

## Frequently Asked Questions: Shoreline Master Programs - Periodic Review Grants

Please read below for questions and answers about the SMP periodic review grants and Ecology's Administration of Grants and Loans (EAGL) online system.

The seven processes of a grant in EAGL include:

1. Application
2. Agreement
3. Amendment
4. Payment requests/progress reports
5. Equipment purchase (not applicable to SMP grants)
6. Site Visit Reports
7. Closeout

### APPLICATION

#### **Is there a grant match requirement?**

No match is required for SMP periodic review grants.

#### **If the SMP periodic review process will cost more than the Ecology grant award, can the total grant budget be allocated to one of the five tasks? Or do we have to allocate some of the budget to each task?**

Ecology's preferred grant management practice is to set up the task budget appropriately among all tasks. (Task 1/Project Oversight should be no more than 15 percent of the total grant award.)

If jurisdictions pay for tasks on their own and are not requesting Ecology reimbursement, these tasks should have \$0.00 in the task budget. Please note that for tasks with a \$0.00 budget, deliverables still must be submitted to Ecology. The exception to this is Task 2/Secure Consultant Services; if a consultant isn't hired, a consultant contract isn't required by Ecology.

Ecology will note which tasks the jurisdiction will pay for on their own in the EAGL Project Long Description.

#### **If we plan to hire a consultant, should the Task 2/Secure Consultant Services budget reflect only the cost of hiring the consultant and drawing up the consultant contract?**

Yes, the Task 2/Secure Consultant Services budget should only cover the cost of staff time spent on hiring a consultant (hours spent writing and approving the contract). Once the consultant is hired, the consultant hours should be billed to the appropriate task (Tasks 3, 4 and 5) for the work completed. Payment request must include the hours that are worked and hourly rate of

pay per task reported.

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

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

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

After you are registered as the Authorized Official, select "View Available Opportunities" on the EAGL Welcome Page. That link will take you to the "My Opportunities" Page. Type "Shoreline Master Program" in the Document Instance text field, select the Filter button and the SMP 19-21 funding opportunity will appear.

## **AGREEMENT**

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

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

After the applicant submits the application, Ecology's Project Manager/Regional Planner will negotiate the draft agreement with the applicant. During the negotiation process, changes can be made to the Recipient contacts, scope of work tasks, budget, and Deliverables Due Date forms.

When both parties approve a final draft, the Ecology Financial Manager will put the agreement in the EAGL format. Ecology management will approve the draft, and the final agreement will be sent to the grant Recipient for signature. The grant Recipient should print two agreements, have them signed by the authorized signatory(ies), and mail both back to Ecology for signatures. After Ecology signs both, the agreement will be in Active EAGL status, and the project can move forward.

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

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

Once the Authorized Signatory has been selected from a drop-down list on the Recipient Contacts form, more signatories may be added in the fields on the bottom of the Recipient Contacts form. Enter the name and title of each additional signatory. Press the Save button to

save your work and add rows, as necessary.

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

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

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

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

## **PAYMENT REQUESTS/PROGRESS REPORTS (PRPR)**

### **How often can PRPRs be submitted?**

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

### **How is the grant money disbursed to the Recipients?**

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

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

Yes. The consultants need to align their tasks and billings with Ecology's grant tasks 1-5 (plus additional tasks, if part of the grant agreement) to make the tracking and reconciliation easier on all parties.

### **If all grant funds have been spent before Task 5 is completed, must the Recipient still send quarterly reports?**

Yes. Recipients are required to submit quarterly progress reports even if they are not claiming any funds at the time. Ecology will not reimburse all grant funds until the final payment request/progress report and all deliverables have been received. The final deliverables include the scope of work deliverables, final PRPR, and closeout documents. The grant agreement provides a set amount of grant funds on a reimbursable basis for tasks that result in specific deliverables.

**Does EAGL automatically send quarterly PRPR reminders?**

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

PRPRs are due 30 days after the end of the quarter.

- The January - March PRPR is due by April 30.
- The April - June PRPR is due by July 31.
- The July -September PRPR is due by October 31.
- The October - December PRPR is due by January 31.

**If we’re not using a consultant, how much detail needs to go into the invoice for staff time? If we are using a consultant, what details should we provide?**

The recipient should include as much detail as possible for both staff and consultant hours and costs. For example, in the table below, the Item Category shows salaries/benefits. Under Item Description, the staff’s work completed, hours worked, and hourly rate are shown. Payee is the staff person’s name. Overhead/indirect must be on a separate line. Ecology allows Overhead/Indirect up to 30 percent of staff salaries and benefits.

**PRPR expenditures example**

Task Title	Item Category	Item Description	Payee	Invoice #	Date Incurred Start	Date Incurred End	Amount
Project Oversight	Salaries/ Benefits	Negotiate agreement – 10 hours@\$47/hour	Joe Joseph	Payroll	01/01/2018	03/31/2018	\$470
Project Oversight	Over-head/ Indirect	30% Overhead/ Indirect	Joe Joseph		01/01/2018	03/31/2018	\$141
						Total	\$611

Each PRPR must have backup documentation such as receipts, invoices, timesheets, payroll records, and meeting and travel expenses uploaded to EAGL. It is best to scan and upload the PRPR supporting backup documentation in the order it is entered in EAGL, making the review and reconciliation process much easier and quicker for your Project Manager and Financial Manager.

You can watch [Ecology’s 10-minute PRPR video](https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8Bml4b96dKa-HHPVPWkuWuPNiU4nCO90) at:  
<https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8Bml4b96dKa-HHPVPWkuWuPNiU4nCO90>.

## CLOSE OUT

### When are final payment requests due?

The grant agreement expires on June 30, 2021. Unfortunately, the grant expiration date and grant funds cannot be extended.

Final PRPRs, payment request backup documentation, scope of work deliverables, and the EAGL Recipient Close Out Report are due within 30 days of the expiration date or July 30, 2021. The final reimbursement will be for work completed on or before the June 30, 2021 grant expiration date.

## GENERAL

### Where can I learn more about grant management and EAGL?

- [Shoreline Master Program Periodic Review Grants: 2019-21 Funding Guidelines](https://fortress.wa.gov/ecy/publications/SummaryPages/1906007.html) at <https://fortress.wa.gov/ecy/publications/SummaryPages/1906007.html>
- [EAGL External Users' Manual](https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html) at <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>
- [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](https://fortress.wa.gov/ecy/publications/summarypages/1701004.html) at <https://fortress.wa.gov/ecy/publications/summarypages/1701004.html>
- [Grants and loans webpage](https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans) at <https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans>