

# Frequently Asked Questions

## General questions

### Who is the best contact for questions?

- **Assistance with project proposals** - Contact your Ecology regional shoreline planner. Find your assigned planner on Ecology's [Shoreline management contacts page](#).<sup>1</sup>
- **EAGL application process** - Amy Krause, [amy.krause@ecy.wa.gov](mailto:amy.krause@ecy.wa.gov) or (360) 742-7789.
- **General questions** - Carolyn Chase, [carolyn.chase@ecy.wa.gov](mailto:carolyn.chase@ecy.wa.gov) or (360) 706-4981.

### Can I view a recording of the July 13, 2021 pre-application workshop?

Yes, the July 13, 2021 pre-application workshop will be available on the [Shoreline planners toolbox](#) web page.<sup>2</sup> We have also included responses to questions raised during the first workshop as part of this FAQ sheet.

### Is a local match required?

No local match is required.

### Can a project span multiple eligible project “buckets?”

Yes, it is possible that a proposal could fit within multiple buckets (i.e., local planning priority, permit monitoring and adaptive management, and sea level rise planning). It is also possible that a project will have multiple tasks and that those tasks will fit within different buckets. Importantly, Ecology will not require applicants to define which category (i.e., bucket) their project falls into during the application process. The Pilot Program does not have financial set asides (i.e., a guaranteed portion of the total funds) for the three eligible project categories. Instead, we will award the \$827,000 available to top scoring projects regardless of which bucket(s) these proposals fall into.

### What if multiple local jurisdictions want to collaborate on a project?

Applying under a single proposal will often be the best course for partnership efforts that involve multiple jurisdictions collaborating on a project. It will reduce redundancies, administrative time, and cost. For cooperative projects, the partnering jurisdictions will need to identify a lead entity that will apply for and manage the grant. Participating jurisdictions will often establish interlocal agreements to formalize roles and expectations amongst partners. In some cases, local governments other than the lead agency will become sub-recipients of funds.

### Is the \$100,000 maximum award per applicant or per project?

The maximum award possible is \$100,000 per application. This cap applies to all applications, including those proposed by a lead government entity for a collaborative, multi-jurisdictional project.

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<sup>1</sup> <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Contacts>

<sup>2</sup> <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

## Can we combine SMP Competitive Grant funds with other funding sources?

Yes. Applicants in this situation should briefly explain how their proposal is part of a larger effort in the project narrative. The remainder of your application will focus only on work you will complete using SMP Competitive Grant funds. Importantly, your tasks, task deliverables, and budget must be specific to work you will be accomplishing with SMP Competitive Grant funds. For example, SMP Competitive Grant funds could be requested to complete the sections of a climate change impacts study that focus on shoreline issues (e.g., flooding, public access, drought and riparian ecosystem health, etc.) while other sections of the climate change impacts study are completed using other funding sources.

## My community will be getting SMP Non-Competitive Grant funds during the 2021-23 biennium to complete our periodic review. Can I still apply for an SMP Competitive Grant?

Yes, however we encourage you to check with your Ecology regional shoreline planner first. It is possible that you will be able to fund your project using [SMP Non-Competitive Grant](#)<sup>3</sup> funds (e.g., periodic review grants). Local governments are often able to complete supplemental shoreline planning work within the scope of the periodic review or under an additional task. Determine whether you can complete your supplemental planning project using funds automatically awarded to you through the Non-Competitive Grant. If not, we encourage you to apply for the SMP Competitive Grant Pilot Program.

The following counties, and the cities and towns within these counties, will receive SMP Non-Competitive Grant funds in 2021-23: Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman.

## I have two separate project ideas. Should I submit two applications or consolidate the projects into one proposal?

Both approaches can work and the best path will depend on several factors. Applicants considering two or more distinct project ideas are encouraged to contact their regional shoreline planner for advice on submitting one or two applications. Our goal is to make the application process as efficient as possible for local governments. A few considerations are:

- One application can include multiple tasks that are not directly connected. For example, a local government could propose a project to complete an SMP user guide and create new application materials under a single application. Each task will have its own goal, deliverable(s), cost, coordinator, etc.
- Two separate applications will be necessary if the overall cost of a combined proposal will be over the \$100,000 maximum threshold.
- Two separate applications may be desirable when one of the two project ideas may lower the overall score of an application based on the evaluation criteria.
- Two separate applications may be desirable when work will be completed by different project teams.

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<sup>3</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Shoreline-Master-Program-periodic-review-grants>

## What type of support will Ecology provide for projects?

Our goal with this pilot program is to work with local governments throughout the lifecycle of projects to support your efforts and learn how we can improve the program. We will help connect you to other resources like subject matter experts, published documents, case studies, mapping tools, data, and additional funding opportunities. Ecology regional shoreline planners can advise you on project development, and will provide technical and logistical support for funded projects.

## Can a jurisdiction apply multiple years in a row?

The Pilot Program uses biennium funding that is available on a two-year cycle. If the SMP Competitive Grant Program continues, receiving an award during the 2021-23 biennium would not preclude a community from applying for and receiving funds in future grant cycles. Previously awarded applicants could apply for funding for a new project or to advance work completed using Pilot Program funds.

## Will there be an opportunity for Ecology to provide applicants with feedback on draft proposals?

There is no formal process for giving applicants feedback on draft proposals. However, our goal is to help all local governments address local priorities for shoreline management. Applicants are encouraged to contact their Ecology regional shoreline planner early in the process with their proposal idea to get advice on developing a strong application.

## Is Ecology targeting the Competitive Grant towards coastal communities?

Ecology is not targeting any particular communities with the Pilot Program. The three eligible project categories (i.e., local planning priority, permit monitoring and adaptive management, and sea level rise planning) represent areas where Ecology has identified unmet planning needs. While sea level rise planning is only available to communities with marine shorelines, the other two eligible project categories (i.e., local planning priorities and permit monitoring and adaptive management) are available to all towns, cities, and counties with an SMP. The local planning priorities bucket is particularly broad and will accommodate many shoreline planning and planning-related efforts regardless of whether the project relates to climate change.

## What is environmental justice and how will it be scored?

Ecology is trying new strategies to integrate environmental justice into the work we do, including the administration of grant programs.

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This includes addressing disproportionate environmental and health impacts by prioritizing vulnerable populations and overburdened communities, equitably distributing resources and benefits, and eliminating harm.

The SMP Competitive Grant has ten evaluation criteria and a possible maximum score of 75 points. Environmental justice is one of the criteria and is worth up to 10 points. All applicants can get up to five points for their environmental justice narrative. Additionally, Ecology will automatically assign up to five points based on your community's mapped demographic and environmental health data. Communities unable to score the automatically assigned points based on mapped information can choose to provide a narrative describing why their community is overburdened and/or how the proposal will benefit an overburdened subpopulation. For more detail, please see the Appendix A, Form 5 (Project Description Questionnaire) of the funding guidelines.

You might have questions about how environmental justice relates to your project. We encourage you to watch the video recording of the July 13<sup>th</sup> pre-application workshop<sup>4</sup> where Ecology discusses connections between environmental justice and shoreline planning projects. Additionally, see Appendix B of the Funding Guidelines for sample responses to the environmental justice scoring criteria.

## Agreement questions

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

First, someone at your jurisdiction needs to register with Secure Access Washington (SAW), and then an EAGL User Account, in the role of Authorized Official. Only those with the Authorized Official role in EAGL for the particular grant (SMP Competitive Grant, in this case) can see the funding opportunities for their jurisdiction, initiate, complete, and submit the grant application.

EAGL is a form and process system and the activities a person can perform are based on an assigned system role. Each member of an organization must have their own separate SAW and EAGL accounts. Organization Members roles to consider and assign, are as follows:

- **Authorized Official** – Allows a user to manage organization information, assigned organization user roles, initiate, edit and submit applications, payment requests, amendments, and reports.
- **Contractor** – Allows a user to initiate and edit applications but cannot submit an application on the organizations behalf.
- **Recipient Project Manager** – Allows a user to edit applications, and initiate and submit payment requests and progress reports.
- **Recipient Financial Officer** – Allows a user to initiate and submit payment requests and progress reports.
- **Writer** – Allows a user to edit applications throughout the life of the grant.
- **Reader** – Allows a user to view applications and reports. (Note: An **Authorized Signatory** is not a designated role in EAGL but the Authorized Signatory must have their own separate SAW account and be registered to use EAGL for the Organization's Authorized Official to add them to their Organization. In addition, this is what triggers the system to add signature blocks to the agreement. We suggest the **Authorized Signatory** be assigned in the role of **Reader** so they do not receive all of the EAGL system generated email notices.)

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology's [Grants and Loans](#)<sup>5</sup> web page.

After you register 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" or "SMP" in the Document Instance text field, select the Filter button and the [SEASMPC-21-23](#) funding opportunity will appear.

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<sup>4</sup> A video recording will be available on the shoreline planners toolbox web page shortly, <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>.

<sup>5</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

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

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

Once you select the Authorized Signatory from a drop-down list on the Recipient Contacts form, you can add more signatories 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.

### **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 is not needed.

After an application is selected for funding, 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.

The Ecology Financial Manager will prepare a draft agreement in the EAGL format and, once approved by all parties, will send a final agreement to the grant Recipient with signature instructions.

The grant Recipient must either 1) add wet signatures, scan the signed agreement, and email it back to Ecology for signature; or 2) add digital signatures and send an email approval to Ecology. (Note: Ecology may soon be using DocuSign software for easy signature processing. If that happens, your Ecology Financial Manager will send instructions.)

After Ecology adds a digital signature, the Financial Manager will upload the final signed agreement in EAGL, and change the status to Executed. Then a fiscal analyst in our Fiscal Department will process it and change the status to Active and the project can move forward.

### **What percentage of the total cost can we charge to grant administration?**

Applicants can charge a maximum of 15% to project administration under Task 1.

### **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% 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 will not 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 submitting the final payment and closing the grant.

## Payment Request/Progress Report (PRPR) questions

### 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. We encourage you to watch [Ecology’s 10-minute PRPR<sup>6</sup>](#) video.

### How is grant money disbursed to recipients?

SMP Competitive Grants are reimbursement grants. Recipients must submit backup documentation, such as copies of consultant invoices and payroll records or signed timesheets, as well as progress reports, with each payment request. Funding must generally be 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 align with work accomplished.

### How much detail do we need to provide to invoice for staff time? How much detail is needed to invoice for work completed by a consultant?

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. The *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.

Table 1. PRPR expenditure example

Task title	Item category	Item description	Payee	Invoice #	Date incurred start	Date incurred end	Amount
Project oversight	Salaries/benefits	Negotiate agreement – 10 hours@\$50/hr	Joe Joseph	Payroll	07/01/2021	09/30/2021	\$500
Project oversight	Over-head/indirect	30% overhead/indirect	Joe Joseph	Payroll	07/01/2021	09/30/2021	\$150
						<b>TOTAL</b>	<b>\$650</b>

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.

<sup>6</sup><https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90>

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### 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 30.
- The July - September PRPR is due by October 30.
- The October - December PRPR is due by January 30.

### Close out questions

#### When are final PRPRs due?

The grant agreement expires on June 30, 2023. Unfortunately, Ecology cannot extend the grant expiration date and grant funds.

Final PRPRs, payment request backup documentation, scope of work deliverables, and the EAGL Recipient Close out Report are due within 30 days of the June 30, 2023 expiration date, or July 30, 2023. The final reimbursement must show work completed on or before the June 30, 2023. We encourage you to watch the [SMP PRPR Video for Recipients](#)<sup>7</sup> this tutorial walks through the process of how to fill out a PRPR. Even though it is for our Periodic Review grants, the process steps and concept are the same.

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<sup>7</sup><https://watech.webex.com/recordingservice/sites/watech/recording/playback/55590e410f4d4aad9d7213907035ec15>