submit an application through the Ecology's Administration of Grants and Loans (EAGL) web-based grants system **by May 29, 2025.** 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[9] (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:

1. Register for a **Secure Access Washington (SAW) online services account**.
2. While logged into your SAW account, register for an **EAGL user account.**

How to register for a SAW account

If you do not already have a SAW account, go directly to the SAW "Create an Account[10]" 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.

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[9] https://fortress.wa.gov/ecy/publications/documents/1701015.pdf
[10] 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[11]."

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

- **Statewide Vendor Number**: Jurisdictions need to register as a Statewide Payee through the Washington 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[12]." Note: This process may take 7 - 14 business days.

- **Federal Tax ID (EIN or TIN)**: A jurisdiction more than likely has the EIN. If not, here is a link to How to Apply for an EIN[13] (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.

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[11] https://www.youtube.com/watch?v=XXJh9arfasQ&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90&index=3
[12] https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services
[13] https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein

Applying for a grant - initial steps

Once you have been validated as a new user by Ecology's EAGL System Administrator, you will have access to EAGL. Only EAGL users in the role of Authorized Official can view available funding opportunities and initiate and submit an application.

As the Authorized Official, follow these steps to get started with your application for the grant:

1. Sign in to EAGL. You should see a **Welcome** page where you can initiate the application.
2. Under **View Available Opportunities,** Select the **View Opportunities** button. This button will take you to the **My Opportunities** page.
3. On the **My Opportunities** page, type in **Northwest Straits** in the **Document Instance** text field. Select the **Filter** button, and the **Northwest Straits Grant Application Funding Opportunity** will appear. This shows the eligibility requirements.
4. Select the **Apply Now** button. This will take you to the **Application Menu.**
5. EAGL has assigned your application a **Document Information Number**, which is your assigned grant number throughout the life cycle of the grant. Please write this down so you can use it to access your grant documents.

   Now that you have a Document Information Number, select the **View Forms** button under **View, Edit** and **Complete Forms**.

6. The **View Forms** button will take you to the **Application Menu – Forms** page**.**

7. Using the **Application Instructions** under the **Funding Program Guidelines** heading, fill out and save each of the required application forms in the order in which they appear.

Chapter 4: 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 Northwest Straits grant application forms in EAGL have been designed using prepopulated language for Task 1. Applicants may also add additional 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 in the Northwest Straits – Application Instructions. These are located in EAGL, on the Application Menu – Forms page. Ecology's EAGL External Users' Manual[14] provides additional information about EAGL.

Scope of work (SOW)

The Northwest Straits grant scope of work includes Task 1: Operations and Administration. All jurisdictions will use this scope of work. All jurisdictions 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 local jurisdiction to ensure the scope of work is consistent with the requirements for Northwest Straits grants. Ecology's Project Manager and Financial Manager will review the language and content to ensure it meets rule requirements. The local jurisdiction and Ecology will work together during the agreement negotiation process before finalizing the agreement.

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[14] 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 10 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 10 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.

Schedule/Deliverable Due Date form

All Ecology agreements are performance-based, and reimbursement is determined on the successful completion of expected deliverables. Each deliverable in the Scope of Work is a tangible product outlined in the agreement. The jurisdiction will negotiate the deliverable due dates with Ecology's Project Manager. The deliverable due dates will be managed through the Deliverable Due Date form (see Figure 1 below) located on the Application Menu – Forms page in EAGL. (Note: During the life cycle of the grant, the Recipient (jurisdiction) will coordinate and keep track of these dates with Ecology's Project Manager and will note any changes on the quarterly progress reports.)

Task #	Task Description	Due Date
Task 1	**Project Oversight: Coordination, Management, Administration**	**Date Due**
1.1	Progress Report / Payment Request (PRPR)	Quarterly
1.2	Recipient Close Out Report (RCOR)	06/30/2021

Task 2	Secure Consultant Services, If Needed	Date Due
Task 2	**Secure Consultant Services, If Needed**	**Date Due**
2.1	Final signed consulting contract. Upload to EAGL.	
2.2	Update in progress report.	Quarterly

Task 3	Public Participation	Date Due
Task 3	**Public Participation**	**Date Due**
3.1	Public Participation Plan. Upload to EAGL.	
3.2	Updates of public involvement activities in progress reports.	Quarterly

Task 4	Review Shoreline Master Program and draft revisions, If Needed	Date Due
Task 4	**Review Shoreline Master Program and draft revisions, If Needed**	**Date Due**
4.1	A Periodic Review Checklist documenting consideration of statutory amendments, and internal consistency review. Upload to EAGL.	
4.2	Initial draft SMP amendments or Findings of Adequacy and supporting documentation. Upload to EAGL.	
4.3	Update in progress report.	Quarterly

Task 5	Final Draft SMP or Findings of Adequacy	Date Due
Task 5	**Final Draft SMP or Findings of Adequacy**	**Date Due**
5.1	Updates of public review process activities in progress report. Upload to EAGL.	Quarterly
5.2	Submit an SMP final draft amendment or Findings of Adequacy, with relevant supporting documentation and a complete Periodic Review checklist. Upload to EAGL.	

Figure 1: Deliverable Due Date form

Agreement process

After the application has been submitted by the jurisdiction, the Ecology Fund Coordinator screens 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 applicant may propose.

Agreement finalized and signed by both parties

The applicant 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 jurisdiction 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 jurisdiction 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 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)[15] for more information.

Special terms and conditions

Special terms and conditions are particular to the grant or loan agreement. They may include detailed requirements, restrictions or conditions based on the funding program guidelines. For the 2025-27 Northwest Straits grants, special terms and conditions address the Deliverable Due Date form in EAGL and include Federal subaward terms and conditions.

The grant Recipients will negotiate the deliverables due dates with their Ecology Project Manager, who will enter the information in the Deliverable Due Date form. Recipients must keep track of these due dates and note changes on quarterly progress reports.

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.

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[15] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html

Chapter 5: Grant Management

Managing your Northwest Straits grant requires paying particular and timely attention to a number of key tasks in order for your jurisdiction to be reimbursed for its work. 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[16] 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, 2025; 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.

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[16] 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 onto 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 a maximum indirect (overhead) rate of 30 percent of salaries and benefits for the Recipient's employees for time worked specifically on the project, 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 more information about costs normally included in the indirect rate, see page 35 of Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)[17].

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).

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[17] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html

- Copies of receipts and invoices.

- Timesheets and payroll records must include:

  - *[Form E: Monthly timesheet](#)[18] (Ecology form or equivalent). Timesheets must be signed and dated by *both* the employee and the supervisor. Show hours worked on the project broken out by task, date, and staff person.

  - For larger jurisdictions, a time accounting payroll system roll-up of staff costs by task/date/staff with subtotals will suffice.

- Meeting and travel expenses, must include:

  - *[Form F: Record of Meeting Attendance](#)[19] (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 Office of Financial Management's [travel reimbursement resource site](#)[20]. The same requirements apply to all contractor travel as well.

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.

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[18] https://fortress.wa.gov/ecy/publications/summarypages/ECY06012.html
[19] https://fortress.wa.gov/ecy/publications/summarypages/ECY06013.html
[20] http://www.ofm.wa.gov/resources/travel.asp

If a payment request is not submitted, simply check "No" in response to "Are you submitting a payment request with this progress report?"

Reporting on outcomes

Progress reports should include essential task information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of task completion over the life of the grant (should correspond with percent of task budget spent), and summary of accomplishments for the reporting period.

- Description and reasons for any delays.

- General comments.

- Additional documentation to support the quarterly progress report. 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 Northwest Straits 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](#)[21], for step-by-step instructions).

Audits

All grants are subject to audit. For the purposes of auditing, Recipients must retain records for a minimum of three years from the day of submittal of the last payment request.

Ecology has the authority to audit the grant project for three years after the project has officially ended. Ecology may also audit the grant project invoices, and backup documentation at any time during the project. If an audit identifies issues, the Recipient must correct any issues immediately.

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 15 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](#)[22].

Ecology Close Out Report

An Ecology Closeout 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

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[21] https://fortress.wa.gov/ecy/publications/documents/1701015.pdf
[22] https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

Closeout/Termination. The Project Manager may have questions for the grant Recipient while completing this report.

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. For a summary of these conditions, see Chapter 4, above.
- Periodically review the Deliverable Due Date Form in EAGL for all reporting deadlines and note any date changes on your quarterly progress report.
- Add deadlines and important dates to your calendar.
- Communicate proactively with your Ecology Project and Financial Managers when deviating from a task budget or if you need to change deliverable due dates. Effective communication will lead to successful management of your grant agreement.
- If contracting for third-party services, follow the same scope of work and applicable budget for these as the Ecology agreement. Recipients can find complete details about contracting for goods and services in the Administrative Requirements for Recipients of Ecology Grants and Loans (2017 Yellow Book).
- 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 Recipients of Ecology Grants and Loans (Yellow Book) [23]

(August 2017) Publication No. 17-01-004

EAGL - External Users' Manual[24] (December 2017) Publication No. 17-01-015

How to Obtain a Secure Access Washington Account[25] tutorial video

How to Obtain Access to EAGL[26] tutorial video

How to submit a payment request or progress report for grants and loans[27] tutorial video

Northwest Straits Webpage[28]

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[23] https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html
[24] https://fortress.wa.gov/ecy/publications/documents/1701015.pdf
[25] https://www.youtube.com/watch?v=pj0EnIjG3RQ
[26] https://www.youtube.com/watch?v=XXJh9arfasQ&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90&index=2
[27] https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90
[28] http://www.nwstraits.org/

Appendix B: Frequently Asked Questions

Please read below for questions and answers about the Northwest Straits 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 Northwest Straits grants.

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

First, someone at the jurisdiction 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 jurisdiction and submit the grant application.

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology's Grants and Loans [29] 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 "Northwest Straits" in the Document Instance text field, select the Filter button and the Northwest Straits 23-25 funding opportunity will appear.

Agreement

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[29] 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 10 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 Northwest Straits 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 agreement expires on September 30, 2027. 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 expiration date or October 30, 2027. The final reimbursement will be for work completed on or before the September 30, 2027 grant expiration date.