



State Fiscal Year 2027 Funding Guidelines Aquatic Invasive Plant Management Grants Program



Water Quality Program

Washington State Department of Ecology
Olympia, Washington

Publication and Contact Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/SummaryPages/2510075.html>¹

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To request an ADA accommodation, contact Ecology by phone at 360-407-6600 or email at jote461@ecy.wa.gov. For Washington Relay Service or Teletypewriters (TTY), call 711 or 877-833-6341. Visit [Ecology's accessibility website](https://ecology.wa.gov/About-us/Accountability-transparency/Our-website/Accessibility)³ for more information.

¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2510075.html>

² www.ecy.wa.gov

³ <https://ecology.wa.gov/About-us/Accountability-transparency/Our-website/Accessibility>

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How To Use This Document

These funding guidelines provide information to grant applicants and recipients on the background of this funding program, eligibility requirements, application instructions, how proposed projects are selected, and management of funded agreements. We recommend that applicants carefully review these guidelines prior to preparing an application and retain a copy to help manage a funded agreement. These guidelines will be updated annually, and agreements are managed according to the guidance that was published for the State Fiscal Year (SFY) the project was awarded funding. This guidance document is specific to the SFY 2027 funding cycle.

Program Overview

The Washington State Department of Ecology (Ecology) awards grants on a competitive basis for high priority water quality projects throughout Washington State. Ecology administers the Water Quality Aquatic Invasive Plant Management Funding Program through an annual funding cycle. For more information, please visit Ecology's [aquatic invasive plant management grants program webpage](#).⁴

Background

In 1991, the Washington State Legislature established the freshwater aquatic weeds account ([RCW 43.21A.650](#)⁵) and freshwater aquatic weeds management program ([RCW 43.21A.660](#)⁶). The freshwater aquatic weeds account is funded through a three-dollar fee for annual boat trailer registration ([RCW 46.17.305](#)⁷).

The program was established to reduce the spread of freshwater aquatic invasive plants (AIP) and to manage the problems these invasive plants cause. The legislature found that AIP can adversely affect fish populations, reduce habitat for desirable plant and wildlife species, and decrease public recreational opportunities.⁵ In addition, their propagation is a statewide problem and requires a coordinated response among state agencies, local governments, and the public.⁵ Ecology administers this program and provides financial and technical assistance to local and state government agencies, Tribal governments, and special purpose districts.

This program provides pass-through grants for:

- Activities intended to prevent, remove, reduce, or manage excessive growth of AIP.
- Demonstration or pilot projects (applied research) to support prevention, removal, reduction, or management of AIP.
- Activities intended to eradicate *Hydrilla verticillata* in waters of the state.

⁴ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/aquatic-invasive-plants-management-grants>

⁵ <https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.650>

⁶ <https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.660>

⁷ <https://app.leg.wa.gov/RCW/default.aspx?cite=46.17.305>

This program also provides funds for the development of public education programs relating to preventing the propagation and spread of AIP and provides technical assistance to local governments and citizen groups. Please visit Ecology's [aquatic invasive plant technical assistance webpage](#)⁸ for more information.

Definition of a Freshwater Aquatic Invasive Plant

For Aquatic Invasive Plant Management grants, a freshwater aquatic invasive plant (AIP) constitutes any non-native species of emergent, submersed, partially submersed, free-floating, or floating-leaved aquatic plant in a lake, river, or stream that can adversely affect fish populations, reduce habitat for desirable plant and wildlife species, and/or decrease public recreational opportunities. AIP include "aquatic noxious weeds," defined under [RCW 17.10](#)⁹ as aquatic plant species that are highly destructive, competitive, or difficult to control by cultural or chemical practices when established, and are listed on the state noxious weed list ([WAC 16-750](#)¹⁰). AIP also include aquatic noxious weeds on the quarantine list ([WAC 16-752](#)¹¹), whose sale or distribution is prohibited in the state. Ecology will prioritize grants for projects addressing AIP on these lists.

For the purposes of this funding program, aquatic plants are those classified by the U.S. Army Corps of Engineers as obligate (OBL) or facultative wetland (FACW) species in Washington.¹² Obligate wetland species occur in wetlands greater than 99 percent of the time. Facultative wetland species occur in wetlands 67 to 99 percent of the time. Examples of obligate wetland AIP species include Eurasian watermilfoil (*Myriophyllum spicatum*), Brazilian elodea (*Egeria densa*), and parrot feather (*Myriophyllum aquaticum*). Examples of facultative wetland AIP species include purple loosestrife (*Lythrum salicaria*) and Phragmites (*Phragmites australis*).

Eligibility and Funding Priority

Ecology determines eligibility and priority based on several factors, including the grant applicant organization, water body accessibility, and target AIP.

Eligible entities to receive Aquatic Invasive Plant Management grants include the following:

- Cities
- Counties
- State agencies
- Tribes
- Special purpose districts

⁸ <https://ecology.wa.gov/regulations-permits/guidance-technical-assistance/aquatic-invasive-plant-technical-assistance>

⁹ <https://app.leg.wa.gov/RCW/default.aspx?cite=17.10>

¹⁰ <https://app.leg.wa.gov/wac/default.aspx?cite=16-750>

¹¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=16-752>

¹² https://wetland-plants.usace.army.mil/static/reports/NWPL%20Cover%20Page%20National_v3.pdf

Ecology limits projects to lakes, rivers, and streams with publicly provided seasonal or year-round boat launching ramps (except for *Hydrilla verticillata* projects), or which are designated by the Washington Department of Fish and Wildlife (WDFW) for fly fishing. Projects in wetlands not associated with a lake or stream are not eligible for funding under this program. Projects in irrigation and drainage ditches are also not eligible for funding under this program. Boat launching ramps must allow access to the water body by a wheeled boat trailer. Canoe or kayak put-in areas are not considered to be boat launching ramps. Seasonal access may be provided by a WDFW boat launch or similar public access.

Ecology will prioritize grants for projects involving freshwater AIP species that are listed on the state noxious weed list and/or the state quarantine list, as described above. Projects dealing with submersed species like Eurasian watermilfoil generally receive funding priority over projects dealing with emergent plants like purple loosestrife. Projects dealing with species of higher management priority (e.g., Class A noxious weeds) generally receive funding priority over species of lower management priority (e.g., Class C noxious weeds) and whether species are designated for control by the county noxious weed control board.

Additional state funding priorities include but are not limited to the following: projects demonstrating that water body residents have a long-term interest and commitment to the project, the environmental and economic impacts of the AIP on the ecosystem, the likelihood of the AIP to spread to other waterbodies, the degree that the project will benefit the public, and statewide significance of the project.

Ecology scores and ranks grant applications in accordance with the criteria established in these guidelines. Higher scores will determine project rank and funding priority. The Application Evaluation Criteria Table is provided in Appendix A.

Eligible Project Categories

1) Integrated Aquatic Vegetation Management Plan (IAVMP)

- Grant recipients will complete an integrated planning document that identifies water body problems and evaluates cost-effective alternatives for managing AIP. Grant applicants must demonstrate the water body need. The IAVMP will be submitted to Ecology for review and approval.
- Please refer to Ecology's guidance document [A Citizen's Manual for Developing Integrated Aquatic Vegetation Management Plans \(Publication No. 93-093\)](#)¹³ on how to develop an IAVMP. The process described in this manual represents planning toward holistic (water body and watershed) management of aquatic plants in freshwaters of Washington State. An integrated plan considers all AIP management options and chooses one or a combination of options for implementation.
- Please note the following:

¹³ <https://apps.ecology.wa.gov/publications/summarypages/93093.html>

- To be eligible for Aquatic Invasive Plant Control and/or Education Project grants (see below), grant recipients must complete and submit to Ecology an IAVMP for their targeted water body.
- Ecology does not require a complete IAVMP for Early Infestation Project grants (see below).
- Site-specific IAVMPs are not required for management of freshwater emergent species. Ecology recommends that projects dealing with the control of freshwater emergent species (e.g., purple loosestrife) be conducted following the [Washington State Department of Agriculture's 2013 Integrated Pest Management Plan for Freshwater Emergent Noxious and Quarantine Listed Weeds](#).¹⁴

2) Aquatic Invasive Plant Control and/or Education Project (IAVMP Implementation)

- Grant recipients will implement the recommendations outlined in their completed and approved IAVMP. Applicants must demonstrate that their project will prevent, remove, reduce, or manage AIP in lakes, rivers, or streams.
- Applicants must have an Ecology-approved IAVMP in place prior to the end of the grant application period. Note the exceptions stated above. For older-dated IAVMPs, Ecology will make the determination regarding their approval or renewal.
- Please note that funding for control projects is intended to assist with starting a program that will be sustained after the Ecology grant is completed. Due to the number of projects throughout the state, continued grant funding for individual waterbodies through this program is not typically available.

3) Early Infestation Project

- Grant recipients will use funds to control an early infestation of AIP. An “early infestation” is a situation in which an AIP is discovered in its pioneer stages of growth in a lake, river, or stream and represents a stage of development, life history, or area of coverage that makes eradication likely to occur. Applicants must demonstrate an identified early infestation for their water body.
- Species targeted for early infestation grants are those that are not already widespread in a county or region (e.g., Class A and Class B-designate noxious weeds).
- Ecology does not require a complete IAVMP for Early Infestation grants.
- Ecology sets aside funds for Early Infestation projects to assist public bodies in responding to early infestations of AIP when **immediate corrective action is likely to effectively achieve eradication or containment**. Since it is essential to proceed more quickly than the annual funding cycle allows, applications for

¹⁴

<https://cms.agr.wa.gov/WSDAKentico/Imported/IPMFreshwaterEmergentNoxiousQuarantineListedWeeds.pdf?IPMFreshwaterEmergentNoxiousQuarantineListedWeeds.pdf>

Early Infestation projects may be submitted at any time. Under these circumstances, please contact Ecology.

4) Research Project

- Grant recipients will complete a demonstration or pilot project (applied research) intended to prevent, remove, reduce, or manage excessive growth of AIP in freshwaters of Washington State. Research projects are determined on a case-by-case basis through the competitive application evaluation and award process.

Activities **not eligible** for grant funding include:

- Lake restoration planning (Phase 1) and lake restoration implementation or design/construction (Phase 2) nonpoint source activity projects.
- Algae planning and control projects.
- Implementation of source control projects.
- Dredging projects, unless part of an AIP management approach.
- Activities or education efforts related to marine or estuarine plants.
- Management efforts related to native aquatic plants.

These types of projects may be eligible for financial assistance under other state and federal grant and loan programs administered by Ecology. See Ecology's [Grants & loans webpage](#).¹⁵

Award Information

The total amount of funding available for pass-through grants varies each year and is subject to legislative appropriation and available remaining funds.

Ecology limits the award amount of Aquatic Invasive Plant Management grants to the following:

- **Integrated Aquatic Vegetation Management Plan:** maximum of \$30,000
- **Aquatic Invasive Plant Control and/or Education Project:** maximum of \$75,000
- **Early Infestation Project:** maximum of \$50,000
- **Research Project:** maximum of \$75,000

Ecology also limits the amount of funds available to each grant recipient during each annual funding cycle. The maximum awarded amount for each grant recipient in a given funding cycle is \$75,000 for general AIP management projects and \$75,000 for early infestation projects. For example, the same grant applicant organization may submit two separate grant applications to fund two different projects, but the combined requested funding amount cannot exceed \$75,000.

Ecology will offer funding to applicants for high-priority projects based on the availability of funds. Generally, the demand for funds exceeds the dollars available.

¹⁵ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans>

Grant Performance Period: As of SFY 2027, the agreement expiration date is a maximum of 3 years from the effective date.

Grant Match Requirements: As of SFY 2026, Ecology no longer requires grant recipients to provide matching funds for Aquatic Invasive Plant Management grants. However, Ecology will give preference to projects having matching funds or in-kind services.⁶

Annual Funding Cycle

The SFY 2027 funding cycle includes project planning and coordination with Ecology, the application period, application screening and evaluations, the release of draft and final funding offer lists, negotiation and agreement development, and project implementation and closeout.

The annual funding cycle has an application period that begins in October and ends in December. For Early Infestation projects, applications may be submitted during this period but can also be submitted at any time. Under these circumstances, please contact Ecology. Before the application period opens, Ecology posts information to the [aquatic invasive plant management grants program webpage](#)⁴ and sends out a notice about the application period via an email notification list.

For the **SFY 2027 funding cycle**, the application period opens **October 15, 2025, and closes December 16, 2025, at 5 p.m.** Ecology will not accept any additional or revised project information after the application deadline.

Ecology screens applications to determine if the proposed projects meet general eligibility criteria. All eligible applications are independently evaluated and scored in accordance with criteria established in these guidelines (see the Application Evaluation Criteria Table in Appendix A). To ensure that funds are directed toward the highest priority projects, Ecology staff evaluate project proposals based on responses provided in the application and submitted supporting documentation. Ecology evaluators may contact applicants or other federal, state, or local agencies to clarify or verify information contained or referenced in an application.

After projects are scored and ranked, Ecology releases a draft funding offer list about two months after the application deadline. Ecology will release a final funding offer list by July 1, 2026. These funding offer lists will be posted to the program webpage and via an email notification list. If the final funding award amounts are greater than the estimated draft award amounts, Ecology will offer the additional funds to eligible projects in ranked priority order. If the final funding award amounts are less than the estimated draft award amounts, Ecology will reduce the funding offers in reverse ranked priority order.

Ecology will notify grant applicants of awarded funds and next steps via email. This notification will identify any special grant conditions and provide the contact information for Ecology's project manager responsible for negotiating the grant agreement.

Project negotiations may take three to six months after a funding offer is received. Applicants have up to six months from the date of the final funding offer to negotiate an agreement. Ecology considers a recipient who is unable to negotiate a signed agreement during this time to have declined the grant offer.

The grant agreement becomes effective on the date that Ecology's Water Quality Program Manager (or the authorized designee) signs the agreement, unless otherwise stated in the agreement. Any costs incurred before the effective date of the agreement are not eligible for reimbursement unless prior authorization has been obtained in writing from Ecology. If the recipient does not begin work on the funded project within four months of the effective date (or other mutually acceptable start date), Ecology reserves the right to terminate the agreement.

Ecology recognizes that under certain circumstances, a grant recipient may need to commence work on a project in advance of a signed and executed grant agreement. Under circumstances and by written request of the applicant, Ecology may provide to the applicant written early authorization to incur expenses that could be grant eligible. Ecology will not release funds until a grant agreement is signed. Costs incurred prior to the effective date of the written notification of prior authorization from Ecology will be the sole responsibility of the public body. Until the recipient signs a grant agreement, it must assume responsibility for costs incurred as there is no guarantee by Ecology that a grant will be awarded. Any work performed by the public body that is not consistent with the conditions specified in Ecology's written authorization, and all other applicable criteria, will not be eligible for grant funds.

Once an agreement is executed, the recipient will implement the project and must complete the project by the agreement expiration date. Additional information on managing awarded agreements is provided below.

Management of Awarded Agreements

The funding agreement is the formal written contractual arrangement signed by authorized representatives of the recipient and Ecology. The agreement will include general project information, recipient and Ecology information, signatures, an approved scope of work, total project costs, a budget by task, performance schedule, deliverables, and Ecology general terms and conditions.

Grant recipients must comply with all applicable federal, state, and local statutes, ordinances, orders, regulations, and permits including those related to discrimination, labor, job safety, and applicable provisions of the state or federal regulations for minority and women-owned businesses. Additional administrative requirements for grant recipients include following State Environmental Policy Act (SEPA) requirements; procurement practices that are consistent with state laws and rules to ensure fair, legal, and open competition; and securing any necessary permits required by authorities having jurisdiction over the project. The recipient must provide documentation of compliance to Ecology upon request.

Administration of Grants

All grant applicants are responsible for reading and understanding these funding guidelines before entering into a grant agreement with Ecology. In addition, Ecology requires all grant recipients to maintain accounting records in accordance with generally accepted government accounting standards. These standards include those contained in the most recent edition of the United States Government Accountability Office publication, [*Government Auditing*](#)

[Standards 2024 Revision \(Publication No. GAO-24-106786\)](#).¹⁶ A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in the Ecology publication [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\) July 2023 \(Publication No. 23-01-002\)](#).¹⁷ The Yellow Book provides instructions, explanations, requirements, and definitions for grant and loan recipients, including details on agreement language, eligible and ineligible costs, direct and indirect costs, budgets, financial management, procurement, contracting, closeout, and record keeping. In addition, Ecology requires grant recipients to maintain an accounting system which can track project expenditures separately from general local government expenses.

Ecology may conduct periodic administrative reviews of funded projects to evaluate a recipient's records and accounting systems. These reviews are intended to verify that eligible and ineligible costs have been documented for audit and that recipients are in compliance with applicable state statutes, regulations, and requirements (including special grant conditions).

Final Agreement

The recipient will work with Ecology to finalize the agreement for official signature using DocuSign, a digital software program that does not require preregistration by the recipient to be able to use it.

After the agreement is fully signed, Ecology will upload a PDF of the signed agreement and a PDF of the DocuSign Summary page into EAGL. Ecology will also email the digitally signed agreement to the recipient.

Project Completion Dates and Extensions

Recipients may incur eligible project costs on and after the effective date of the agreement, but Ecology cannot reimburse expenditures until the agreement has been fully signed and activated in EAGL. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk of non-reimbursement.

Aquatic Invasive Plant Management projects will last up to three years from the effective date to the expiration date of the grant agreement. Projects must be completed by the agreement expiration date. Ecology may approve extensions for extenuating circumstances by formal amendment. Ecology will not authorize extensions for projects that have not diligently pursued project completion or have not provided adequate and timely progress reports.

Payment Requests and Progress Reports

Grant recipients will submit Payment Requests / Progress Reports (PRPRs) within the EAGL system. All grant payments are made on a reimbursement basis. Recipients must provide a progress report with each payment request and at least quarterly, but not more than monthly. Failure to provide adequate progress reports will result in denied payment requests and may

¹⁶ <https://www.gao.gov/products/gao-24-106786>

¹⁷ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

result in project termination or other actions. Ecology requires a progress report for each calendar quarter of the grant period, even if there are no expenses being claimed for the billing period.

If a recipient fails to submit two or more consecutive progress reports via the EAGL grant management system, Ecology may consider this failure to provide progress reports as non-performance and initiate actions to amend or terminate the agreement.

These conditions are necessary to ensure:

- 1) Recipients provide timely project updates, including any changes to the scope of work, schedule, or budget.
- 2) Ecology water quality dollars are maximized over the biennia and do not remain obligated to projects that will not be requesting reimbursements for the full value of the grant award.

Site Visit Report

The Ecology project manager will conduct at least one site visit to document that work has been completed and carried out in accordance with the purpose and scope of the grant agreement. Ecology will complete a Site Visit Report form in EAGL, including a written summary of the visit, observations, and photographs, where applicable. The project manager may opt to conduct an alternative site visit, such as an office visit, a conference call, or other methods of verifying progress and performance.

Project Closeout Reporting

Both the recipient and Ecology must provide closeout reports.

Recipient Closeout Report

A Recipient Close Out Report (RCOR) must accompany the final payment request. The RCOR is an EAGL form that summarizes each task and its outcomes, and includes the following:

- The purpose of each task and summary of accomplishments each task was aiming to achieve.
- The task results and outcomes achieved.
- Lessons learned.

The final PRPR and RCOR 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 PRPR, and close out documents.

Ecology Close Out Report

An Ecology Close Out Report (ECOR) is an EAGL form and will be filled out by the Ecology project manager. Once completed, Ecology will move the agreement to Closeout/Termination. The project manager may have questions for the grant recipient while completing this report.

Additional Resources

Ecology has provided additional resources below that may be useful for Aquatic Invasive Plant Management grant recipients.

- [Ecology Publication No. 23-03-112: Quality Assurance Project Plan: Aquatic Plant Monitoring in Washington State Lakes, Rivers, and Streams](#)¹⁸
- [Ecology Publication No. 01-03-017: Aquatic Plant Sampling Protocols](#)¹⁹
- [Ecology Publication No. 24-03-204: Standard Operating Procedure EAP070, Version 2.4, Minimize the Spread of Invasive Species](#)²⁰
- [Ecology's Aquatic Plant Identification Manual for Washington's Freshwater Plants](#)²¹
- [Ecology's Lake water quality monitoring & protection webpage](#)²²
- [Ecology's Lakes Environmental Data web-based map application](#)²³
- [Ecology's Aquatic Plant & Algae Management General Permit webpage](#)²⁴
- [Ecology's Aquatic Noxious Weed Control General Permit webpage](#)²⁵
- [WDFW's Rules for aquatic plant removal and control webpage](#)²⁶
- [WDFW's Hydraulic Project Approval \(HPA\) webpage](#)²⁷
- [Washington State Noxious Weed Control Board Noxious Weed List](#)²⁸
- [Washington State Department of Agriculture Quarantine List](#)²⁹

¹⁸ <https://apps.ecology.wa.gov/publications/summarypages/2303112.html>

¹⁹ <https://apps.ecology.wa.gov/publications/summarypages/0103017.html>

²⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/2403204.html>

²¹ <https://fortress.wa.gov/ecy/gisresources/lakes/AquaticPlantGuide/index.html>

²² <https://ecology.wa.gov/research-data/monitoring-assessment/lake-water-quality>

²³ <https://apps.ecology.wa.gov/lakes/>

²⁴ <https://ecology.wa.gov/regulations-permits/permits-certifications/aquatic-pesticide-permits/aquatic-plant-algae-management>

²⁵ <https://ecology.wa.gov/regulations-permits/permits-certifications/aquatic-pesticide-permits/aquatic-noxious-weed-control>

²⁶ <https://wdfw.wa.gov/licenses/environmental/hpa/types/aquatic-plants>

²⁷ <https://wdfw.wa.gov/licenses/environmental/hpa>

²⁸ <https://www.nwcb.wa.gov/printable-noxious-weed-list>

²⁹ <https://www.nwcb.wa.gov/noxious-weed-quarantine-list>

General Application Instructions

Grant applicants must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) web-based grants system by the application due date. For the **SFY 2027 grant cycle**, the application period opens **October 15, 2025, and closes December 16, 2025, at 5 p.m.** Ecology will not accept any additional or revised project information after the application deadline. If funded, the grant agreement information is derived from the grant application. The description and tasks proposed through the application are used to negotiate and develop the final funding agreement.

Applicants and recipients of funds use the web-based EAGL system to electronically complete and submit applications, manage agreements, request amendments, submit payment requests and progress reports for reimbursement, upload project deliverables, and submit closeout reports. An EAGL user can perform certain actions depending on the user's 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 Ecology's [EAGL – External Users' Manual \(Publication No. 17-01-015\)](#)³⁰ for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions. Please reach out to Ecology for additional EAGL materials.

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.

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

Instructions are provided on Ecology's [Grants & loans webpage](#).¹⁵ For additional general guidance on Ecology grants and loans, including EAGL training tools and resources, see Ecology's [Grant & Loan guidance and forms webpage](#).³¹ If you have any questions with the application submittal process, please contact Joseph Teresi at jote461@ecy.wa.gov.

More detailed Grant Application Instructions are provided in Appendix B. For reference, the SFY 2027 Grant Application is provided in Appendix C. A Grant Application convenience copy will also be available as a Word document by request and in EAGL.

³⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

³¹ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

Appendix A. Application Evaluation Criteria Table

SCORE	EVALUATION CRITERIA
0-10	The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables and timelines
0-20	Project directly and measurably addresses an aquatic invasive plant problem
0-10	The cost estimate process is reasonable
0-10	The project task costs represent a good value for the work and water body benefits achieved.
0-10	Species severity
0-10	Water body need
0-10	Risk of species spreading to a nearby water body
0-20	Improvements to water body habitat
0-10	Improvements to water body recreation
0-10	If the project is in a water body with endangered species and/or salmonids, these species are addressed
0-10	Decontamination measures addressed
0-10	Scientific integrity - quality of the project
0-10	Project success can be measured, and proposed methods to measure success are reasonable
0-10	The project will provide long-term water quality benefits. Systems are in place to sustain the benefits after funding support has ended
0-5	Team members' roles and responsibilities are well defined and adequate for the scope of work
0-5	Team members' past experience is relevant
0-5	Staffing commitment is well documented
0-5	Plans for long-term project success and sustainability were considered during project development
0-5	A high level of local support and commitment for the project is documented
0-5	The applicant documents successful performance on other funded aquatic invasive plant projects, including all Ecology funded projects
0-5	Project elements are in place for the project to proceed, permits obtained or researched and documentation is provided

Appendix B. Grant Application Instructions

The following EAGL forms are required:

1. Organization Information
2. General Information
3. Project Characterization
4. Mapping Information
5. Project Information
6. Project Category (**complete only one**):
 - Integrated Aquatic Vegetation Management Plan (IAVMP)
 - Aquatic Invasive Plant Project
 - Early Infestation
 - Research Project
7. Recipient Contacts
8. Scope of Work – Task 1 Project Admin
9. Scope of Work – Additional Tasks
10. Scope of Work Summary
11. Task Budget By Fiscal Year
12. Uploads (Supporting Document Submission)

1. Organization Information

The information on this form is relevant to your organization and will be used by Ecology to screen your application. In addition, enter the following information, where applicable:

- **Statewide Vendor Number:** Jurisdictions need to register as a Statewide Payee through the Washington State Office of Financial Management (OFM) to receive reimbursement. The vendor number is needed in order to apply for the grant through the EAGL system. For more information and vendor registration forms, visit the [OFM website](https://ofm.wa.gov).³² Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov. Note: This process may take 7 to 14 business days.
- **Federal Tax ID (EIN or TIN):** The Employer Identification Number (EIN) and Taxpayer Identification Number (TIN) are used by the Internal Revenue Service (IRS) in the

³² <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

administration of tax laws. A jurisdiction more than likely has the EIN. If not, here is a link to [Get an employer identification number](https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number) (IRS site).³³

- **Unique Entity Identifier (UEI):** The UEI replaced the Data Universal Numbering System (DUNS). A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government, through [SAM.gov](https://sam.gov).³⁴ Please note that Aquatic Invasive Plant Management grants are not federal funds; they are state funds (Freshwater aquatic weeds account). However, an organization will want to register and fill in the UEI number when registering in EAGL, if they receive any grants with federal funds.

2. General Information

Ecology will use the information on this form (and other application forms) to screen, evaluate, and score your application. Enter the following information:

- **Project Title:** A short and concise project title.
- **Project Short Description:** A short and concise paragraph describing the overall project and the water quality benefits achieved by the project.
- **Project Long Description:** A detailed project description, ordered into tasks with clear outcomes and tangible deliverables. The description shall include the project purpose, history, tasks, deliverables, and any additional information pertinent to the reviewers' understanding of the proposal. Ensure that the description includes the following:
 - A statement clearly describing the project's overall purpose and goal.
 - A brief history of the project and, if applicable, a description of any ongoing or previously completed water body management activities.
- **Total Cost:** This amount represents the full cost of the project, including ineligible portions and portions paid with other funds.
- **Total Eligible Cost:** This amount represents the cost of the work that will be supported by Ecology funding. Note the grant award limits by project category.
- **Effective Date:** The earliest date on which eligible costs can be incurred (auto-loaded with July 1 but can be modified during agreement negotiation).
- **Expiration Date:** The last date on which eligible costs can be incurred.
- **Ecology Program:** "Water Quality" will be filled in automatically.
- **Project Category:** Choose one of the available project categories. See the Eligible Project Categories section for more information.
- **Will Environmental Monitoring Data be collected?** Select yes or no.
- **Overall Goal:** Enter a short and concise paragraph describing the overall goal and the water quality benefits achieved by the project.

³³ <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

³⁴ <https://sam.gov/>

3. Project Characterization

This form is for database search engines to use. Use the drop-down menu to select primary and secondary themes that associate the project type on the [statewide map of Ecology's grants and loans](#)³⁵ (2014-present). Enter the following:

- **Primary Theme:** Choose the Eligible Project Category that best describes your project from the drop-down menu.
- **Secondary Theme(s):** Choose from the options that best describe your project from the drop-down menu(s).

4. Mapping Information

This form is for geo-spatial mapping data for all projects funded by Ecology. Please follow the instructions on the form.

5. Project Information

Please follow the instructions and answer the questions on this form. Questions include written responses and using drop-down menus.

6. Project Category (complete only one):

Integrated Aquatic Vegetation Management Plan (IAVMP)

Aquatic Invasive Plant Project

Early Infestation

Research Project

Please follow the instructions and answer the questions for only the form matching the Eligible Project Category for your project. The other forms can remain blank. Questions include written responses and using drop-down menus.

7. Recipient Contacts

Staff listed on this form must be recipient employees and cannot be consultants or contractors. The following staff contacts must be identified and have both a Secure Access Washington (SAW) and EAGL user account:

- **Project Manager** (EAGL Role of Authorized Official): The person responsible for the overall project and for initiating and submitting the application and initiating and submitting quarterly Payment Requests / Progress Reports (PRPRs).
- **Authorized Signatory** (Not an EAGL Role, consider assigning in the Role of Reader)³⁶: The person that has legal authority to enter the organization into an agreement with Ecology. This may be a mayor, department or program director, or chair of a board of commissioners. The Authorized Signatory will be the first name shown on the signature

³⁵ <https://apps.ecology.wa.gov/eaglmap/>

³⁶ Reader: Persons assigned in the Reader Role in EAGL will not receive EAGL system-generated emails throughout the life cycle of the grant.

page of the agreement. If there are additional signatories that must appear on the signature page (as determined by each recipient), their name, title, and email should be added to the “Other recipient signatories on printed agreement” matrix. These additional signatories do not need a SAW or EAGL account. Please note: Ecology uses DocuSign for digital signatures.

- **Billing Contact** (EAGL Role of Recipient Financial Officer): The person responsible for working with the recipient project manager (Authorized Official) to complete quarterly Payment Requests / Progress Reports (PRPRs).

8. Scope of Work – Task 1 Project Admin

Task 1 includes ONLY work between the recipient and Ecology to manage the grant and work that cannot be distinguished from the other tasks. Examples are agreement negotiations, meetings between the recipient and Ecology, and time to complete quarterly Payment Requests / Progress Reports (PRPRs) and grant closeout documents.

Consultants’ time spent on the scope of work tasks should not be allocated to Task 1/Project Administration/Management.

Enter the Task Cost. Please note the following:

- Language under Task 1 cannot be changed.
- The budget for Task 1 will be no more than 15% of the Total Eligible Cost.

9. Scope of Work – Additional Tasks

Fill out these forms to enter information for additional tasks in sequential order that will be part of the Scope of Work for the project. Enter the following information:

- **Task Title:** A short and concise task title.
- **Task Cost:** This amount represents the cost of the task that will be supported by Ecology funding.
- **Task Description:** A description that defines and quantifies the basic activities involved with the task, commonly broken down into task items (A., B., etc.).
- **Task Goal Statement:** A description of why the task is being completed. This needs to provide the long-term water quality-related goal(s) of the task as it relates to the overall goal(s) of the project.
- **Task Expected Outcomes:** A quantifiable and measurable change as a result of completing the task. This is more specific and short-term than the goal and relates to the immediate results of completing this task. The specific deliverables should not be restated but instead can be summarized into basic objectives that are expected to be met and that will help to achieve the long-term goal.
- **Deliverables:** A quantifiable good or service that will be provided during or upon completion of a task. They need to correspond with the Task Description, Task Goal, and Task Outcome and should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

10. Scope of Work Summary

Enter information from the Scope of Work and General Information forms to summarize the tasks, totals, and Total Eligible Cost.

11. Task Budget By Fiscal Year

Enter information from the Scope of Work and General Information forms. Estimate your proposal's total budget needs by task for each Fiscal Year. Fiscal Years run from July 1 - June 30.

12. Uploads (Supporting Document Submission)

Please follow the instructions on the form.

Appendix C. State Fiscal Year 2027 Grant Application Aquatic Invasive Plant Management Grants Program

Grant Application Forms:

- Organization Information
- General Information
- Project Characterization
- Mapping Information
- Project Information
- Project Category (**complete only one**):
 - Integrated Aquatic Vegetation Management Plan (IAVMP)
 - Aquatic Invasive Plant Project
 - Early Infestation
 - Research Project
- Recipient Contacts
- Scope of Work – Task 1 Project Admin
- Scope of Work – Additional Tasks
- Scope of Work Summary
- Task Budget By Fiscal Year
- Uploads (Supporting Document Submission)

Please note:

- **Applications must be submitted by 5 p.m. on the closing date. Only information submitted before the application deadline will be used in the evaluation process.**
- Fields marked with a red asterisk (*) are required. Incomplete applications may not be considered for review.
- Character limits are indicated at the end of certain application questions. You can highlight your text and then select “Review” and “Word Count” to see the number of characters with spaces to ensure you are meeting size restrictions.
- For questions, please contact Joseph Teresi (jote461@ecy.wa.gov, 360-628-7516).

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 360-407-6600 or email at jote461@ecy.wa.gov. For Washington Relay Service or Teletypewriters (TTY), call 711 or 877-833-6341. Visit [Ecology's accessibility website](#)³ for more information.

Organization Information

*Organization Name: Click or tap here to enter text.

*Short Name: Click or tap here to enter text.

Statewide Vendor / Supplier #: Click or tap here to enter text.

Department: Click or tap here to enter text.

*Federal Tax ID: Click or tap here to enter text.

Unique Entity Identifier (UEI) #: Click or tap here to enter text.

*Mailing Address: Click or tap here to enter text.

*City: Click or tap here to enter text.

*State: Click or tap here to enter text.

*Zip: Click or tap here to enter text.

*Physical Address: Click or tap here to enter text.

*City: Click or tap here to enter text.

*State: Click or tap here to enter text.

*Zip: Click or tap here to enter text.

*County Name: Click or tap here to enter text.

*Phone: Click or tap here to enter text. Fax: Click or tap here to enter text.

Email: Click or tap here to enter text.

Website: Click or tap here to enter text.

Type: Choose an item.

*Organization Category: Choose an item.

General Information

Application Number (FOR ECOLOGY USE): _____

*Project Title: Click or tap here to enter text.

*Project Short Description (500-character max):
Click or tap here to enter text.

*Project Long Description (8,000-character max):
Click or tap here to enter text.

*Total Cost: Click or tap here to enter text.

*Total Eligible Cost: Click or tap here to enter text.

*Effective Date: Click or tap here to enter text.

*Expiration Date: Click or tap here to enter text.

*Ecology Program: Water Quality

*Project Category: Choose an item.

Will Environmental Monitoring Data be collected? Choose an item.

*Overall Goal (1,000-character max):
Click or tap here to enter text.

Project Characterization

Project Themes

Select a primary and secondary theme that best describes the work to be achieved during this project.

*Primary Theme: Choose an item.

*Secondary Theme(s): Choose an item.

Choose an item.

Choose an item.

Project Website

If your project has a website, please enter the web address below. Up to three websites may be provided.

Website Title/Name (#1):

Click or tap here to enter text.

Web Address (#1):

Click or tap here to enter text.

Website Title/Name (#2):

Click or tap here to enter text.

Web Address (#2):

Click or tap here to enter text.

Website Title/Name (#3):

Click or tap here to enter text.

Web Address (#3):

Click or tap here to enter text.

Mapping Information

If the project is not a statewide project, please indicate the county (or counties), the congressional district(s), the legislative district(s), and the water resource inventory area(s) where at least five percent of the project will be accomplished. The total of each separate designation must equal 100 percent.

County or Counties

Name	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Congressional District(s)

Number	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Legislative District(s)

Number	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Watershed Resource Inventory Area(s)

Number	Location Percent
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Project Information

***1 - Project Area (Lake, Waterbody) (100-character max):**

Click or tap here to enter text.

***2 - Species of Concern:**

Scientific name	Common name
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

***3 - State Classified Noxious Weed**

Name	Designation
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.

***4 - County Noxious Weed List**

Name	Designation
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item.

***5 - List the key people who will make this project a success (500-character max):**

Click or tap here to enter text.

***6 - What type of decontamination measures will you put in place for your equipment (boats, trailers, waders, etc.) while working on this project? (500-character max):**

Click or tap here to enter text.

Integrated Aquatic Vegetation Management Plan (IAVMP)

*1 - Is the goal of this project to develop a new Integrated Aquatic Vegetation Management Plan (IAVMP) for this project area/waterbody, or to update an IAVMP?

Choose an item.

If you chose "Update", provide the date of the original IAVMP:

Click or tap here to enter text.

*2 - Is there a qualifying boat ramp for this waterbody?

Choose an item.

*3 - Please list all known aquatic and emergent invasive plants known in the project area (100-character max):

Click or tap here to enter text.

*4 - What is the level of infestation?

Choose an item.

*5 - Is the project in a waterbody with an ESA listed species or critical or depressed salmon stocks?

Choose an item.

If yes, how will the aquatic invasive plant treatment be taken care of? (500-character max):

Click or tap here to enter text.

*6 - Does this invasive plant(s) pose a threat to other nearby waterbodies?

Choose an item.

If yes, explain (500-character max):

Click or tap here to enter text.

*7 - What impacts will this invasive plant have on water quality and habitat? (500-character max):

Click or tap here to enter text.

*8 - What impacts will this invasive plant have on public use and recreation? (500-character max):

Click or tap here to enter text.

*9 - What decontamination measures will you implement to keep from spreading invasive species? (500-character max):

Click or tap here to enter text.

*10 - What environmental and/or economic damage may be caused by not eradicating/containing the invasive plant? (500-character max):

Click or tap here to enter text.

*11 - How committed are you to continue working on the control/eradication portion of this project after the completion of this IAVMP? (500-character max):

Click or tap here to enter text.

*12 - Do you have local citizen support for this project? (500-character max):

Click or tap here to enter text.

*13 - Is Public Education a part of this project?

Choose an item.

If yes, what means will you use to educate the public on the invasive plant issue that this waterbody is facing? (250-character max):

Click or tap here to enter text.

*14 - What are the overall goals for the waterbody? (500-character max):

Click or tap here to enter text.

*15 - How does this project meet those goals? (500-character max):

Click or tap here to enter text.

Aquatic Invasive Plant Project

*1 - Is there an Ecology approved Integrated Vegetation Management Plan for this project area? Choose an item.

If yes, provide the name of the IAVMP and the date submitted (100-character max):

Click or tap here to enter text.

*2 - Is there a qualifying boat ramp for this waterbody?

Choose an item.

*3 - What is the level of infestation?

Choose an item.

*4 - Is the project in a waterbody with an ESA listed species or critical or depressed salmon stocks?

Choose an item.

If yes, how will the aquatic invasive plant treatment be taken care of? (500-character max):

Click or tap here to enter text.

*5 - Please list all known aquatic and emergent invasive plants known in the project area (100-character max):

Click or tap here to enter text.

*6 - Does this invasive plant(s) pose a threat to other nearby waterbodies?

Choose an item.

If yes, explain (500-character max):

Click or tap here to enter text.

*7 - What impacts will this invasive plant have on water quality and habitat? (500-character max):

Click or tap here to enter text.

*8 - What impacts will this invasive plant have on public use and recreation? (500-character max):

Click or tap here to enter text.

*9 - What decontamination measures will you implement to keep from spreading invasive species? (500-character max):

Click or tap here to enter text.

*10 - What environmental and/or economic damage may be caused by not eradicating/containing the invasive plant? (500-character max):

Click or tap here to enter text.

*11 - How committed are you to continue working on the control/eradication portion of this project after the completion of this IAVMP? (500-character max):

Click or tap here to enter text.

*12 - Do you have local citizen support for this project? (500-character max):

Click or tap here to enter text.

*13 - What control methods were proposed in the IAVMP? And have these changed? (500-character max):

Click or tap here to enter text.

*14 - Is Public Education a part of this project?

Choose an item.

If yes, what means will you use to educate the public on the invasive plant issue that this waterbody is facing? (250-character max):

Click or tap here to enter text.

*15 - What are the overall goals for the waterbody? (500-character max):

Click or tap here to enter text.

*16 - How does this project meet those goals? (500-character max):

Click or tap here to enter text.

*17 - Please list the decontamination measures you would implement to keep from spreading invasive species to other areas from your site and additional species into your site (500-character max):

Click or tap here to enter text.

Early Infestation

*1 - Is there an Ecology approved Integrated Aquatic Vegetation Management Plan (IAVMP) for the project area?

Choose an item.

*2 - What is the level of infestation?

Choose an item.

*3 - Is the project in a water body with an ESA listed species or critical or depressed salmon stock?

Choose an item.

If yes, how will the aquatic invasive plant treatment be taken care of? (500-character max):

Click or tap here to enter text.

*4 - Does this invasive plant(s) pose a threat to other nearby water bodies?

Choose an item.

If yes, explain (500-character max):

Click or tap here to enter text.

*5 - What impacts will this invasive plant have on water quality and habitat? (500-character max):

Click or tap here to enter text.

*6 - What impacts will this invasive plant have on public use and recreation? (500-character max):

Click or tap here to enter text.

*7 - What decontamination measures will you implement to keep from spreading invasive species? (500-character max):

Click or tap here to enter text.

*8 - What environmental and/or economic damage may be caused by not eradicating/containing the invasive plant? (500-character max):

Click or tap here to enter text.

*9 - How committed are you to continue monitoring the project after the initial infestation is eradicated or contained? (500-character max):

Click or tap here to enter text.

*10 - Do you have local citizen support for this project? (500-character max):

Click or tap here to enter text.

*11 - What methods do you propose to use to eradicate the pioneer infestation? (500-character max):

Click or tap here to enter text.

*12 - What are the overall goals for the waterbody? (500-character max):

Click or tap here to enter text.

*13 - How does this project meet those goals? (500-character max):

Click or tap here to enter text.

Research Project

*1 - Project Area (Lake, Waterbody, if solely lab based, note the location) (100-character max):

Click or tap here to enter text.

*2 - What is the level of infestation? (250-character max):

Click or tap here to enter text.

*3 - What impacts does this invasive plant have on water quality and habitat? (500-character max):

Click or tap here to enter text.

*4 - What impacts will this invasive plant have on public use and recreation? (500-character max):

Click or tap here to enter text.

*5 - What decontamination measures will you implement to keep from spreading invasive species? (500-character max):

Click or tap here to enter text.

*6 - What environmental and/or economic damage may be caused by not eradicating/containing the invasive plant? (500-character max):

Click or tap here to enter text.

*7 - Is Public Education a part of this project?

Choose an item.

If yes, what means will you use to educate the public on the invasive plant issue that this waterbody is facing? (500-character max):

Click or tap here to enter text.

*8 - What are the overall goals for the waterbody? (500-character max):

Click or tap here to enter text.

*9 - How does this project help with the aquatic/emergent invasive plant problem as a whole? (500-character max):

Click or tap here to enter text.

*10 - What are your scientific questions for this research? (250-character max):

Click or tap here to enter text.

*11 - Describe your experiment (1,000-character max):

Click or tap here to enter text.

*12 - What are your scientific methods to carry out this experiment? (1,000-character max):
Click or tap here to enter text.

Recipient Contacts

*Project Manager

Project Manager Name: Click or tap here to enter text.

Project Manager Title: Click or tap here to enter text.

Project Manager Address: Click or tap here to enter text.

Project Manager Phone: Click or tap here to enter text.

Project Manager Email: Click or tap here to enter text.

*Authorized Signatory

Authorized Signatory Name: Click or tap here to enter text.

Authorized Signatory Title: Click or tap here to enter text.

Authorized Signatory Address: Click or tap here to enter text.

Authorized Signatory Phone: Click or tap here to enter text.

Authorized Signatory Email: Click or tap here to enter text.

*Billing Contact

Billing Contact Name: Click or tap here to enter text.

Billing Contact Title: Click or tap here to enter text.

Billing Contact Address: Click or tap here to enter text.

Billing Contact Phone: Click or tap here to enter text.

Billing Contact Email: Click or tap here to enter text.

Other recipient signatures on printed agreement (add up to four)

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Scope of Work – Task 1 Project Admin

Task Number	1
Task Title	Project Administration/Management
* <u>Task Cost:</u>	\$Click or tap here to enter text.
Task Description	<p>A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).</p> <p>B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.</p> <p>C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.</p>
Task Goal Statement	Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.
Task Expected Outcomes	<p>* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.</p> <p>* Properly maintained project documentation Recipient Task Coordinator</p>

Deliverables

Deliverable Number	Description	Due Date
1.1	Quarterly Progress Reports	Quarterly
1.2	Recipient Closeout Report	Expiration Date
1.3	Project Outcome Summary Report	Expiration Date

Scope of Work – Additional Tasks

Task Number 2

***Task Title:** Click or tap here to enter text.

***Task Cost:** \$Click or tap here to enter text.

***Task Description (3,500-character max):**
Click or tap here to enter text.

***Task Goal Statement (1,500-character max):**
Click or tap here to enter text.

***Task Expected Outcomes (1,500-character max):**
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
2.1	Click or tap here to enter text.	Click or tap here to enter text.
2.2	Click or tap here to enter text.	Click or tap here to enter text.
2.3	Click or tap here to enter text.	Click or tap here to enter text.
2.4	Click or tap here to enter text.	Click or tap here to enter text.
2.5	Click or tap here to enter text.	Click or tap here to enter text.
2.6	Click or tap here to enter text.	Click or tap here to enter text.
2.7	Click or tap here to enter text.	Click or tap here to enter text.
2.8	Click or tap here to enter text.	Click or tap here to enter text.
2.9	Click or tap here to enter text.	Click or tap here to enter text.
2.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 3

***Task Title:** Click or tap here to enter text.

***Task Cost:** \$Click or tap here to enter text.

***Task Description (3,500-character max):**
Click or tap here to enter text.

***Task Goal Statement (1,500-character max):**
Click or tap here to enter text.

***Task Expected Outcomes (1,500-character max):**
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
3.1	Click or tap here to enter text.	Click or tap here to enter text.
3.2	Click or tap here to enter text.	Click or tap here to enter text.
3.3	Click or tap here to enter text.	Click or tap here to enter text.
3.4	Click or tap here to enter text.	Click or tap here to enter text.
3.5	Click or tap here to enter text.	Click or tap here to enter text.
3.6	Click or tap here to enter text.	Click or tap here to enter text.
3.7	Click or tap here to enter text.	Click or tap here to enter text.
3.8	Click or tap here to enter text.	Click or tap here to enter text.
3.9	Click or tap here to enter text.	Click or tap here to enter text.
3.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 4

*Task Title: Click or tap here to enter text.

*Task Cost: \$Click or tap here to enter text.

*Task Description (3,500-character max):

Click or tap here to enter text.

*Task Goal Statement (1,500-character max):

Click or tap here to enter text.

*Task Expected Outcomes (1,500-character max):

Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
4.1	Click or tap here to enter text.	Click or tap here to enter text.
4.2	Click or tap here to enter text.	Click or tap here to enter text.
4.3	Click or tap here to enter text.	Click or tap here to enter text.
4.4	Click or tap here to enter text.	Click or tap here to enter text.
4.5	Click or tap here to enter text.	Click or tap here to enter text.
4.6	Click or tap here to enter text.	Click or tap here to enter text.
4.7	Click or tap here to enter text.	Click or tap here to enter text.
4.8	Click or tap here to enter text.	Click or tap here to enter text.
4.9	Click or tap here to enter text.	Click or tap here to enter text.
4.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 5

*Task Title: Click or tap here to enter text.

*Task Cost: \$Click or tap here to enter text.

*Task Description (3,500-character max):

Click or tap here to enter text.

*Task Goal Statement (1,500-character max):

Click or tap here to enter text.

*Task Expected Outcomes (1,500-character max):

Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
5.1	Click or tap here to enter text.	Click or tap here to enter text.
5.2	Click or tap here to enter text.	Click or tap here to enter text.
5.3	Click or tap here to enter text.	Click or tap here to enter text.
5.4	Click or tap here to enter text.	Click or tap here to enter text.
5.5	Click or tap here to enter text.	Click or tap here to enter text.
5.6	Click or tap here to enter text.	Click or tap here to enter text.
5.7	Click or tap here to enter text.	Click or tap here to enter text.
5.8	Click or tap here to enter text.	Click or tap here to enter text.
5.9	Click or tap here to enter text.	Click or tap here to enter text.
5.10	Click or tap here to enter text.	Click or tap here to enter text.

Task Number 6

***Task Title:** Click or tap here to enter text.

***Task Cost:** \$Click or tap here to enter text.

***Task Description (3,500-character max):**
Click or tap here to enter text.

***Task Goal Statement (1,500-character max):**
Click or tap here to enter text.

***Task Expected Outcomes (1,500-character max):**
Click or tap here to enter text.

***Deliverables**

Deliverable #	Description	Due Date
6.1	Click or tap here to enter text.	Click or tap here to enter text.
6.2	Click or tap here to enter text.	Click or tap here to enter text.
6.3	Click or tap here to enter text.	Click or tap here to enter text.
6.4	Click or tap here to enter text.	Click or tap here to enter text.
6.5	Click or tap here to enter text.	Click or tap here to enter text.
6.6	Click or tap here to enter text.	Click or tap here to enter text.
6.7	Click or tap here to enter text.	Click or tap here to enter text.
6.8	Click or tap here to enter text.	Click or tap here to enter text.
6.9	Click or tap here to enter text.	Click or tap here to enter text.
6.10	Click or tap here to enter text.	Click or tap here to enter text.

Scope of Work Summary

*Task Title	*Task Cost
Project Administration/Management	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Task Total	\$Click or tap here to enter text.

*Total Eligible Costs (from the General Information form)
\$Click or tap here to enter text.

Task Budget By Fiscal Year

Estimate your proposal's total budget needs by task for each Fiscal Year.

Fiscal Years run from July 1 to June 30.

*Total Eligible Costs (from the General Information form)
\$Click or tap here to enter text.

By Task

*Task Title	*Total Task Cost	*1st Fiscal Year Cost	*2nd Fiscal Year Cost
Project Administration/ Management	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Totals	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.

Uploads (Supporting Document Submission)

Public Disclosure Notice

Information you provide through this application is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](https://app.leg.wa.gov/RCW/default.aspx?cite=42.56)³⁷ (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

Submission Instructions:

- Supporting documents must be submitted with the application **by 5 p.m. on the closing date. Only information submitted before the application deadline will be used in the evaluation process.**

Supported File Formats:

The following file types may be submitted:

- Microsoft Office File Types
 - .doc and .docx (Word)
 - .xls and .xlsx (Excel)
 - .ppt and .pptx (PowerPoint)
 - .vsd and .vsdx (Visio)
- Image Files
 - .jpg, .gif, .tif, .png
- Adobe PDF Files (.pdf)
- Other Supported File Types
 - .zip, .xml, .txt, .wpd

File Size Restrictions:

Please limit individual files to 35 MB. There is no limit on the total number of files or collective file size that can be associated with a document.

If your file is larger than 35 MB, you will need to reduce the file size in some way. Some suggestions for reducing file size include:

- Breaking a large document into a few smaller documents.
- Reducing the quality of graphics or images.
- Using the optimization setting for minimum size when creating a PDF from Microsoft Word.

³⁷ <https://app.leg.wa.gov/RCW/default.aspx?cite=42.56>

- Saving the larger file in a .zip file and submitting the .zip file

File Naming Conventions:

Please give all files a descriptive title. Do not use symbols or special characters in file names.