Multi-Benefit Acquisition Program (MAP) Grant Funding Guidelines

State Fiscal Years 2023-2025

For the

Office of Chehalis Basin

Washington State Department of Ecology

Olympia, Washington

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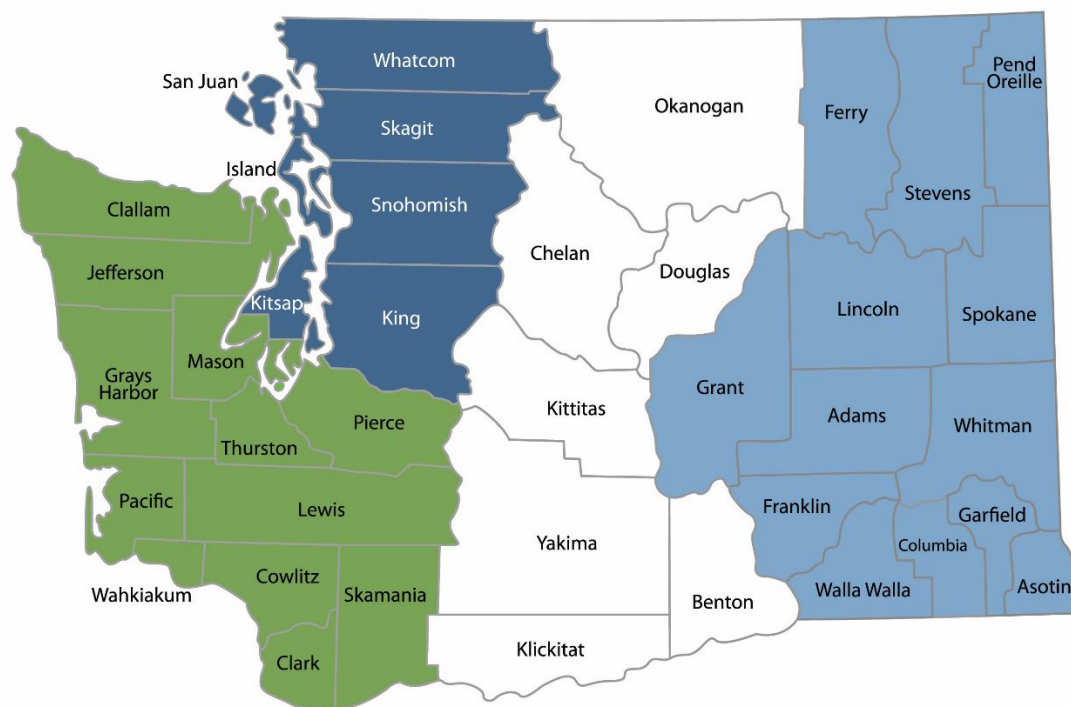# Department of Ecology's Regional Offices

Map of Counties Served

| Southwest Region 360-407-6300 | Northwest Region 206-594-0000 | Central Region 509-575-2490 | Eastern Region 509-329-3400 |

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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About these guidelines

These funding guidelines provide information about the Office of Chehalis Basin's **Multi-Benefit Acquisition Program** and the eligibility requirements, application process, and the general requirements applicable to all awards under this grant program. Department of Ecology (Ecology) holds all grant applicants responsible for reading and understanding these guidelines along with the Chehalis Basin Strategy Voluntary Acquisition Handbook[1] and the Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)[2] before entering into a grant agreement with Ecology.

Acquisition projects funded by other Chehalis Basin Strategy programs such as the Aquatic Species Restoration Program (ASRP), the Community Flood Assistance and Resiliency (CFAR) Program, and Erosion Management Program (EMP) are subject to the respective funding guidelines and protocols of those programs; the following requirements do not apply those projects.

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[1] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html
[2] https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html

Multi-Benefit Acquisition Program Overview

In 2016, the Washington State Legislature created the Office of Chehalis Basin (OCB) under RCW 43.21A.7303[3] and the Chehalis Basin Board (CBB) under RCW 43.21A.731.[4] The primary purpose of OCB is to aggressively pursue implementation of an integrated strategy (i.e., the Chehalis Basin Strategy) – a detailed set of actions to reduce flood damage and restore aquatic species in the Chehalis River Basin.

Program purpose and need

Voluntary property acquisitions help to achieve the Chehalis Basin Strategy's dual goals of addressing damage from extreme flooding and restoring degraded aquatic species habitat. Voluntary acquisitions provide one of many options Chehalis Basin residents can consider to reduce the risk of flood damage and move structures out of harm's way. Additionally, voluntary acquisitions can also help restore aquatic and riparian habitat by reconnecting the floodplain. In some cases, acquisitions may have integrated flood damage reduction and habitat restoration benefits, such as when a property is purchased to move a structure affected by repetitive flooding, which makes way to complete a riparian restoration project. These integrated, multi-benefit project opportunities can present real benefit to the Strategy despite not meeting the prioritization criteria of other Strategy programs that fund acquisitions, including the Aquatic Species Restoration Program (ASRP) and the Community Flood Assistance and Resiliency (CFAR) Program.

In addition to these integrated project opportunities, acquisition projects benefiting the Strategy may also align with working lands viability interests across the basin. Riparian land is often used for agricultural production due to the fertility of flood-prone soils, however development pressures within the basin jeopardize the ability to keep prime farmland in the floodplain in agricultural production. Acquisition projects that preserve working lands also present an opportunity to prevent future floodplain development, and purchases of conservation easements, for example, can provide financial support to farmers – as well as private timber property holders – while helping to restore or protect riparian habitat.

In response to the CBB's desire to fund integrated, multi-benefit voluntary acquisition project opportunities, OCB officially launched the Multi-Benefit Acquisition Program (MAP) in 2024. The program funds voluntary acquisitions, including fee simple and less-than-fee (e.g., conservation easements) purchases that address two or more goals among the pursuits of habitat restoration, flood damage reduction, and working lands viability. It is supported by the "Integrated" category of funding within the CBB's biennial budget.

Specifically, MAP's programmatic goals are to:

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[3] https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.730
[4] https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.731

1. Protect habitat for aquatic species within the Chehalis Basin and restore degraded habitat to improve overall function where possible.

2. Reduce the risk of flood damage, thereby avoiding economic losses and improving safety and well-being for property owners and/or residents.

3. Support the continued viability of the basin's working lands.

4. Advance equity where opportunity exists by reducing flood damage and improving the environment for individuals from historically disadvantaged communities in the context of the Chehalis Basin.

5. Work in concert with local jurisdictions.

6. Acquire the minimum amount of property necessary to meet the above goals, either in area (e.g., fewer acres are usually better than more acres) or in right (e.g., easements are usually better than fee simple purchases).

Adaptative management

MAP project recruitment, eligibility, and evaluation processes, as well as continued feedback from applicants and recipients, may be reviewed and considered for periodic program updates to ensure continued effectiveness and alignment with broader Chehalis Basin Strategy goals and programs. Any updates will be reflected in the corresponding biennial version of these guidelines.

Eligibility and Funding

Eligible applicants

Entities eligible to propose projects with willing private landowners include local jurisdictions including Ports, Tribes, conservation districts, state agencies, and non-profit organizations.

Eligible projects

Eligible projects, in their intent and expected outcomes, must demonstrate multiple benefits by advancing two or more of the following goals in the Chehalis Basin: 1) habitat restoration, 2) flood damage reduction, and 3) the enhanced viability of working lands, especially working lands in flood-prone areas. An equal emphasis is not required for the goals that are addressed through the project's concept and design.

Additionally, eligible projects must be:

- **Recipient-led:** A recipient (such as a conservation district, municipal agency, state agency, or land trust) will 1) develop and manage the project, including financial management, and 2) lead, or identify a partner to lead, long-term stewardship and maintenance of any acquired property.

- **Voluntary:** The landowner of the property for which the acquisition project is intended is interested and willing to sell rights on a purely voluntary basis.

- **Consistent with local goals and ordinances:** The project does not conflict with local ordinances and planning.

- **The best path for maximum benefits:** Acquisition (fee simple or less than fee) would provide a degree of benefits to habitat restoration, flood damage reduction, and/or working lands that could not be achieved by other alternative project types or activities.

Only projects that meet these eligibility requirements will be evaluated (see evaluation criteria below).

Funding cycles

MAP funding availability follows the Washington State Biennial Capital Budget cycle and is dependent on the Washington State Legislature and Chehalis Basin Board to determine available funding for each biennium. MAP project applicants are eligible to apply for funding on a rolling basis throughout the biennium, however applicants are strongly encouraged to communicate their intent to apply to the MAP Program Manager prior to proposal submittal to determine availability of funds.

Grant award amounts

There are no general dollar limits on grant awards. Grant awards generally are anticipated to range from $50,000 to $500,000. There is no guarantee that a proposal will be fully funded if reviewed favorably; the total grant amount available and the reasonableness of the cost estimates as determined in the review process will influence how much a successful proposal is awarded.

Limitations on use of grant funds

OCB does not provide staff assistance for project development or design. Those responsibilities belong to the applicant or recipient of funds. Any technical assistance needs must be identified and included in the project proposal and budget.

Grant funds may be used only to cover costs related to implementing an approved project or action or for extraordinary project costs that are not part of routine operations. Grant funds cannot be used by organizations to reimburse costs that are not directly associated with the project, such as regular salaries and benefits of permanent employees for routine operational

support. See eligible costs section of the [Chehalis Basin Strategy Voluntary Acquisition Handbook](#)[5] for more guidance.

Direct costs can be identified specifically with a particular objective of the project, including:

- Compensation of employees for time worked on or associated with the project.

- Costs of materials and expenditures used specifically for the project.

Match and supplemental funding

MAP funding can be used as match or supplemental funding with other federal, state, and/or local grant and funding programs, including other Chehalis Basin Strategy programs and entities such as the Aquatic Species Restoration Plan (ASRP), the Community Flood Assistance and Resilience (CFAR) program, and Erosion Management Program (EMP). There are no recipient match or supplemental funding requirements. However, contributing funds may be used to demonstrate partner support and will result in a more favorable evaluation of a project application.

Funding Application and Review Process

Applying for funding

Each biennium, funding solicitations will be emailed to applicants operating in the basin. The amount of available funding will be included in these notifications. Applicants are encouraged to communicate intent to apply for funding as soon as possible to the MAP Program Manager. All applicants should complete the MAP Application Form (available on the Chehalis Basin Strategy [Acquisition Resources webpage](#)[6]) and submit it via email to the MAP Program Manager to apply, in addition to the other acquisition-related application requirements and deliverables as noted in the Chehalis Basin Strategy Voluntary Acquisition Handbook, e.g., the Landowner Acknowledgement Form, Voluntary Acquisition Notice to Owner, and Documentation of Jurisdiction Review and Conferral (for properties in jurisdictions subject to Growth Management Act requirements).

Review process

MAP project proposals must pass through the following review and approval steps to be considered for funding:

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[5] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html
[6] https://chehalisbasinstrategy.com/resources-for-voluntary-acquisitions/

1. OCB staff review project proposals on a first-come, first-served basis to screen for eligibility and conduct an evaluation (see the evaluation criteria below). As part of this evaluation, OCB staff coordinate with other OCB programs to determine program overlap and technical merit (including whether viable alternatives to acquisition exist that could achieve similar or greater habitat restoration and flood damage reduction benefits). The evaluation may also include a pre-award inspection of the property.

2. OCB staff provide written justification of the evaluation to the project applicant. If a project has an unfavorable evaluation and is rejected for funding, OCB staff inform the applicant of the option to revise the application, or direct the applicant to alternative funding sources, if appropriate.

3. For project proposals with a favorable evaluation, OCB staff consult and seek project approval from the OCB Director, CBB Chair and/or full CBB membership.

   a) For proposals less than $500,000: The OCB Director reviews the staff evaluation and determines whether to approve or reject the proposal.

   b) For proposals greater than $500,000: OCB staff present the evaluation results to the CBB Chair or the full CBB (subject to the discretion of the OCB Director7), who make the final determination to approve or reject the proposal.

Evaluation criteria

Projects that have been determined eligible are evaluated for their overall benefits to the Chehalis Basin Strategy and the degree to which they fit with the program's goals, as described in the four evaluation criteria on pg. 14.

Final funding notification

Once the OCB Director or CBB has made its final funding determination (i.e., to fully fund the project, partially fund the project, or not fund the project), OCB staff will notify applicants as to whether:

- The project proposal has been approved and a formal notification of award of grant funds will be sent.

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7 When possible, the full CBB should review and approve acquisitions of greater than $500,000. In some cases, it may be necessary for the CBB Chair to provide approval. Generally, these cases are when a property is actively on the market and negotiations and closing need to happen quickly or the opportunity for purchase will be lost; and when public discussion of the purchase at a Board meeting could influence sensitive price negotiations.

- The project proposal has not been approved, and Ecology is not able to issue a grant award.

OCB staff will also communicate project selection results with other programs and entities such as the Flood Authority, CFAR Program, ASRP, and EMP as appropriate to ensure coordination between the selected project(s) and any other related or adjacent efforts.

Table 1. MAP project evaluation criteria and definitions

Criterion	Definition
Magnitude/scale of anticipated benefits	A favorable project is anticipated to have significant and measurable benefits to two or more of the following goals (and has no or minimal negative impacts to any): • Habitat restoration (with documented restoration need at the project site) • Flood damage reduction (with either prior documented flood damage to building structures and equipment or substantial flooding to critical infrastructure [e.g., roads] that poses a significant risk to public safety) • Working lands viability (where agricultural and/or timber practices are intended to be continued and/or initiated at the project site and do not significantly conflict with the habitat restoration or flood damage reduction goals of the Chehalis Basin Strategy).
Supported by an existing OCB program	A favorable project is supported by ASRP, CFAR, Erosion Management Program, or flood damage reduction prioritization processes but was not selected for funding or only qualified for partial funding.
Matching external funds	A favorable project has primary or supplemental funding from other sources outside of the Chehalis Basin Strategy.
Anticipated ease of implementation	A favorable project has an applicant that has identified, and has a plan to address, any issues that would prevent the acquisition from closing.

Grant Agreements

All recipients awarded grant funding must manage the grant award through EAGL. To access the system, recipients must first register through Secure Access Washington (SAW). For projects selected for funding, the OCB Project Specialist will enter the final approved project in Ecology's Administration of Grant and Loan (EAGL) web-based financial management system to develop a final funding agreement with Ecology.

Secure Access Washinton (SAW) account

New Secure Access Washington SAW (external Users)

If your organization already has a SAW account for other government services, do not create a new account to access EAGL. You may not "share" a SAW account with another person or organization. Go to Secure Access Washington[8] to create a SAW account, then follow the instructions below:

1. Create your SAW account and wait for a confirmation email.

2. Click the confirmation link in the email and log back into SAW.

Ecology Administration of Grants and Loans (EAGL)

EAGL is Ecology's online grant and loan system for recipients to manage agreements, agreement deliverables, amendments, payment requests and progress reports, and closeout reports and documents.

After you have an established SAW account, follow the instructions on becoming a new EAGL user on the Washington Department of Ecology Grants & Loans site.[9]

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

Please refer to the EAGL External Users' Manual[10] for help with EAGL questions or troubleshooting. The manual is also located in the top right corner of the EAGL system, under My Training Materials.

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[8] https://secureaccess.wa.gov
[9] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans
[10] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

Agreement development

OCB staff will use information found in the funding proposal as the basis for developing the funding agreement. The recipient and the OCB project team will work together to ensure that the agreement has clear, quantifiable goals and deliverables, that all activities are eligible, and that all required language is provided in the funding agreement. They will also ensure all necessary designs, permits, and agreements are identified and secured and that cultural resource requirements have been, or will be, met.

Funding agreements with clearly defined project proposals that include a detailed scope of work, measurable objectives and deliverables, and accurate budgets take less time to implement within EAGL. If the recipient makes significant changes to the scope of work after the award, OCB may withdraw or modify a funding offer. To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

Maximum allowable project lengths

A project agreement effective date is the earliest date on which eligible costs may be incurred. For all MAP projects, the effective date is negotiated between the recipient and OCB project team during agreement development. The funding agreement effective date cannot be prior to OCB Director or CBB approval of funding offer.

The period of time between when a project agreement effective date and stated project completion date must be realistic and validated based on recipients' engineer estimates. Following is a list of maximum allowable project lengths according to type of project.

Fee title and less-than-fee acquisition projects have a maximum allowable project length of up to 3 years from the project effective date, and if needed, an OCB-approved 1-year time extension.

Note that OCB funding for acquisition projects comes with long-term obligations to maintain and protect the project area after a project agreement has ended. The long-term obligations are in Ecology's project agreement standard terms and conditions, the project agreement, and are described in the Chehalis Basin Strategy Voluntary Acquisition Handbook.[11]

Agreement finalized and signed

Ecology utilizes a DocuSign process for final funding agreements and amendments. The recipient will work with the Project Management Team to finalize the agreement for official signatures. Once the agreement is signed by both the recipient and OCB Director, a fully executed original agreement is returned to the recipient. A PDF of the signed agreement is

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[11] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html

uploaded into EAGL by the OCB Project Specialist and the status is changed to "Agreement Executed."

Public awareness

Any site-specific project that is accessible to the public must acknowledge state and (if applicable) federal participation. Recipients must inform the public about the project and about OCB participation via one of the following means:

- Standard signage (appropriately sized and weather resistant).

- Posters and wall signage in a public building or location.

- Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of a new or improved facility.

- Online signage placed on community website or social media outlet.

- Press release.

All publications must include acknowledgment of state and federal participation. Ecology/OCB logos are available from OCB's Project Specialists for use on materials.

Cultural Resources

Ecology shall function as the lead agency for ensuring compliance with Governor's Executive Order 21-02. Recipients must work with OCB staff to ensure that cultural resources review, and consultation is completed in accordance with the applicable regulations. Projects may comply with Executive Order 21-02 by engaging in cultural consultation following requirements under Section 106 of the National Historic Preservation Act. In either case, cultural resources compliance must be demonstrated prior to conducting ground disturbance (survey, geotechnical assessment, demolition, or construction) or property acquisition.

Cultural resources review consists of an initial assessment, conducted by the recipient, of the potential cultural impact of the project; a consultation by OCB with the Department of Archaeology and Historic Preservation, potentially affected tribes, and other parties; and OCB's final determination of the impact of the project. OCB may require changes to the project design as a result of consultation, such as on-site monitoring in particularly sensitive locations. Most projects will require cultural resources review, although if review was completed for an earlier phase of the same project a full new review may not be necessary.

In addition to all cultural resource requirements mentioned above, the recipient is required to submit an Inadvertent Discovery Plan (IDP) prior to implementing any project that involves

ground disturbing activities. The [IDP template][12] is available on the Chehalis Basin Strategy website. The IDP must be on the project site, and available to all project staff, consultants, and volunteers, during ground disturbing activities. All project construction participants must know how to find and use the IDP in the case of a discovery.

Activities associated with archaeological and cultural resources are an eligible reimbursable cost subject to approval by the OCB project team. Any ground disturbing activities that occur prior to consultation and the submission of an IDP **will not** be eligible for reimbursement.

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[12] https://chehalisbasinstrategy.com/wp-content/uploads/2023/05/IDP-Template_ChehalisBasinStrategy.pdf

Grant Management

Requirements and best practices for managing a grant agreement

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. They must also secure any necessary permits required by authorities having jurisdiction over the project and must provide documentation to Ecology upon request.

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 editions of the United States General Accounting Office publication, Standards for Audit of Government Organizations, Programs, Activities and Functions,[13] and Ecology's Yellow Book.[14] In addition, Ecology requires grant recipients to maintain an accounting system which can track project expenditures separately from general local government expenses.

The following are additional best practices for grant management:

- Review the terms and conditions of the grant agreement before you begin.

- Communicate with the OCB Grant Project Specialist when deviating from a task's scope of work or budget, or if it appears you will either exceed or under spend the entire grant amount. (A substantial change to the scope of work or budget will automatically trigger a grant amendment.)

- Keep a calendar of all reporting deadlines with early reminders of important dates.

- If contracting for third-party services, follow the same scope of work and applicable budget. Recipients can find complete details about contracting for goods and services using Ecology's Yellow Book.

- Review tutorials/trainings[15] for preparing payment requests, progress reports, and closeout reports.

For additional details related to complying with funding agreements for acquisition projects, consult the Chehalis Basin Strategy Voluntary Acquisition Handbook.[16]

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[13] https://www.gao.gov/products/136670
[14] https://apps.ecology.wa.gov/publications/SummaryPages/2301002.html
[15] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance
[16] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html

Initiating an amendment

Formal amendment requests are required for time extensions, changes in Scope of Work, and Budget adjustments that change the total project budget or move funding between Tasks that are more than 10% of Total Eligible Project Costs. Budget Task adjustments under 10% of Total Eligible Project costs that do not change the total project budget do not require a formal amendment.

To initiate a formal amendment, the agreement must be in "Agreement Active" status. An amendment can be initiated in EAGL by:

- Your organization's Authorized Official

- The OCB Grant Project Specialist

The recipient's project manager may request an amendment by contacting the OCB Grant Project Specialist via email. The recipient's email request for an amendment must describe the type of amendment being requested, such as, time extension, modification of the scope of work, or budget redistribution, as well as the justification for the amendment request.

OCB's Grant Project Specialist will work with the OCB project team to notify the recipient of the decision to approve the amendment or not.

Payment Requests/Progress Reports

All Ecology recipients of pass-through funding must register as a Statewide Payee through the Washington State Department of Enterprise Services (DES). DES issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments. Registration details can be located online at OFM's Vendor payee registration site[17] This registration process allows a recipient to sign up for direct deposit, also known as Electronic Fund Transfer (EFT), which reduces processing costs and payment delays. If a recipient already has a Statewide Vendor Number (starts with SWV) and are registered but want to change from a paper check to direct deposit or update bank account or contact information, this too can be done to make those changes.

If you have questions about the vendor registration process or setting up direct deposit payments, contact DES at the Payee Help Desk at (360) 407-8180 or Email: PayeeRegistration@ofm.wa.gov.

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[17] https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration

Ecology disburses payments as costs are incurred. Recipients will submit project Progress Reports and Payment Requests (PRPRs) at least quarterly, but not more than monthly, via the EAGL system per the External Users' Manual.[18]

All payment requests must follow the procedures described in Administrative Requirements for Ecology Grants and Loans Managed in EAGL[19] and via the EAGL system.

Incurring eligible costs

The effective date is the earliest date on which eligible costs may be incurred. With prior approval, the recipient may incur project costs on and after the funding offer approval date and before OCB's signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed and fully executed by Ecology. While recipients can incur eligible costs before the agreement is signed, they do so at their own risk. Consult the Chehalis Basin Strategy Voluntary Acquisition Handbook[20] for acquisition project eligible costs. The *Handbook* also describes the process for issuing a Waiver of Retroactivity, which applicants can use in some cases to be reimbursed for acquisition-related costs incurred prior to OCB's signature of the final agreement. Applicants are required to work with OCB to issue of a Waiver of Retroactivity before the work begins.

Ecology pays out grant funds on a cost-reimbursement basis. This means a recipient 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 date service is performed.

At a minimum, payment requests and progress reports are due 30 days after the last day of each quarter as shown in Table 2 but may be submitted monthly. The Grant Project Specialist will review and approve payment requests.

Table 2. Progress report periods and due dates

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

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[18] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[19] https://apps.ecology.wa.gov/publications/publications/1401002.pdf
[20] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html

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 comply with applicable state statutes, regulations, and requirements (including special grant conditions).

Requirements of payment request back-up documentation

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

- Copies of receipts

- Copies of invoices

Timesheets and payroll records must include:

- Monthly 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.

- Show the calculation of the hourly rate.

- Meeting and travel expenses, must include:

- Record of Meeting Attendance.

- If light refreshments are deemed appropriate, a Light Refreshments Approval Form will be requested and approved by OCB staff prior to the event. 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 shall not exceed State travel rates. For Travel policies and per diem map, please visit the Office of Financial Management's travel reimbursement resource site.[21]

- Please reference the administrative requirements set forth in the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL[22] to help guide eligible and ineligible costs.

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[21] http://www.ofm.wa.gov/resources/travel.asp
[22] https://apps.ecology.wa.gov/publications/publications/1401002.pdf

Reporting on task progress

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.

A corresponding progress report must accompany each payment request and allows the OCB Project Specialist to:

- Crosscheck information with the itemized expenses in a payment request

- Verify compliance with the terms of the agreement

- Learn how the project is proceeding

Reporting on outcomes

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

- Progress by task, percentage of completion per task, summary of accomplishments for the reporting period

- Description and reasons for any delays

- Description and reasons for cost overruns

- General comments

Please note that recipients must also submit a monitoring report on the funded property via EAGL every five years as requested by Ecology, after a project has been completed and for the duration of the compliance period as stated in the agreement. Consult the Chehalis Basin Strategy Voluntary Acquisition Handbook[23] for additional information.

Uploading deliverables

Recipients can upload deliverables in the grant agreement known as the "parent document." Keep naming conventions short (For example, a Deliverable for Task 2.5 is uploaded with the name: D2.5). Recipients are additionally required to fill out any summary reporting forms requested by OCB staff. See Chehalis Basin Strategy Voluntary Acquisition Handbook for a complete list of acquisition project deliverables.

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[23] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html

Uploading progress report information

Photos of project, volunteer events, or other items not specified as a deliverable in the agreement can be uploaded in the Progress Report uploads.

Equipment purchases

Equipment purchases are eligible for reimbursement only if the OCB Grant Project Specialist approved them in advance, or they are specified during final funding agreement negotiations.

Site visits

OCB project team members may conduct one or more site visits or use another verification method to document that work done on the project – including maintenance and stewardship activities -- has been completed and carried out in accordance with the purpose and scope of the grant agreement.

Either the recipient or OCB may initiate a site visit at any time.

At the end of the grant period, a site visit (if applicable due to project scope) will be required to close out the agreement and payout the final Progress Report/Payment Request.

The EAGL site visit form is for OCB staff to fill out only. The recipient is not required to fill this form out in EAGL.

See additional inspections and monitoring requirements and protocols in the Chehalis Basin Strategy Voluntary Acquisition Handbook.[24]

Recipient Closeout Report

An EAGL Recipient Closeout Report must accompany the final payment request. The final payment request, including the recipient closeout report, is due within 30 days of the end of the agreement to ensure payment. Final payment requests are payable contingent on receipt of the final products and deliverables of the grant agreement. The recipient will need to ensure the final payment check box is checked when submitting the final payment.

A Recipient Closeout Report summarizes the entire task and its outcomes, and includes the following:

- The problem statement addressed by the grant

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[24] https://apps.ecology.wa.gov/publications/SummaryPages/2513004.html

- The purpose of each task

- The task results and outcomes achieved

- Any summary reports as determined by the project scope

If a recipient mistakenly creates a closeout report, they can cancel it while it is still in the initiated status.

Upon completion of the project, unspent grant funds will be returned to OCB and allocated to other projects at the discretion of the CBB and OCB Director.

For detailed steps, please reference Chapter 21: "How to Initiate a Closeout Report" on page 63-65 of the Recipient's User's Manual, located in the EAGL system.

Ecology Closeout Report

An Ecology Closeout Report must be filled out by the OCB Project Specialist. The OCB Project Specialist reviews and approves this report and then moves the agreement to Closeout/Termination.

For grant management questions

The assigned OCB Project Specialist is the primary contact for technical assistance and day-to-day questions and can help to resolve payment issues if they arise. The OCB Project Specialist will work closely with the recipient and MAP Program Manager to resolve project eligibility and technical oversight questions.