



Aquatic Invasive Plant Management Grants Program State Fiscal Year 2028 Funding Guidelines



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/2610066.html>¹

For more information, contact:

Joseph Teresi

Water Quality Program

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-628-7516

Email: jote461@ecy.wa.gov

Website: [Washington State Department of Ecology](http://www.ecy.wa.gov)²

- Headquarters, Olympia 360-407-6000
- Northwest Region Office, Shoreline 206-594-0000
- Southwest Region Office, Olympia 360-407-6300
- Central Region Office, Union Gap 509-575-2490
- Eastern Region Office, Spokane 509-329-3400

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](https://ecology.wa.gov/About-us/Accountability-transparency/Our-website/Accessibility)³ for more information.

¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2610066.html>

² www.ecy.wa.gov

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

Table of Contents

Aquatic Invasive Plant Management Grants Program.....	1
Publication and Contact Information	2
ADA Accessibility.....	2
Table of Contents	3
List of Tables	4
How To Use This Document.....	5
Program Overview	5
Background	5
Definition of a Freshwater Aquatic Invasive Plant.....	6
Eligibility and Funding Priority	6
Eligible Project Categories	7
Award Information.....	9
Annual Funding Cycle.....	10
Funding Cycle Timeline	12
General Application Instructions	13
Organization Information	14
Management of Awarded Agreements	14
Administration of Grants	15
Final Agreement.....	15
Project Completion Dates and Extensions.....	15
Environmental Monitoring and Quality Assurance	16
Payment Requests and Progress Reports.....	18
Site Visit Report.....	19
Project Closeout Reporting.....	19
Additional Resources	20
Appendix A. Application Scoring Criteria and Guidance Table.....	22
1. Scope of Work.....	22
2. Task Costs and Budget	22

3. Project Planning and Schedule	23
4. Project Team and Local Support	23
5. Water Body Improvements.....	24
Appendix B. Grant Application Instructions	26
General Information	27
Project Characterization	27
Mapping Information.....	28
Recipient Contacts	28
Scope of Work – Task 1 Grant Administration	29
Scope of Work – Additional Tasks.....	29
Scope of Work Summary	30
Task Costs and Budget	30
Project Planning and Schedule	30
Project Team and Local Support.....	30
Project Information.....	30
Project Category-Specific Form (only one form is completed):	30
Uploads	31

List of Tables

Table 1. SFY 2028 aquatic invasive plant management funding cycle timeline.....	12
Table 2. Progress report periods and due dates.....	19

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 2028 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.

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>

- 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.

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. Grant applicants are encouraged to contact Ecology with any eligibility questions.

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

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

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

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 water bodies, 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 Scoring Criteria and Guidance 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. An IAVMP is a living document intended to provide actionable solutions that balance ecological health and public uses in a water body. 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:
 - To be eligible for Aquatic Invasive Plant Control and/or Education Project grants (see below), grant applicants must complete and submit to Ecology an IAVMP for their target 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 their water body.
- 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 contact Ecology early in the project planning process.
- 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 water bodies 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. **Please contact Ecology to discuss if your project represents an early infestation.**

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

¹⁴

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

- Species intended for early infestation grants are those that are not already widespread in a county or region. This typically refers to plants with a limited distribution (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 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.
- A Quality Assurance Project Plan (QAPP) may be required for research projects (see [QAPP section](#) under Management of Awarded Agreements). **Please contact Ecology to discuss if your research project will require a QAPP.**

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

Grants are awarded on a competitive basis. The total amount of funding available for pass-through grants varies each year and is subject to legislative appropriation and available remaining funds.

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

As of SFY 2028, Ecology limits the award amount of Aquatic Invasive Plant Management grants to the following:

- **Integrated Aquatic Vegetation Management Plan:** maximum of \$50,000
- **Aquatic Invasive Plant Control and/or Education Project:** maximum of \$100,000
- **Early Infestation Project:** maximum of \$75,000
- **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 \$100,000**, no matter the combination of project types. For example, the same grant applicant organization may submit two separate applications to fund two different projects, but the combined requested funding amount cannot exceed \$100,000.

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. Ecology encourages grant applicants to request funding only for the project's actual estimated costs (including overhead/indirect costs), rather than the maximum available amount.

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 2025, 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

Overview: The SFY 2028 funding cycle includes project planning and coordination with Ecology, the application period, application screening and evaluation, offer notifications, application debrief, negotiation and agreement development, and project implementation and closeout.

Before the application period opens, Ecology posts information to the [aquatic invasive plant management grants program webpage](#)⁴. You can also sign up for the [Water Quality Grants and Loans email list](#)¹⁶ to be notified when the application opens.

Please contact Ecology early in the project development process. Ecology staff can answer questions about project eligibility and identify ways to help you craft a stronger application.

Application Period: For the **SFY 2028 funding cycle**, the application period opens **October 15, 2026, and closes December 17, 2026, at 5:00 p.m.** Applications must be received via Ecology's Administration of Grants and Loans (EAGL) IGX online system by the due date. Ecology will not accept any additional or revised project information after the application deadline. For additional information on submitting an application, see the [General Application Instructions](#) section further below.

¹⁶ https://public.govdelivery.com/accounts/WAECY/subscriber/new?topic_id=WAECY_84

Application Screening: Ecology screens on-time applications for completeness and eligibility. Ecology will determine if the proposed project meets general eligibility criteria and complies with funding amount and project length requirements. Applications that are incomplete or deemed ineligible will not be evaluated.

Application Evaluation: All eligible applications are independently evaluated and scored in accordance with criteria established in these guidelines. A total of 200 points is available. See the Application Scoring Criteria and Guidance 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.

Offer Notifications: After projects are scored and ranked, Ecology releases a draft funding offer list about two months after the application deadline. Once the draft offer list is released, applicants may view the Evaluation Scorecard Report, including Ecology evaluator comments and scores, via the EAGL IGX system.

Ecology will release a **final funding offer list by July 1, 2027**. 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 the 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. Final offers of funding are conditional upon recipients meeting all funding conditions and the successful negotiation of a project scope of work and final budget.

Application Debrief: Unsuccessful applicants may request a debriefing with Ecology regarding the evaluation and scoring of the applicant's proposal, critique of the proposal based on the evaluation, and review of the final score. Comparisons with other applications will not be discussed.

Negotiation and Agreement Development: Successful applicants will work with Ecology outside of the EAGL IGX system to develop a final scope of work and associated budget and schedule for the funding agreement. The information provided in the grant application is used to negotiate and develop the final funding agreement.

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

When the agreement is finalized, Ecology sends the agreement to the funded applicant and then the Water Quality Program Manager (or the authorized designee) for electronic signatures using DocuSign and uploads the signed agreement to EAGL IGX. **The funded applicant becomes the grant recipient once the agreement is signed.**

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 IGX. Any costs incurred before the effective date of the agreement are not eligible for reimbursement. While funded applicants can incur eligible costs before the agreement is signed, they do so at their own risk of non-reimbursement. 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 funded applicant may need to commence work on a project in advance of a fully signed and executed grant agreement. Please contact Ecology early in the planning process to discuss your project proposal and next steps.

Project Implementation and Closeout: Once an agreement is executed, the recipient will implement the project and must complete the project by the agreement expiration date. For additional information on managing agreements, see the [Management of Awarded Agreements](#) section further below.

Funding Cycle Timeline

See Table 1 for a summary of important dates and program milestones.

Table 1. SFY 2028 aquatic invasive plant management funding cycle timeline.

Date	Program Milestone
October 15, 2026, 8:00 a.m.	EAGL IGX application opens
December 17, 2026, 5:00 p.m.	EAGL IGX application closes
December 17 – February 28, 2027	Application screening and evaluation
Late February – early March 2027	Draft offer list released
July 1, 2027	Final offer list released
July – December 2027	Negotiations and agreement development
July 1, 2027 (or thereafter, to be negotiated)	Agreements start date
Maximum of 3 years from the start date	Agreements end date

General Application Instructions

Grant applicants must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) IGX web-based grants system by the application due date. 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 IGX user account.

This process can take up to two weeks for new users. Once validated as a new user by Ecology's EAGL IGX System Administrator, you will have access to the web-based system. Once in the EAGL IGX system, applicants can initiate a "Water Quality Aquatic Invasive Plant Management" application after searching on the "Available Funding Opportunities" section on the homepage. **Only EAGL IGX users in the role of Authorized Official can view available funding opportunities and initiate and submit an application.**

Registration instructions are provided on Ecology's [Grants & loans webpage](#).¹⁷ For additional guidance on Ecology grants and loans, including EAGL IGX training tools and resources, see Ecology's [Grant & Loan guidance and forms webpage](#).¹⁷ If you have any questions with the application submittal process, please contact Joseph Teresi at jote461@ecy.wa.gov.

Applicants and recipients of grant funds use the EAGL IGX 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 IGX 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 IGX External Users' Manual \(Publication No. 25-01-005\)](#)¹⁸ for detailed instructions on how to apply for a grant (section 8) and how EAGL IGX works, terminology, and roles and permissions. This resource can also be found in EAGL IGX under "Training Materials" (select the Book icon in the top ribbon).

More detailed Grant Application Instructions on how to complete EAGL IGX application forms for this funding program are provided in [Appendix B](#). In addition, an **Application Prep Tool** is available on the [aquatic invasive plant management grants program webpage](#).¹⁹ This fillable Word document can be used to copy and paste answers directly into the EAGL IGX application forms.

¹⁷ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

¹⁸ <https://apps.ecology.wa.gov/publications/summarypages/2501005.html>

¹⁹ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/aquatic-invasive-plants-management-grants>

Organization Information

If registering your organization in EAGL IGX for the first time, information relevant to your organization will be required, including the following items, where applicable:

- **Statewide Vendor / Supplier Number:** Organizations need to register as a statewide vendor 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 IGX system. For more information and vendor registration forms, visit the [OFM Statewide Registration Services webpage](#).²⁰ If you have questions about the vendor registration process or electronic fund transfers, you can contact the Statewide Payee Help Desk at 360-407-8180 or email SupplierRegistration@ofm.wa.gov.
- **Federal Tax ID (FEIN or TIN):** The Federal Employer Identification Number (FEIN) and Taxpayer Identification Number (TIN) are used by the Internal Revenue Service (IRS) in the administration of tax laws. An organization more than likely has the FEIN. If not, here is a link to [Get an employer identification number](#) (IRS site).²¹
- **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](#).²² Please note that Aquatic Invasive Plant Management Program grants are not federal funds; they are state funds (freshwater aquatic weeds account⁵). However, an organization will want to register and fill in the UEI number when registering in EAGL IGX, if they receive any grants with federal funds.

For additional information, refer to Ecology's [Grants & loans webpage](#) and section 3 in the EAGL IGX External Users' Manual.¹⁸

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, 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

²⁰ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

²¹ <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

²² <https://sam.gov/>

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 \(Publication No. GAO-24-106786\)*](#).²³ The most recently updated administrative requirements for all grants and loans administered by Ecology are contained in the Ecology publication [*Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\) March 2026 \(Publication No. 26-01-001\)*](#).²⁴ 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 funded applicant 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 IGX. Ecology will also email the digitally signed agreement to the recipient when the agreement is executed.

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

²³ <https://www.gao.gov/products/gao-24-106786>

²⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2601001.html>

in EAGL IGX. While funded applicants can incur eligible costs before the agreement is signed, they do so at their own risk of non-reimbursement.

Aquatic Invasive Plant Management Program 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.

For more information on the process to request and complete amendments, refer to section 11 in the EAGL IGX External Users' Manual.¹⁸

Environmental Monitoring and Quality Assurance

Quality Assurance Project Plan

A Quality Assurance Project Plan (QAPP) is a written document that outlines the procedures a monitoring project will use to ensure that samples, data, and subsequent reports are of enough quality to meet project objectives. A QAPP ensures that projects that collect and/or analyze environmental information are prepared to meet the goals and scope of the project. If a grant project involves collecting new environmental data, analyzing existing environmental data, or modeling environmental conditions, grant recipients are likely required to create a QAPP.

Please contact Ecology to discuss if your project will require a QAPP.

Prior to initiating environmental monitoring activities, the recipient must prepare a QAPP. The QAPP must follow Ecology's [Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies \(Publication No. 04-03-030\)](https://apps.ecology.wa.gov/publications/summarypages/0403030.html).²⁵ Standard Operating Procedures (SOPs) for field sampling and monitoring activities are also available at Ecology's [Quality assurance webpage](https://ecology.wa.gov/about-us/who-we-are/our-programs/environmental-assessment/scientific-services/quality-assurance).²⁶ The QAPP template is available by request from the Ecology project manager. Recipients may also reference Ecology's [Technical Guidance for Assessing the Quality of Aquatic Environments, A Handbook prepared for the Water Quality Financial Assistance Program \(revised 1994\) \(Publication No. 91-78\)](https://apps.ecology.wa.gov/publications/summarypages/9178.html)²⁷ for QAPP development.

The QAPP must:

- Describe in detail the monitoring and data quality objectives, procedures, and methodologies that will be used to ensure that all environmental data generated will meet the QAPP requirements.
- Describe in detail the environmental monitoring approach and laboratory protocols, including types of data and samples to be collected, sample location, sampling

²⁵ <https://apps.ecology.wa.gov/publications/summarypages/0403030.html>

²⁶ <https://ecology.wa.gov/about-us/who-we-are/our-programs/environmental-assessment/scientific-services/quality-assurance>

²⁷ <https://apps.ecology.wa.gov/publications/summarypages/9178.html>

frequency, sampling procedures, analytical methods, quality control procedures, and data handling protocols.

- Describe data assessment procedures.
- Explain how the project will yield sufficient information to achieve the purpose and intent of monitoring.
- Discuss data accuracy and statistical requirements.

The recipient must submit the QAPP to Ecology’s project manager and quality assurance coordinator for review, comment, and approval before starting the environmental monitoring activities. Any monitoring activity conducted before the QAPP receives final approval is not eligible for reimbursement.

Use of an Ecology-Accredited Laboratory

The recipient must use an environmental laboratory accredited by Ecology to analyze environmental samples for all parameters that require bench testing. Information on currently accredited laboratories is provided on [Ecology's Lab Search database](#)²⁸ and additional resources are available on Ecology’s [Environmental lab accreditation webpage](#).²⁹

The recipient should manage all monitoring data collected or acquired under the agreement to be available to secondary users and meet the “10-year rule.” The 10-year rule means that data documentation is sufficient to allow an individual not directly familiar with the specific monitoring effort to understand the purpose of the data set, methods used, results obtained, and quality assurance measures taken 10 years after data are collected.

Monitoring Data Management and Submittal

Recipients that collect environmental monitoring data must submit all data (for certain parameters) to Ecology using the Environmental Information Management System (EIM). Data must be loaded into EIM following instructions on Ecology’s [EIM webpage](#)³⁰ and be approved by Ecology’s project manager. **Please contact Ecology to discuss if your project will require an EIM data entry.**

The data submittal portion of the EIM webpage provides information and help on formats and requirements for submitting tabular data. Specific questions about data submittal may be directed at the EIM Data Coordinator.

Recipients must follow Ecology data standards when Geographic Information System (GIS) data are collected and processed as documented on Ecology’s [GIS Standards webpage](#).³¹ Recipients

²⁸ <https://apps.ecology.wa.gov/laboratorysearch/>

²⁹ <https://ecology.wa.gov/regulations-permits/permits-certifications/laboratory-accreditation>

³⁰ <https://ecology.wa.gov/research-data/data-resources/environmental-information-management-database>

³¹ <https://ecology.wa.gov/research-data/data-resources/geographic-information-systems-gis/standards>

must submit copies of all final GIS data layers, imagery, related tables, raw data collection files, map products, metadata, and project documentation to Ecology.

Invasive Species

For projects that require working in water bodies or on shorelines adjacent to water bodies, recipients must conduct visual inspections and follow appropriate cleaning and decontamination practices for all boats, equipment, and gear to minimize the spread of invasive species. Ecology has developed protocols for minimizing the risk of spreading any organisms, especially aquatic invasive species, within or between water bodies or other field sites as a result of fieldwork, reconnaissance activities, or other operations: [Standard Operating Procedure EAP070, Version 2.4, Minimize the Spread of Invasive Species \(Ecology Publication No. 24-03-204\)](#).³² In addition, WDFW provides invasive species protocols that are often adopted by local, state, and federal agencies, Tribes, and non-profit organizations: [Invasive Species Management Protocols \(Version 4\)](#).³³

Payment Requests and Progress Reports

Grant recipients will submit Payment Requests / Progress Reports (PRPRs) within the EAGL IGX system. After a recipient submits a PRPR, Ecology reviews and approves it prior to disbursing the grant reimbursement. Ecology reviews all PRPRs for eligibility and compliance with the scope of work, budget, and deliverables.

Progress Reports

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 result in project termination or other actions. If a recipient fails to submit two or more consecutive progress reports via the EAGL IGX 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.

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. Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. **PRPRs are due within 30 days after the end of the quarter being reported, as shown in Table 2.**

³² <https://apps.ecology.wa.gov/publications/SummaryPages/2403204.html>

³³ <https://wdfw.wa.gov/publications/01490>

Table 2. Progress report periods and due dates.

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

Payment Requests

A PRPR's expenditures are itemized for each cost incurred by task. Backup documentation is required for each line item and should be uploaded to the PRPR. Documentation includes copies of receipts and invoices, timesheets and payroll records, and meeting and travel cost documentation. Backup documentation must clearly show how the expenditure line item is calculated. If an expenditure line item cost is part of a larger cost, it is the recipient's responsibility to detail which cost(s) Ecology is reimbursing, and the source of funding for the other costs. Ecology may require more backup documentation prior to approving the PRPR.

Budget deviations are allowed between tasks (e.g., a recipient may spend less funds on one task and more on another), but in no circumstance may the recipient exceed the Total Eligible Cost. If the total of all budget deviations exceeds ten percent of the Total Eligible Cost, an amendment will be required.

For more information on the completion of PRPRs, refer to section 12 in the [EAGL IGX External Users' Manual](#).¹⁸ For information on eligible costs and financial requirements, refer to the current Yellow Book.²⁴

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 IGX, 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 IGX 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.

For more information on the completion of the RCOR, refer to section 14 in the EAGL IGX External Users' Manual.¹⁸

Ecology Close Out Report

An Ecology Close Out Report (ECOR) is an EAGL IGX 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](#)³⁴
 - This document describes Ecology's aquatic plant monitoring program's objectives and the types of data collected to meet those objectives.
- [Ecology Publication No. 01-03-017: Aquatic Plant Sampling Protocols](#)³⁵
 - This document describes methods used by Ecology to assess aquatic vegetation in Washington water bodies.
- [Ecology's Water Quality Atlas](#)³⁶
 - This web-based map application provides information about water quality in Washington state, including water body impairments related to aquatic plants.
- [Ecology's Aquatic Plant Identification Manual for Washington's Freshwater Plants](#)³⁷
 - This online manual provides a guide to various plants in Washington freshwaters.

³⁴ <https://apps.ecology.wa.gov/publications/summarypages/2303112.html>

³⁵ <https://apps.ecology.wa.gov/publications/summarypages/0103017.html>

³⁶ <https://fortress.wa.gov/ecy/waterqualityatlas/StartPage.aspx>

³⁷ <https://fortress.wa.gov/ecy/gisresources/lakes/AquaticPlantGuide/index.html>

- [Ecology's Lake water quality monitoring & protection webpage](#)³⁸
 - This webpage provides recent and historical monitoring data and publications for Washington lakes.
- [Ecology's Lakes Environmental Data web-based map application](#)³⁹
 - This map application provides historical monitoring and recent studies for Washington lakes conducted by Ecology and Ecology-funded projects.
- [Ecology's Aquatic Plant & Algae Management General Permit webpage](#)⁴⁰
 - This webpage provides permitting resources related to aquatic plant management and control.
- [Ecology's Aquatic Noxious Weed Control General Permit webpage](#)⁴¹
 - This webpage provides permitting resources related to aquatic noxious weed management and control.
- [WDFW's Rules for aquatic plant removal and control webpage](#)⁴²
 - This webpage provides information about rules for aquatic plant removal and control, including a link to download the Aquatic Plants and Fish pamphlet.
- [WDFW's Hydraulic Project Approval \(HPA\) webpage](#)⁴³
 - This webpage provides information about state HPA requirements.
- [Washington State Noxious Weed Control Board Noxious Weed List](#)⁴⁴
 - This webpage provides a list of Class A, B, and C noxious weeds in Washington.
- [Washington State Department of Agriculture Quarantine List](#)⁴⁵
 - This webpage provides a quarantine list of plants in Washington state.

³⁸ <https://ecology.wa.gov/research-data/monitoring-assessment/lake-water-quality>

³⁹ <https://apps.ecology.wa.gov/lakes/>

⁴⁰ <https://ecology.wa.gov/regulations-permits/permits-certifications/aquatic-pesticide-permits/aquatic-plant-algae-management>

⁴¹ <https://ecology.wa.gov/regulations-permits/permits-certifications/aquatic-pesticide-permits/aquatic-noxious-weed-control>

⁴² <https://wdfw.wa.gov/licenses/environmental/hpa/types/aquatic-plants>

⁴³ <https://wdfw.wa.gov/licenses/environmental/hpa>

⁴⁴ <https://www.nwcb.wa.gov/printable-noxious-weed-list>

⁴⁵ <https://www.nwcb.wa.gov/noxious-weed-quarantine-list>

Appendix A. Application Scoring Criteria and Guidance Table

Application Scoring Criteria and Guidance
1. Scope of Work
Scoring Worth up to 30 total points as follows: • 0-30 points: The application includes a complete and concise description of the project tasks and outcomes, including deliverables. The proposed project addresses an aquatic invasive plant problem. Guidance • Scope must include all steps necessary to start and complete the project (e.g., permitting, interagency agreements). The scope of work should be feasible and align with the schedule and budget. • Deliverables should show that the task has been successfully completed. Examples include reports, maps, pictures, educational materials, meeting agendas and notes, etc. • Applicants should upload maps, plans, reports, and other supporting documentation to the “Uploads” form. • Applicants should describe the aquatic invasive plant problem and explain why the project is needed.
2. Task Costs and Budget
Scoring Worth up to 25 total points as follows: • 0-25 points: The application shows how the applicant estimated the cost for each task and the total project cost. The process used by the applicant to develop these cost estimates is reasonable. The cost to complete the scope of work is reasonable when compared to similar projects in the region. Guidance • The budget should be organized by task and provide sufficient detail to support the scope of work. • Applicants should describe the general method used for cost estimation. This may include referencing similar projects that they have completed or have been completed in their region. Supporting documentation may be included as a separate upload. • Ideally, cost estimates should be based on recent projects, price sheets, and estimates from suppliers or contractors. A detailed budget includes line item cost breakdowns by task,

Application Scoring Criteria and Guidance

including staff time, contractors, supplies, equipment, etc.

- If the total project cost exceeds the funding request, the applicant should describe any additional sources of funding or any contributions (e.g., property, services) used to cover the difference.

3. Project Planning and Schedule

Scoring

Worth up to **25 total points** as follows:

- **0-25 points:** The application includes all tasks and deliverables and provides enough time to complete them. The schedule includes any pre-project planning such as permitting, interagency agreements, procurement, etc. The application describes the current status of the project and how the project will proceed if funds are awarded (i.e., readiness to proceed).

Guidance

- The applicant should provide a schedule that aligns with the scope of work and budget.
- Supporting documentation may be included as a separate upload. Documentation on pre-project planning may include correspondence with the community, project website links, MOUs or interlocal agreements, procurement paperwork or contractor bids, permitting info, etc.
- The applicant must be ready to start the proposed project if awarded funding.

4. Project Team and Local Support

Scoring

Worth up to **20 total points** as follows:

- **4.1 Project Team (0-10 points):** The application shows that team members' roles and responsibilities are well defined and adequate for the scope of work. Team members' past experience and skills are appropriate for the proposed project. The applicant describes successful performance on other funded aquatic invasive plant projects, including Ecology-funded projects.
- **4.2 Local Support (0-10 points):** The application identifies key project partners and how they will support the project. A high level of local support and commitment for the project is documented.

4.1 Project Team Guidance

- The applicant briefly describes the team members' responsibilities and qualifications to complete the project successfully. The applicant identifies who will provide backup if a team member leaves.
- Project types often require specialized experience. The applicant should demonstrate qualifications are met to do the work, or contract the work out.

Application Scoring Criteria and Guidance

- Supporting documentation may be included as a separate upload. Documented experience may include resumes, licenses or certifications, project websites, or materials from previous funded projects.

4.2 Local Support Guidance

- Supporting documentation may be included as a separate upload. Documentation showing project partner support may include minutes from public or city council meetings, project websites, or letters of support. Support letters may come from local and state governments, Tribes, non-governmental organizations, lake management districts, homeowners associations, landowners, etc.
- Strong applications will include letters of support from individuals, groups, or organizations that have a particular interest in the proposed project.

5. Water Body Improvements

Scoring

Worth up to **100 total points** as follows:

- **5.1 Ecological Impacts and Improvements (0-50 points):** The application describes the aquatic invasive plant impacts, water body status, and the proposed work's ecological and habitat improvements.
- **5.2 Public Use Impacts and Improvements (0-30 points):** The application describes the community need, how the project will benefit impacted water body users, and the proposed work's recreational and public use improvements.
- **5.3 Project Quality, Evaluation, and Longevity (0-20 points):** The application describes a quality project that evaluates success and considers project longevity after the funding assistance ends.

5.1 Ecological Impacts and Improvements Guidance

- The applicant describes the type and designation of aquatic invasive plant(s), severity of impacts, current level(s) of infestation, threat of spreading to a nearby water body and prevention measures to minimize the spread, and historical and current management status.
- The applicant identifies any relevant water body impairments and describes any priority species and/or habitats in or near the water body.
- For any proposed control work, the applicant describes any potential negative impacts to the water body and how they will be addressed.
- The applicant describes the water quality, wildlife habitat, and aquatic life use improvements and how these benefits represent a good value for the work.
- If a research project not targeting a specific water body, the applicant should describe how the project would address the aquatic invasive plant problem and provide ecological benefits at susceptible water bodies.

Application Scoring Criteria and Guidance

5.2 Public Use Impacts and Improvements Guidance

- The applicant describes the populations the water body serves, how they will benefit from the proposed work, and any public education or community engagement activities.
- The applicant describes the recreational, aesthetic, and economic improvements and how these benefits represent a good value for the work.
- If a research project not targeting a specific water body, the applicant should describe how project results would benefit communities and public uses at susceptible water bodies.

5.3 Project Quality, Evaluation, and Longevity Guidance

- The applicant demonstrates the scientific integrity of the proposed work in order to complete a quality project.
- The applicant describes how the entire project will be evaluated in order to determine success. The proposed metrics to track progress and determine project benefits are reasonable.
- The applicant has a plan and commitments in place to provide long-term management for aquatic invasive plants in the water body. The applicant describes how water body benefits from this project will be sustained after funding support has ended.

Appendix B. Grant Application Instructions

The purpose of this appendix is to provide detailed instructions on how to complete the EAGL IGX application forms for an Aquatic Invasive Plant Management Program grant application. This appendix may be used in preparation of online submittal through EAGL IGX. For more information on completing application forms, refer to section 9 in Ecology's [EAGL IGX External Users' Manual \(Publication No. 25-01-005\)](#).⁴⁶

An **Application Prep Tool** is available on the [aquatic invasive plant management grants program webpage](#).⁴⁷ This fillable Word document can be used to copy and paste your answers directly into the EAGL IGX application forms. **The Aquatic Invasive Plant Management Funding Guidelines and Application Prep Tool are always available in EAGL IGX at the top of the navigation sidebar under "Funding Program Guidelines."**

Please note the following when completing an application in EAGL IGX:

- Fields in EAGL IGX marked with a red asterisk (*) are required. Save forms regularly.
- EAGL IGX has strict character limits for each question. Please ensure you are meeting size restrictions by reviewing the total number of characters (including spaces). You can check this by highlighting your text, selecting the "Review" tab in the top menu bar, and then opening "Word Count" to view the **number of characters (with spaces)**. The Application Prep Tool document provides character limits for each section.
- EAGL IGX will remove all formatting from pasted text. Please prepare your answers in the Application Prep Tool document as plain text without bullets (you can use dashes, numbers, or letters in place of bullets). EAGL IGX does not allow for some special characters, and may remove formatting features, so avoid using them. We encourage structuring your language to be easy to read, using spaces between paragraphs, dashes, and active language.
- Thoroughly review your application before submitting it in EAGL IGX. Save often and check for errors by selecting the Document Validation tool (located under "Tools" on the navigation sidebar in EAGL IGX). If any errors are found on your forms, the system will display a link to the form name, any errors, and will let you know if the error will prevent you from changing the status. You can select the form name in the results window to return to that form and make the correction.

⁴⁶ <https://apps.ecology.wa.gov/publications/summarypages/2501005.html>

⁴⁷ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/aquatic-invasive-plants-management-grants>

General Information

This form is used to collect basic information about your proposed project such as the dates, costs, and overall project description. 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:** Expands upon the short description and describes the project's background. Describes where the project site is, what water quality problems exist, how the project will help solve the water quality problems, and what other benefits will result from the project. The description should include the project purpose, history, tasks, deliverables, and any additional information pertinent to the evaluators' 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. There is no match required. Note the grant award limits for each project category in the [Award Information section](#) of the funding guidelines.
- **Effective Date:** The earliest date on which eligible costs can be incurred (auto filled with July 1 but can be modified during agreement negotiation, if awarded funding). Note that state fiscal years run from July 1 - June 30.
- **Expiration Date:** The last date on which eligible costs can be incurred. A maximum of three years from the Effective Date.
- **Ecology Program:** "Water Quality" will be auto filled.
- **Project Category:** Choose the appropriate project category for your project. See the [Eligible Project Categories section](#) in the funding guidelines for more information. **Only complete the project category form matching the one you have chosen here.**
- **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.

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](#)⁴⁸ (2014-present). Enter the following:

- **Primary Theme:** Choose "Aquatic Invasive Plant" from the drop down menu.

⁴⁸ <https://apps.ecology.wa.gov/eaglmap/>

- **Secondary Theme(s):** Choose the following themes that best describe your project: “Early Infestation, Education & Outreach, Infestation Control, Integrated Aquatic Vegetation Management Plan, Lake Restoration Planning and/or Implementation, Monitoring and/or Maintenance, Research Project.”

If your project is chosen for funding, you will be able to update the themes later.

Mapping Information

This form collects information about the location of your proposed project. The recipient accesses the EAGL Editor Map to map their project area. The editor map includes defined project areas, including by city, county, or lake. The recipient can also use the Draw Boundary tool to map the project or import shapefiles. Detailed instructions are available in the EAGL IGX External Users’ Manual¹⁸ starting on page 57. Applicants are required to provide a location for the project, draw a boundary, or upload a Shapefile.

Tip: After you have defined the project area or edited in the map, select Save to be returned to the Mapping Information form, then be sure to check in the map by selecting Save at the top of the form; this will make it available to Ecology and your team.

Recipient Contacts

This form collects contact information for the people from the recipient’s organization who Ecology interacts with for the application, agreement negotiation, and other grant or loan processes. 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 IGX user account:

- **Project Manager** (EAGL IGX Role): The person responsible for the overall project and for completing quarterly progress reports.
- **Authorized Signatory** (Not an EAGL IGX Role, consider assigning in the Role of Reader)⁴⁹: 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 page of the agreement. If there are additional signatories that must appear on the signature page (as determined by each recipient), their name and title should be added to the “Other recipient signatories on printed agreement” table at the bottom of the Recipient Contacts form. These additional signatories do not need a SAW or EAGL IGX account. Please note that Ecology uses DocuSign for digital signatures.
- **Billing Contact** (EAGL IGX Role): The person responsible for completing and submitting payment requests and associated back-up documentation.

⁴⁹ Reader: Persons assigned in the Reader Role in EAGL IGX will not receive system-generated emails throughout the life cycle of the grant.

Staff listed on this form can be changed later if the application is selected for funding. Role permissions tables are provided in Appendix C of the EAGL IGX External Users' Manual.¹⁸ To edit a recipient member's role, refer to the sections on "Updating Organization Members at the Organization Level" and "Updating organization members at the document level" in Appendix A of the EAGL IGX External Users' Manual.¹⁸

Scope of Work – Task 1 Grant Administration

Task 1 is mostly pre-populated; enter the Task Cost and the Recipient Task Coordinator (name of the recipient staff person responsible for completing this task).

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.**

Progress reporting requirements must be completed as part of the grant; however, this may be provided by the recipient at \$0.00 cost to the grant, thereby leaving more funds for direct project implementation. If you choose to do this, then you can enter \$0.00 for Task 1.

Otherwise, enter your projected administrative task cost here. Please also note the following:

- The cost of Task 1 should not exceed 15% of the Total Eligible Cost you entered on the General Information form.
- Language under Task 1 cannot be changed. This includes the Task Title, Task Description, Task Goal Statement, Task Expected Outcomes, and Deliverables.
- The due dates for Task 1 deliverables will be quarterly for progress reports and the agreement expiration date for the Recipient Closeout Report (EAGL IGX Form).

Scope of Work – Additional Tasks

This form allows you to create more tasks for your proposed project. You need to add new scope of work task forms manually by clicking the "Add" button at the top of the EAGL IGX screen. 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.

- **Recipient Task Coordinator:** The name of the recipient staff person responsible for completing this task.
- **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 (S.M.A.R.T.). Only the Description and Due Date are required. The EIM Study ID and System Link, Lat/Long, and Location Address are optional.

Scope of Work Summary

This form is pre-populated and tallies the costs entered on the previous Scope of Work forms.

Review the information for errors and save the form. If you receive an error flag, you will need to make corrections on the Scope of Work forms and save them, then revisit the Scope of Work Summary form to see if the errors cleared.

Task Costs and Budget

This form is used to collect cost estimate and funding information for your proposed project. Please answer the questions on the form.

Project Planning and Schedule

This form is used to collect information on project status, scheduling, and planning components to proceed with the proposed work. Please answer the questions on the form.

Project Team and Local Support

This form is used to collect information on the roles, responsibilities, and qualifications of your project team as well as any identified local support. Please follow the instructions and answer the questions on the form.

Project Information

This form is used to collect specific information about your proposed project. Please follow the instructions and answer the questions on the form. Questions include written responses and using drop-down menus.

Project Category-Specific Form (only one form is completed):

After selecting the Project Category in the General Information Form, you will be able to complete the corresponding project category form. This form is used to collect information about your proposed project specific to the selected project category. Please follow the instructions and answer the questions on the form. Questions include written responses and using drop-down menus. The project category-specific forms include the following:

- Integrated Aquatic Vegetation Management Plan (IAVMP)

- Aquatic Invasive Plant Control and/or Education Project
- Early Infestation Project
- Research Project

Uploads

This form is used to submit supporting documentation to EAGL IGX. Attach relevant supporting documents such as:

- Maps, plans, reports, photos, or other documentation that clarifies the project area, illustrates current water body impacts, and/or informs the project purpose or tasks.
- Project schedule, cost estimates, and task budgets that demonstrate how the project will be completed on time and within budget.
- Resumes, licenses or certifications, or materials from previous funded projects to document project team experience.
- Evidence of local support and/or coordination with relevant project partners (e.g., letters of support, meeting minutes).

For each attachment, enter a document description/title, then click the “Browse” button to upload the file. For specific information on supported file formats, file size limits, and file naming conventions, see Uploads in section 9 of the EAGL IGX External Users’ Manual.¹⁸