DEPARTMENT OF
ECOLOGY
State of Washington

Terry Husseman Account (THA) Grant Program

Funding Guidelines

May 2016
Publication No. 16-06-013

Publication and Contact Information

This report is available on the Department of Ecology's website at:
http://www.ecy.wa.gov/programs/sea/grants/cpf/index.html

For more information contact:

Sara Hunt
Terry Husseman Account Fund Manager
Eastern Regional Office
Mailing and Physical address:
4601 N Monroe
Spokane, WA 99205-1295
Phone: 509-329-3561
Email: sara.hunt@ecy.wa.gov

Amy Krause
Terry Husseman Account Fund Administrator/
Fund Coordinator/Financial Manager
Headquarters, Lacey
Mailing address:
PO Box 47600
Olympia, WA 98504-7600
Physical address:
300 Desmond Drive SE
Lacey, WA 98503
Phone: 360-407-7107
Email: amy.krause@ecy.wa.gov

Washington State Department of Ecology - www.ecy.wa.gov

To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-7107. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.

Fund Coordinators

Fund Coordinator	Counties Covered
Amy Krause (and Financial Manager) **Lacey Headquarters (HQ)** P.O. Box 47600 Olympia, WA 98504-7600 Email: amkr461@ecy.wa.gov Phone: (360) 407-7107	Statewide
Tammy Riddell **Southwest Regional Office (SWRO)** P.O. Box 47775 Olympia, WA 98504-7775 Email: trid461@ecy.wa.gov Phone: (360) 407-6295	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, and Wahkiakum
Michelle Gilbert **Central Regional Office (CRO)** 1250 West Alder Street Union Gap, WA 98903-0009 Email: migi461@ecy.wa.gov Phone: (509) 457-7139	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima
Lynn Schmidt PE **Eastern Regional Office (ERO)** N. 4601 Monroe Spokane, WA 99205-1295 Email: lyns461@ecy.wa.gov Phone: (509) 329-3413	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Ralph Svrjcek **Northwest Regional Office (NWRO)** 3190 160th Ave. SE Bellevue, WA 98008-5452 Email: rsvr461@ecy.wa.gov Phone: (425) 649-7165	Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom

This page is purposely left blank

Terry Husseman Account (THA) Grant Program

Funding Guidelines

Shorelands and Environmental Assistance Program
Gordon White, Program Manager
Washington State Department of Ecology
Olympia, Washington

Table of Contents

Terry Husseman Account Overview

The Washington State Legislature created the Coastal Protection Fund (CPF) as a non-appropriated revolving fund to pay for projects that:

- Restore or enhance environmental, recreational, archaeological, or aesthetic resources for the benefit of Washington's citizens.
- Investigate the long-term effects of oil spills.
- Develop and implement aquatic land geographic information systems.

Within the Department of Ecology, the account is divided into the Spills sub-accounts (Natural Resource Damage Assessments and John Bernhardt) and the Water Quality sub-account, known as the Terry Husseman Account (THA). Payments from penalties issued for water quality violations of the Water Pollution Control Act are deposited into the Terry Husseman Account (THA). The account's purpose is to honor the past contributions and successes of Mr. Husseman in the field of environmental management.

These guidelines relate to the Terry Husseman Account (THA) only.

Governing laws and rules

- Chapter 90.48 RCW, Water Pollution Control
  http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48
- Chapter 90.48.390 RCW, Coastal Protection Fund–Established–Moneys credited to Use. http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.390
- Chapter 90.48.400 RCW, Coastal Protection Fund-Disbursal of moneys from.
  http://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.400

How to Use These Guidelines

These funding guidelines provide information about Terry Husseman Account (THA) Grant eligibility requirements, the application process and describe the general requirements applicable to all grant awards under this grant program.

The Department of Ecology (Ecology) holds all grant applicants responsible for reading and understanding these guidelines along with the *Administrative Requirements for Ecology Grants and Loans Managed in EAGL* before entering into a grant agreement with Ecology.

If after reading these guidelines you have determined you are eligible to apply for a THA funding opportunity grant, please reference the Application Process & Requirements, in the following section, for complete details.

Application Process & Requirements

To apply for a THA funding opportunity, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL). To access the application forms, applicants must first register through Secure Access Washington (SAW).

Secure Access Washington (SAW) Account

SAW is a secure gateway for many Washington online services. If the person completing the application already has a SAW account then they may use that user name and password. Please read and follow the instructions to request access to the EAGL system, which can be found on Ecology's website for New EAGL Users at: http://www.ecy.wa.gov/funding/EAGL-NewUser.html.

Also, each staff member of your organization that will have a role on the project (e.g., project manager, financial manager, and grant signatory) must each establish their own separate SAW account before you can apply. Please read and follow the directions for Organization Requirements for EAGL at: http://www.ecy.wa.gov/funding/EAGL-OrgRequirements.html.

Ecology Administration of Grants and Loans (EAGL)

EAGL is a comprehensive web-based grant and loan management system that allows Ecology's grant and loan clients to apply and manage grant applications, agreements, request amendments, submit payment requests and progress reports, and submit closeout reports, all electronically.

EAGL is built using the following **seven processes** known as the "Life Cycle" of a grant or loan:

1. Application.
2. Agreement.
3. Amendment.
4. Payment Request and Progress Reports (PRPR).
5. Equipment Purchase.
6. Site Visit Report.
7. Close Out Report.

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

The EAGL User Training Manual, is located in the top right corner of the EAGL system, under My Training Materials.

Application

Eligibility

THA Grants support locally sponsored projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state (i.e., streams, lakes, wetlands or the ocean).

Projects that restore or enhance the natural environment may be proposed to address an environmental emergency. An environmental emergency is a risk to the natural environment, as a result of a natural or man-made disaster.

Projects that are of a statewide significance propose innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, and result in a significant improvement to the natural environment.

To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

Project proposals are normally solicited one to two times per year from each of Ecology's four regional offices. Project proposals to address an environmental emergency or are of a statewide significance may be accepted year round but must meet all of the evaluation criteria to be eligible. Please contact your Regional Fund Coordinator either by e-mail or telephone to discuss your project proposal.

Project request cycles depend on current THA balance levels in a region's sub-account. High account balances can occur when more water quality penalties are issued statewide in one year as compared to other years. High balances also occur when less frequent and larger than normal penalties are issued.

Project Proposal Evaluations and Grant Award Decisions

Project proposals are evaluated and considered for funding by each region. Grant award decisions are based on:

- Expected environmental benefits.
- Broad local support.
- Stakeholder involvement.
- Project and associated budget quality.
- Cost effectiveness.
- Leveraged funding/resources.
- Readiness of the grantee to proceed with the project (e.g. partners are ready to proceed with the project, necessary designs, permits, and agreements are identified or secured, and the project can be completed within 12 to 18 months).
- A recipient's known or anticipated ability to manage and complete grant-funded environmental projects on time and within budget.

Grant Award Amounts

Grant awards can be up to a maximum of $50,000. The typical grant award is less than $20,000. *High priority projects with costs up to $50,000 may be placed on a 'wait-to-fund' list if regional sub-account balances are low and more time is needed to successfully fund the project.*

Eligible Applicants

The following lists those organizations considered eligible as the lead applicant for this grant opportunity:

- Washington counties, cities, and municipalities.
- Other state recognized local governments:
    - Conservation Districts.
    - Special Purpose Districts (i.e. Ports and Public Utility Districts).
- Federally recognized Tribal governments.
- State Agencies.
- Regional Fisheries Enhancement Groups (RFEG).*

If you are unsure of your organization's eligibility, we recommend you contact the appropriate Regional Fund Coordinator either by e-mail or telephone.

Ineligible Applicants

Private entities and non-profit organizations are not eligible to receive THA funding.* However, they may partner with eligible entities to leverage other funding or add to a project's total resource needs.

*Regional Fisheries Enhancement Groups (RFEG) are an exception. In 1990, the Washington State Legislature created the RFEG Program to involve local communities, citizen volunteers, and landowners in the state's salmon recovery efforts. Each of the 14 RFEGs works within a specific geographic region based on watershed boundaries.

Limitations on use of grant funds

Ecology doesn't provide assistance for project development, design or implementation. All project responsibilities belong to the grant recipient. Any technical assistance needs must be identified and included in the project proposal / budget or other available financial or in-kind resources.

Grant funds may be used only to cover direct cost objects* of employees working to implement the project itself or when there are extraordinary project costs that are not part of routine operations. Grant funds cannot be used by agencies to reimburse cost objects not directly associated with the project, such as regular salaries/benefits of permanent employees for routine operational support.

*Direct cost objects are costs that can be identified specifically with a particular objective of the project, such as:

- Compensation of employees for the time worked on the project.
- Cost materials and approved expenditures used specifically for the project.
- Costs of services furnished for the project by other activities.

Match or Cost-share

There are no grant award recipient match or cost-share requirements. However, contributing funds may be used to demonstrate stakeholder support.

Application Evaluation Scoring Criteria

Ecology's project evaluators will use the following criteria to score project proposals.

Category	**Points (out of 50)**
Environmental benefits, project outcomes and budget	20
Stakeholder involvement, community support and local planning consistency	15
Schedule and readiness to proceed	15

Scope of Work (SOW)

Provide a detailed SOW that includes descriptions, specific goals and quantifiable outcomes, budget totals, and deliverables for each task. A space is provided in the application for "Task Coordinator" – you do not need to fill this in unless you know at the time of application that you will have different coordinators for different tasks.

Scoring Guide

- How well the scope describes goals and project outcomes.
- Degree to which the tasks and deliverables described in the scope of work are likely to accomplish stated project objectives and stated timelines that are achievable.

Required Tasks

The following language for Task 1 is required for all THA grant projects and will automatically be included in scopes of work in the online application. Subsequent tasks will follow the same format. Since Task 1 is pre-populated in the application, you will only need to enter the total cost for Task 1. *The task 1 deliverable due dates can be left blank for now and negotiated later with your Project Manager, if your project is chosen to be funded.*

Tasks Format

Task Number 1

Task Title	Project Administration/Management
Task Cost	*

Task Description	A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report (including photos); compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. B. The RECIPIENT must manage the project. Efforts will include: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; the DEPARTMENT; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT must carry out this project in accordance with any completion dates outlined in this agreement.
Task Goal Statement	Properly managed project that meets agreement and Ecology administrative requirements.
Task Expected Outcomes	* Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report. * Properly maintained project documentation.
Recipient Task Coordinator	

Task 1 Deliverables:

Deliverable No.	Description	Due Date
1.1	Quarterly Progress Reports	
1.2	Recipient close-out report	

Budget

Provide a budget for proposal (maximum allowable is $50,000 including overhead) broken down by task and by element. In addition, provide a narrative explaining and justifying the budget.

Scoring Guide

Proposals will be evaluated base on:

- The adequacy of the budget information and whether it is clearly presented.
- Whether the budget seems reasonable to pay for the stated tasks and whether it provides a good return on investment.

The budget tables will be provided in the online application. The first table, budget by task, will pre-populate the Total Eligible Cost column based on the task costs you provided when entering the scope of work information. Total Eligible Cost is the amount you are requesting from Ecology per task. **There is no required local match for these funds.** You will need to enter the required information in the Total Project Cost column, which will differ from eligible cost only if you are providing additional funds/value that reflect the total cost to complete the project. You will also need to complete the table that breaks down the budget by element.

By Task

Task Title	Total Eligible Cost	*Total Project Cost
Total	$0	$0

By Element

Element	*Total Eligible Cost	*Total Project Cost
Salaries		
Benefits		
Salaries and Benefits Combined		
Contracts		
Travel		
Equipment		
Goods/services		
Overhead		
Total	$0	$0

Budget categories, should be broken down to the following, if applicable:

- *Salaries* – wages for staff implementing project: break down costs by staff type, rates, and hours. Where possible, identify the personnel who will be working on each task.
- *Benefits* – costs employers incur for providing benefits beyond salary or wages.
- *Contracted Services* – amount budgeted for contractual work and basis for the estimate.

- *Travel* – include method used to calculate travel costs (e.g., mileage rate, estimated miles traveled) at state travel rates.
- *Equipment* – tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year. Examples are furnishings, equipment and software.
- *Goods/Services* – supplies and other material costs that are not equipment.
- *Overhead* – limited to 25% of salaries and benefits.
- *Other* – other costs described by the nature of the expense and method of estimation.

Upload Attachments

You will be able to attach relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- Evidence of support from and coordination with relevant stakeholders, including local governments, tribal governments, and others.

For each attachment, provide a brief description of the document and then attach by browsing your file for that document.

Agreement

Funding decisions

An Ecology Regional Fund Coordinator, will notify applicants of the funding decision:

- Your project (proposal application), has met the scoring criteria, and a formal offer letter awarding grant funds will be sent.
- Your project (proposal application) has not met the scoring criteria and we are not able to issue a grant award.

If you have been notified your project has been chosen to be funded, you will receive a formal offer letter from the Regional Director, of the region, outlining general expectations about the fund award and the grant agreement.

The Regional Fund Coordinator will assign a Project Manager and a Financial Manager to your application and the status of the application in EAGL will be changed to "Agreement Initiated" and agreement negotiations will begin.

Agreement Negotiations

During the agreement negotiations you will work with your assigned Project Manager to ensure all of the necessary designs, permits, and agreements are identified or secured, and the cultural resource requirements have been met.

Cultural Resources / Inadvertent Discovery Plan (IDP)

Most Terry Husseman Account (THA) projects involve ground disturbing activities, which could result in an inadvertent discovery of or impact to cultural resources[1] (archaeological and historic resources, including sites, buildings, structures, districts, and objects).

The Terry Husseman Account (THA) grants are non-federal funds and have no federal nexus. Therefore, they do not trigger Section 106 Consultation under the National Historic Preservation Act (NHPA) of 1966. Nor do they meet the following categories of State funded capital projects requiring Governor's Executive Order (GEO) 05-05 review:

- Capital construction projects.
- Land acquisition projects for the purpose of capital construction.

However, as a Recipient, you will take reasonable action to avoid, minimize, or mitigate adverse effects to cultural resources by complying with RCW 27.53, Archaeological Sites and Resources. The Department of Archaeology and Historic Preservation (DAHP) may require the Recipient to obtain a permit pursuant to Chapter 27.53 RCW prior to conducting on-site activity that will impact cultural or historic properties.

Therefore, in order to comply with all cultural resource requirements, you will be required to submit an **Inadvertent Discovery Plan (IDP)** to Ecology **prior** to implementing any project that involves ground disturbing activities. Ecology will provide an IDP template for you to use.

Activities associated with archaeological and cultural resources are an eligible reimbursable cost subject to approval by your Ecology Project Manager. Any ground disturbing activities that occur prior to the submission of an Inadvertent Discovery Plan (IDP) **will not** be eligible for reimbursement.

---

[1] "Cultural Resources" as defined by the Washington Department of Archaeological & Historic Preservation (DAHP), Washington State Standards for Cultural Resources Reporting, 2015. 68 pp. Available online at: http://www.dahp.wa.gov/sites/default/files/CR%20Update%202015%282%29.pdf

Agreement Finalized and Signed by both parties

You will work with your assigned Ecology Project Manager and Financial Manager to finalize the agreement for official signatures. Once two hard copies of the agreement have been signed by your organization and sent to Ecology for signature, a PDF of the signed agreement is uploaded into EAGL by your Financial Manager and the status is changed to "Agreement Executed." An original signed agreement is sent to you, for your files.

Managing a THA grant agreement

Tips for successful grant management:

- Review the *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL* to help you manage your grant agreement. This document establishes the administrative requirements for all grants administered by and through Ecology.
- Review the terms and conditions of your grant agreement before you begin.
- Communicate with your Project Manager and Financial Manager when deviating from a task's scope of work or budget, or if it appears you will either exceed or under spend the entire grant amount. (A substantial change to the scope of work or budget will automatically trigger a grant amendment).
- Keep a calendar of all reporting deadlines with early reminders of important dates.
- If you are contracting for third-party services, follow the same scope of work and applicable budget. Recipients can find complete details about contracting for goods and services using Ecology's *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL.*
- Attend and participate in trainings for managing agreements and preparing payment requests, progress reports, and closeout reports. Maintain a grant file (for at least three years after Ecology closes the grant agreement).

Creating a grant file and records retention

Below is a list of required grant file contents. Ecology requires grant recipients to maintain a file of all grant-related information for at least (3) years after Ecology closes the grant agreement. If you have questions about grant file management, please contact your Financial Manager.

Required grant file contents:

- Signed grant agreement and all signed amendments.
- Signed interlocal agreements and contracts.
- Any RFPs and contract award documents.
- Back up documentation for payment requests, such as invoices, receipts, employee timesheets, payroll records, etc.
- Equipment documents such as Ecology purchase approvals.
- Outputs/deliverables such as advertisements, brochures, fact sheets, surveys and reports.
- Grant correspondence.

Amendment

How do I amend my grant agreement?

To initiate an Amendment, the Agreement must be in "Agreement Active" status. An Amendment can either be initiated, in EAGL, by:

- Your organization's Authorized Official.
- Ecology's Project Manager.
- Ecology's Financial Manager.

If you are your organization's Authorized Official, and you would like to initiate an amendment to your Active Agreement, please reference the Amendment Tip Sheet.

A Recipient Project Manager, may request an amendment by contacting your Ecology Project Manager and Financial Manager. We will require a written request, via email, which describes the type of amendment you are requesting such as, time extension, modification of the scope of work, or budget redistribution, along with the reason you are requesting the amendment.

Your Ecology's Project Manager will notify you of the decision to either amend or not.

Payment Requests/Progress Reports (PRPR)

How do I get reimbursed from the State?

All Ecology recipients must register as a Statewide Payee through the Washington State Department of Enterprise Services (DES). DES issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments. You can complete registration online at: http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx .

This registration process allows you to sign up for direct deposit, also known as Electronic Fund Transfer (EFT), which reduces processing costs and payment delays. Or if you already have a Statewide Vendor Number (starts with SWV) and you are registered but want to change from a paper check to direct deposit or update your bank account or contact information, you will be able to make those changes.

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

Submitting payment requests

Ecology pays-out grant funds on a cost-reimbursement basis. This means a recipient must incur a cost or obligation before it is eligible for reimbursement. The definition of "date cost incurred" is the date the recipient receives the item or the service is performed.

Payment requests and progress reports are due 30 days after the last day of the each quarter as shown in the following table:

Progress Report	Reporting Period	Date Due
First Quarter	July 1 – September 30	October 30
Second Quarter	October 1 – December 31	January 31
Third Quarter	January 1 – March 31	April 30
Fourth Quarter	April 1 – June 30	July *(to be announced)*

You can begin entering a Payment Request/Progress Reports (PRPR) information into EAGL once your grant agreement has been officially signed and is in "Agreement is Executed" status. However, you cannot submit the PRPR until you have received an EAGL system generated email alerting you that the status of the grant agreement has been changed to "Agreement Active."

Before you can begin filling out your PRPR in EAGL, you will need to compile your eligible costs information first. This will allow you to scan and upload the supporting back up documentation in the order you enter your costs into EAGL, which makes the review and reconciliation process much easier and quicker for your Project Manager and Financial Manager. Some Ecology forms are required and should be included with your back up documentation. These forms are not already built into the EAGL system.*

Requirements of payment request back up documentation

You will need the following supporting back up documentation for all eligible costs you are claiming on each of your payment requests:

- Copies of receipts.
- Copies of invoice.
- Timesheets and payroll records must include:
  - *Form E: Monthly timesheet, (Ecology form or equivalent). Timesheets must be signed and dated by both the employee and the supervisor. Showing hours worked on the project, broken out by task, date, and staff person.
  - *Form H: Conversion to Composite Hourly Rate, (Ecology form). Showing how you arrived at the staff members' hourly rate.
- Meeting and travel expenses, must include:
  - *Form F: Record of Meeting Attendance, (Ecology form).
  - If light refreshments are deemed appropriate, a Light Refreshments Approval Form will be requested and approved by Ecology's Project Manager prior to the event. An agenda of the event, and a roster of attendees must be submitted as back up documentation with the payment request.
  - Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. All travel costs shall not exceed State travel rates. *For Travel policies and per diem map*, please visit the Office of Financial Management's travel reimbursement resource site at: http://www.ofm.wa.gov/resources/travel.asp

If you are having trouble with any links to the forms above, please reference EAGL Training Tools and Resources, of these guidelines, for help finding these forms on Ecology's website.

Please reference the administrative requirements set forth in the *Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*, to help guide you on eligible and ineligible costs.

Reporting on task progress

Ecology requires you to submit a progress report for each calendar quarter of the grant period, even if you are not claiming any expenses. You must submit a corresponding progress report with each payment request.
Both your THA Project Manager and Financial Manager cannot process a payment request without a progress report for the billing period. Progress reports allow your Project Manager and Financial Manager to:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Learn how the project is proceeding.

Reporting on outcomes

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

- Progress by task, percentage of completion per task, summary of accomplishments for the reporting period.
- Description and reasons for any delays.
- Description and reasons for cost overruns.
- General comments.

Uploading Deliverables

You can upload your deliverables in the grant agreement known as the "parent document." Keep naming conventions short, (D for deliverable; task number and name, e.g. D2.5 Monitoring Report).

Uploading Progress Report information

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

Uploading Information Tip Sheet for EAGL

For additional instructions regarding uploading required document information into EAGL please reference the Recipient Uploads Tip Sheet .

Site Visits

Site Visit Report

Some THA grants may require your Project Manager to complete a site visit, or multiple site visits, with you, in order to document that work done on the project has been completed and carried out in accordance with the purpose and scope of the grant agreement.

The site visit form is for Ecology Project Managers to fill out, only. The Recipient is not required to fill this form out, in EAGL.

Close Out Reports

Recipient Closeout Report

A Recipient Closeout Report must accompany your final payment request.

You must submit the final payment request, including the recipient closeout report, within 30 days of the end of the agreement to ensure payment. Final payment requests are payable contingent on receipt of the final products and deliverables of the grant agreement.

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

- The problem statement addressed by the grant.
- The purpose of each task.
- The task results and outcomes achieved.

Upon completion of the project, unspent grant funds will be returned to Ecology for use on other eligible projects.

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

EAGL Training Tools and Resources

Tools and Trainings to Manage your Grant or Loan

For EAGL Training Tools and Resources, please visit Ecology's Website – Grants & Loans homepage at http://www.ecy.wa.gov/funding/index.html.

Click on "**Tools and Trainings to Manage your Grant or Loan**",
Click on "**In EAGL.**"

There you will find **Ecology's Administrative Requirements, user tip sheets and other resources**, such as:

- EAGL Training Videos and Helpful User Tips
  https://www.youtube.com/playlist?list=PL8BmI4b96dKa-HHPVPWkuWuPNiU4nCO90

- Uploading Information to EAGL
  - Recipient Uploads Tip Sheet
    http://www.ecy.wa.gov/funding/RecipientUploadsTipSheet.pdf

- Managing Permissions and Roles in EAGL
  - Managing Recipient Roles Tip Sheet
    http://www.ecy.wa.gov/funding/ManagingRecipientRolesTipSheet.pdf

- Grant and Loan Agreement Guidance
  - Administrative Requirements for Ecology Grants and Loans (EAGL)
    https://fortress.wa.gov/ecy/publications/summarypages/1401002.html

  For projects collecting environmental data
  - Quality Assurance Project Plan (QAPP) template and guidance - QAPP's are required for grants and loans that pay for collection of environmental data
    http://www.ecy.wa.gov/programs/eap/qa/docs/GranteeQAPP/index.html
  - Environmental Information Management (EIM) for reporting environmental data
    http://www.ecy.wa.gov/eim/
- Amending your grant or loan
  - Amendment Tip Sheet
    http://www.ecy.wa.gov/funding/RecipientAmendmentTipSheet.pdf
- Submitting a Payment Request/Progress Report (PRPR) and/or Equipment Purchase Report
  - Initiating a Payment Request / Progress Report (PRPR) Tip Sheet
    http://www.ecy.wa.gov/funding/RecipientPRPRTipSheet.pdf

  - Equipment Purchase Report Tip Sheet
    http://www.ecy.wa.gov/funding/RecipientEquipmentTipSheet.pdf
- Other Resources – Ecology Databases.
  - A comprehensive list of Ecology databases information ranging from facility/site identification, GIS data, and Environmental and Permitting data. http://www.ecy.wa.gov/database.html