Puget Sound Riparian Systems Lead

March 2026 Solicitation Funding Guidelines

Shorelands and Environmental Assistance Program

Washington State Department of Ecology
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DEPARTMENT OF
ECOLOGY
State of Washington

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How to use this Document

These funding guidelines include information that will help you understand the eligibility requirements and the process used by the PSRSL program to award funding to projects. The Appendices provide details, examples, tips, and resources for applicants.

Please review this guidance carefully prior to submitting your application and retain a copy to help you manage your funded agreements. All grant applicants are responsible for reading and understanding these guidelines along with the Administrative Requirements for Ecology Grants and Loans (2026 Yellow Book) (Publication No. 26-01-001)[3] before entering into a grant agreement with Ecology.

These guidelines reflect new details and opportunities available for projects funded under this solicitation. Project agreements will be managed according to the guidance that was issued for the solicitation during which the project was awarded funds.

Determining eligibility

Start with Chapter 1 – Funding Program Overview. Use this overview to determine if your organization is eligible to receive funding for the category of project you are proposing. This chapter includes:

- Eligible applicants
- Critical deadlines
- Project category descriptions
- Ineligible project categories and components

Next go to Chapter 2 – Eligible Proposal Categories and review the section(s) that is the best fit for your proposal. This chapter will include additional links and resources that will help you craft a better application such as:

- Proposal category-specific eligibility requirements
- Proposal category-specific application requirements.

Finally, review Chapter 5 – Agreement Development, Management, and Conditions, and Appendix I –Terms and Conditions to identify any additional requirements that may affect your budget, schedule, or scope. This information will help you prepare a comprehensive and competitive application.

Preparing and submitting an application

[3] https://apps.ecology.wa.gov/publications/UIPages/documents/2601001.pdf

If your proposal appears to fit within the eligibility criteria, you are ready to begin your application. Chapter 3 – Preparing and Submitting Your Application, will help you begin the process of filling out the funding application and submitting the application in the Ecology Administration of Grants and Loans (EAGL) IGX system. Information about how to submit the application using EAGL is available in Appendix C: Spring 2026 RFP Application Instructions; and scoring criterion guidance is available in Section 4.2. If you have questions at any time during the application process, please contact the RFP Coordinator. Current Ecology PSRSL funding program staff contact information can be found in Appendix A: Contact List for PSRSL Grants. Ecology PSRSL staff will host an applicant webinar and provide technical assistance for applicants during virtual office hours. See Section 3.1 for information on pre-application support.

Summary of changes from prior guidelines

This chapter summarizes the updates made across the entire document since the previous version, including changes to eligibility categories, requirements, submission timelines, and EAGL updates for submitting applications. Please review it carefully for updated information that applies specifically to the Spring 2026 solicitation.

1. **Program name**
   Location: Chapter 1, Funding Program Overview, and throughout Funding Guidelines
   What changed: The program name changed from "Climate Resilient Riparian Systems Lead (CR2SL)" to "Puget Sound Riparian Systems Lead (PSRSL)
   Why it matters: Applicants should use the PSRSL name on applications and materials.

2. **Funding allocation and solicitation round described**
   Location: Chapter 1, Funding Program Overview (Investment Plan / Allocation paragraph)
   What changed: The allocation described for this solicitation changed: the November 2024 guidelines referenced an allocation of approximately $9M for Fall 2024 and ~$2M for Spring 2025; the Spring 2026 guidelines state an allocation of approximately $3 million for the Spring 2026 solicitation.
   Why it matters: Total dollars available and the timing of this solicitation are different from the first solicitation— this affects expectations for awards and potential award size/competition.

3. **Grant project length / fund expiration shortened**
   Location: Section titled Grant project length (Chapter 1 / administrative timelines)
   What changed: The November 2024 guidance stated funds allocated in Nov 2024 must be used by June 2030 and all CR2SL funds would expire September 30, 2030. The Spring 2026 draft shortens the timeframe: funds must be used by September 2029 and all PSRSL funds will expire on September 30, 2029 (i.e., earlier deadlines).

Why it matters: Project schedules, phasing, and partner contracts must be planned to meet the shorter completion window — proposals that rely on longer implementation timelines may no longer be viable.

4. **Application window and submission details (dates and EAGL guidance updated)**
   Location: Chapter 3, Preparing and Submitting Your Application (Section 3.6 and 3.5.2)
   What changed: The updated Spring 2026 Funding Guidelines gives specific application open/close dates for this solicitation: Applicants can initiate submissions beginning March 25, 2026, and must submit before 5:00 pm on June 3, 2026. (EAGL role/form guidance is also restated under the PSRSL name.) The application for the Spring Solicitation must be accessed and submitted through the EAGL IGX platform, which is a change from the November 2024 Word format application.
   Why it matters: Applicants must use the new Spring 2026 EAGL timeframe and follow the updated EAGL role/forms guidance shown in the PSRSL doc — calendar planning and staffing should align to these concrete dates.

5. **Landowner Incentives: pilots moved from "future / ideas" to an explicit eligible category**
   Location: Chapter 1 — moved into 1.3.5 Landowner Incentives (Spring 2026) vs. 1.4.1 Landowner Incentives / Future eligible activities (Nov 2024).
   What changed: In Nov 2024, some of the Landowner Incentives content was presented as future/informational ideas (not eligible in that round). For the Spring 2026 solicitation, it is an explicit eligible category (1.3.5) with investment goals, outcomes and example activities (i.e., recipients may now propose incentive programs directly under this category).
   Why it matters: Applicants may propose landowner incentive programs as part of their application (not just plan them as future ideas). This is a material eligibility/strategy change for applicants focused on incentive programs or models.

6. **Removal of "Maintenance" as an Eligible Standalone Activity**
   Location: Investment Categories (Chapter 1 / Eligible Activities)
   What changed: In the November 2024 guidelines, standalone maintenance activities (e.g., maintaining previously installed riparian plantings, routine stewardship of established sites) were described as eligible or expected under several categories, particularly within stewardship-focused or implementation-related areas. Standalone maintenance eligibility has been removed as an explicit activity category. Maintenance is now referenced only in the context of newly implemented sites or as a minor component of broader restoration actions—not as an activity that can be independently proposed or funded.
   Why it matters: Applicants can no longer request funding solely for maintenance of previous installations.

7. **Removal / Narrowing of Watershed-Scale Invasive Weed Control**
   Location: Investment Priorities and Eligible Project Examples (Chapter 1)

What changed: The November 2024 guidelines allowed watershed-scale invasive weed management as an eligible activity within multiple categories. This included knotweed treatment across full reaches and coordinated watershed-wide invasive removal programs. In the Spring 2026 guidelines, references to watershed-scale invasive weed control have been significantly narrowed to only be applicable in reach-scale planning activities, not implementation. Invasive weed treatment examples are now tied specifically to: On-site, project-specific weed removal, or weed control directly associated with new riparian revegetation efforts. Large-area invasive control without associated revegetation or without direct linkage to a project site is no longer described as eligible.

Why it matters: Applicants must ensure that weed control is directly tied to a restoration planting effort or a site included in the proposal. Watershed-scale knotweed or invasive weed control programs may no longer score competitively or meet eligibility, unless restricted to coordinated planning efforts.

8. **Task Templates Provided – Acquisitions**

   Location: Appendix M. Permanent Protection of Riparian Habitat Requirements and Guidance

   What changed: Additional guidance is provided to support applicants in understanding the required due diligence tasks and deliverables that should be accounted for in schedules and budgets for easement and acquisition projects.

   Why it matters: Applicants proposing acquisitions should review this appendix and consider including these required tasks and deliverables in their scope of work to ensure adequate time and funding are allotted to complete those activities.

9. **EAGL System Updated – New Requirements and Interfaces**

   Location: Chapter 3 – Preparing and Submitting Your Application

   What changed: The November 2024 guidelines were based on the older version of EAGL. The new version of EAGL was released in October 2025, after the previous solicitation but before Spring 2026. Because of this, the Spring 2026 guidelines include new instructions covering:

   a. Updated navigation and interface requirements
      - New locations for forms, attachments, and review pages
      - Revised dashboard structure
      - Updated terminology (e.g., “Application Tasks,” “Project Components”)

   a. Role management updates
      - More precise guidance on assigning “Agency Authorized Official,” “Financial Manager,” and “Project Coordinator,” reflecting new EAGL permissions logic
      - Clarified instructions for organizations that have never used EAGL before

   a. Attachment and file requirements updated
      - New accepted formats and improved file upload validation
      - Revised map upload and spatial data sections aligned with the updated interface

   a. Timing and account creation warnings

- The updated system requires more time for account creation and role approval
- Spring 2026 guidelines emphasize that access may take several days
- This warning did not appear in the prior year's guidance because the older EAGL had faster account activations and the new version wasn't yet deployed

a. Changes to how reviewers see submissions
   - The guidelines now instruct applicants to upload documents in specific sections to ensure reviewers can see them in the new consolidated reviewer view

Why it matters: Applicants who are familiar with the old EAGL will encounter changes that may require additional prep time, internal coordination, and updated training for staff. Incorrect roles or missing attachments due to navigating the new interface could delay or prevent successful submission.

10. Solicitation scope phrasing and priority adjustments

Location: Chapter 1.3 and related investment priority descriptions
What changed: The Spring 2026 version maintains the seven investment priorities but explicitly frames the Spring 2026 solicitation to "catalyze riparian management" and connect to longer-term vision (2024–2029).
Why it matters: There is a shift in emphasis towards projects that align to multi-year catalytic or programmatic outcomes, which may score better. Applicants should review each investment priority in Chapter 1.3 for any specific wording changes that affect scoring.

Chapter 1. Funding Program Overview

The PSRSL was established in October 2023 through a cooperative agreement with the Environmental Protection Agency, with one-time funding provided by Bi-partisan Infrastructure Law (BIL). Ecology, the Washington State Conservation Commission (SCC) and Bonneville Environmental Foundation (BEF) form an innovative partnership with the goal of accelerating the establishment and protection of riparian systems across the Puget Sound Basin. The PSRSL seeks to stimulate innovative approaches to working with landowners to incentivize voluntary restoration of degraded riparian areas in support of salmon recovery goals, water quality objectives, and Tribal Treaty Rights.

The PSRSL funding program is guided by the 2024 Investment Plan[4] (Investment Plan), which provides the outline and priorities for investments identified by the advisory Core Team to solicit proposals for Environmental Protection Agency's (EPA) PSRSL Funds. The Investment Plan includes descriptions for each priority, anticipated outcomes, a projected timeline for soliciting proposals and funding projects, and a total amount of funding allocated for the priority.

The advisory Core Team is composed of members of the Puget Sound recovery community with technical, regulatory, and policy expertise in riparian areas and riparian protection and restoration. In the spring and summer of 2024, the Core Team identified investment priorities for riparian restoration and protection in Puget Sound. Their careful review of information gleaned from riparian workshops, Tribal listening sessions, and local engagements led to recommendations on the investment priorities for 2024 through 2029, and the information included in the Investment Plan.

The Puget Sound Riparian Systems Lead Program awards grants on a competitive basis to target the seven investment priorities recommended by the Core Team to increase riparian restoration and protection in Puget Sound watersheds. The Investment Plan informs the 2026 Spring Solicitation for applications with an allocation of approximately $3 million in funding from the EPA's National Program Office. Recipients of previous PSRSL funds are eligible to re-apply, subject to satisfactory performance, for additional funding using the application process.

The investment priorities reflected in Chapter 1.3. continue to be the priorities for the Spring 2026 solicitation with a few adjustments. Applicants are encouraged to propose activities that will connect to the longer-term vision in the geographic area of the proposed work and catalyze riparian management. This includes activities from one and up to all of the investment categories listed in the Investment Plan.

For the Spring 2026 solicitation, eligible applicants are invited to prepare and submit an application for funding. An evaluation committee will review and rank the proposals and assign funding based on rank and available funding. Ecology will offer funding to highest ranking proposals. Any offer of funding is conditional and is contingent upon negotiating an agreement with an appropriate scope, budget, and other elements of the proposal. Partial funding may be negotiated with applicants. The

[4] https://apps.ecology.wa.gov/publications/summarypages/2406015.html

funding opportunity is based on the availability of funding from the Environmental Protection Agency; Ecology reserves the right to cancel the solicitation and application process at any point of the process.

1.1. Eligible applicants

Eligible applicants for the PSRSL competitive grant solicitation include, but are not limited to:

- Special purpose districts (conservation districts, flood control districts, water improvement districts, *ports, etc.)
- Local government: counties, cities/towns
- Federally recognized Tribes and Tribal organizations
- Non-profit organizations that are recognized as tax-exempt by the Internal Revenue Service
- Institutions of higher education if the project is not included in the institution's statutory responsibilities

State agencies and for-profit entities are not eligible to apply and cannot be lead applicants on a proposal, however they may serve as supporting partners with a non-profit, or otherwise eligible entity, to submit applications. **The review team will prioritize proposals with a significant portion of the work being completed by eligible applicants.**

***** Ports may be eligible depending on the entity that manages the port and the ownership of the land on which the proposed activities will occur. Ports are encouraged to confirm eligibility before submitting an application.

1.2. Geographic scope

The proposal's geographic focus area must be within the Puget Sound region. The Puget Sound region includes Puget Sound, related inland marine waters, and all salt waters of Washington State south of the international boundary line between Washington and British Columbia, lying east of the junction of the Pacific Ocean and the Strait of Juan de Fuca. This includes all the rivers and streams draining to Puget Sound as mapped by water resource inventory areas (WRIA) 1 through 19 (see Figure 1) in WAC 173-500-040[5] as it exists on July 1, 2007 (RCW 90.71.010[6]).

[5] https://app.leg.wa.gov/wac/default.aspx?cite=173-500-040
[6] https://apps.leg.wa.gov/rcw/default.aspx?cite=90.71.010

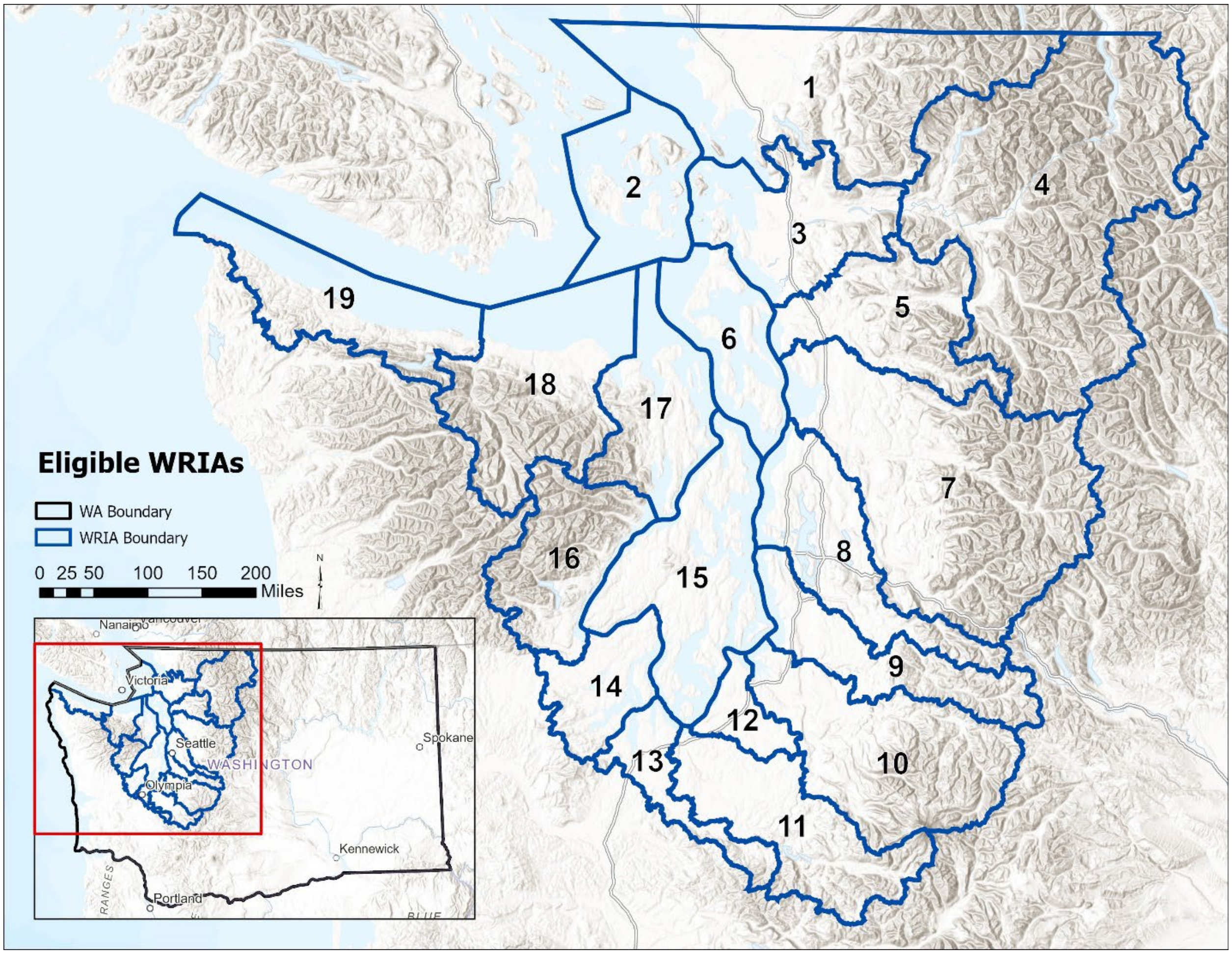


Figure 1 - Map of PSRSL funding program footprint and eligible Water Resource Inventory Areas (WRIAs)

1.3. Eligible proposal categories

There are six eligible proposal categories for the Spring 2026 PSRSL Solicitation for grant funding that are all described under one broad theme: Riparian Protection and Restoration Programs. Applicants should read through the descriptions below to determine under which category(ies) and subcategories a proposal and activities (e.g. scope of work tasks) would qualify for funds. The categories are used to request information from applicants, not to limit a project's scope. Applicants are encouraged to submit proposals that include activities from one and up to all of the categories listed below, in the same application. The example eligible activities listed below do not represent all of the possibilities and applicants are encouraged to be creative and discuss ideas with PSRSL program staff before submitting their application.

Riparian Protection and Restoration Programs

The Spring 2026 solicitation will fund proposals that will catalyze riparian approaches to restoration and protection in Puget Sound. Each of the categories below support existing riparian programs in geographic focus areas (reach or watershed scale) that are included in the Puget Sound region described above. The applicant will need to describe the historical and current challenges associated with the focus area for the proposal and provide justification for why the proposed work is a key solution to those challenges.

1.3.1. Reach-Scale Planning and Outreach

Activities under this category focus on local collaboration and engagement efforts to support a holistic and efficient reach-scale restoration of riparian function. This includes costs associated with regional coordination and planning, data collection for restoration prioritization, landowner engagement, landowner recruitment to improve riparian management, and coordinated landowner engagement tracking across partner organizations.

*****Applicants may use funding to create a **collaborative, watershed-scale plan for riparian management, which is encouraged to include a plan for prioritized maintenance of existing restoration sites**. The purpose of this plan is to convene watershed partners to identify and coordinate maintenance needs across multiple restoration sites and project sponsors. The plan should define shared priorities, describe common site conditions and challenges, and lay out a coordinated strategy for meeting ongoing riparian stewardship needs such as invasive species management, site establishment, replanting, and other maintenance activities. A comprehensive plan should also identify priority areas, estimate expected labor requirements, provide a scheduling framework, and outline a process for adaptive management over time.

Investment Priority Goal:
Collaborative reach or watershed scale planning leads to increased rates of riparian restoration, quality and quantity of riparian areas are increased, and long-term ecosystem function is supported.

Key Investment Priority Outcomes:

- A pipeline of landowners willing to implement riparian restoration and protection activities in priority reaches and watersheds throughout the region;
- Key partners and landowners on a collaborative reach scale planning effort in the watershed and the holistic priorities and implementation needs;
- More efficient, prioritized approach to engaging and tracking landowner engagements are completed.

Key Investment Priority Outputs:

- Increased number of landowners reached;
- Increased number of landowners added to project pipeline;
- Collaborative reach-scale management plan;
- Identification and prioritization of restoration and protection activities;
- Social marketing campaigns developed;
- Database management tools developed.

Example eligible activities:

- Regional coordination and planning that will lead to on the ground riparian restoration, especially Watershed Protection Plan development or similar plans that enable partners to come together around local implementation strategies (includes watershed-scale noxious weed control planning, such as knotweed);
- Data collection that provides additional context for local prioritization of restoration and protection efforts (ex: water typing, thermal imagery, etc.);
- Outreach staff capacity to engage landowners/operators/public in riparian restoration;
- Locally focused community based social marketing research studies and implementation of resulting outreach plans;
- Fair compensation for participation in regional coordination events and/or outreach events by individuals from Tribes, underrepresented or vulnerable communities, or Community Based Organizations;
- Creation of riparian focused educational and marketing materials supported by a community-based study/plan;
- Translation of existing or created riparian focused educational and marketing materials;
- Creation/customization of tools and software to improve coordinated outreach, communications, tracking, etc.;
- Creation/implementation of restoration and social science monitoring or tracking tools;
- Performing targeted public outreach and education about invasive weeds in riparian zones;

1.3.2. Native Plant Materials: Plant propagation, procurement, holding facilities, and small nursery support

Activities under this category will increase the accessibility, diversity and quality of site-appropriate and pest and pathogen free plant materials and facilities to produce native plants for riparian restoration and enrichment and tend these plants until out planting. This includes support for increased access to diverse, site appropriate plant materials, and capacity and implementation funds for new and existing plant holding facilities or small nurseries to augment production, implementation of best management practices for pest and pathogen testing, management and early detection rapid response (EDRR), irrigation efficiency upgrades, materials use, scaling activities, and training.

Investment Priority Goal:
The improvements in supplying native plant materials to the supply chain leads to increased restoration and long-term protection, increased quality and quantity of riparian areas, supported long-term ecosystem function, and improved climate resiliency.
Key Investment Priority Outcomes:

- Local and regional needs for diverse, high quality, and site-appropriate plant supplies are supported by a robust network of nurseries with efficient management systems to ensure the timely delivery of plants and meet the demand for increasing rates of riparian restoration;
- Collaborative approaches to solve current systemic challenges in growing native plants on a regional level;
- The system for providing plant supplies is improved;
- Native plant supply increases to match the rate of riparian restoration.

Key Investment Priority Outputs:

- Cutting block programs are established;
- Increase holding facility capacity and implement Best Management Practices;
- Upgraded facilities;

Example eligible activities:

- Establish cutting blocks;
- Purchase start-up materials;
- Enhance plant holding facility capacity;
- Upgrade facilities to meet best management practices in water use and pest and pathogen prevention, detection and management;
- Staff capacity for native plant production, seed collection, and native plant propagation (and land prioritization and land access)
- Regional collaboration on holding facilities and plant material solutions;
- Engage cultural experts and community members in plant propagation and cultivation;
- Funding to develop and communicate planting
- Funding to develop and communicate planting and maintenance practices to increase plant survival.

1.3.3. Riparian Restoration Implementation

Activities under this category focus on improving and restoring functional riparian systems along rivers and streams both at new sites and at existing reach-scale priority restoration sites. This includes costs associated with project planning, project management, plant procurement, site preparation, natural bank stabilization, planting, plant establishment, and initial site maintenance on PSRSL implemented sites for the duration of the grant.

Investment Priority Goal:
Leveraged funding and increased plantings in riparian areas and stream enhancement leads to increased restoration and long-term protection, increased quality and quantity of riparian areas, supported long-term ecosystem function, and improved climate resiliency. Reach and watershed scale approaches also lead to increased long-term maintenance of existing riparian habitat.

Key Investment Priority Outcomes:

- Process-based riparian forest establishment is supported and natural regeneration is encouraged;
- Functional riparian systems in priority reaches and watersheds throughout the region are restored, preserved, and sustainably managed;
- Increased climate resiliency in priority reaches and watersheds;

Key Investment Priority Outputs:
- Plantings in riparian areas in priority reaches and watersheds, by acres;
- Plantings in streambanks in priority reaches and watersheds, by miles;
- Increase average riparian widths in priority reaches and watersheds, by feet;
- Increase the amount of leveraged funds for riparian restoration;

Example eligible activities:
- Project planning and management including developing of riparian planting and maintenance plans, coordinating with native plant nurseries, supporting work for landowner agreements, developing restoration designs, and completing cultural resource assessments;
- Purchase of native plants to be used for riparian restoration;
- Crew capacity for initial and ongoing riparian restoration and general programmatic capacity;
- Site preparation including invasive weed control, junk removal, demolition and removal of small structures within the riparian zone;
- Installing low-tech instream restoration activities, including Beaver Dam Analogs, small-scale woody debris structures, and similar instream restoration activities;
- Installation of functional riparian buffers using required widths and features;
- Irrigation and weed control treatments to improve plant survival such as mulch rings and spray rings;
- Maintenance and monitoring on PSRSL newly implemented sites for the length of the grant;
- Small equipment purchases to support restoration activities (see eligible expenses for definition);

1.3.4. Monitoring and Adaptive Management

Activities under this category focus on learning from project successes and failures and applying adaptive management. This includes costs associated with long-term monitoring data collection efforts and adaptively managing projects where site changes have led to impaired riparian function. Some of the possible activities could include monitoring and adaptive management planning.

Investment Priority Goal:
Provide long-term riparian monitoring support to increase quality and quantity of riparian areas, support long-term ecosystem function, and improve climate resiliency.

Key Investment Priority Outcomes:

- Improved long-term riparian function and climate resilience on existing sites;
- Increased number of crew hours performing maintenance on existing riparian sites;
- Increased number of riparian project monitoring data points collected and available;

Key Investment Priority Outputs:

- Improved understanding and sharing of riparian best practices for climate resilience;
- Improved community perception of less weedy riparian restoration actions;
- Riparian best practices for climate resilience are improved;

Example eligible activities:

- Building site or reach-scale maintenance and monitoring plans;
- Supplemental planning or research to support adaptive management at riparian sites that are not achieving the desired ecosystem results due to unforeseen changes in the system or site conditions, and there is potential for improvements;
- Funding to perform instream restoration effectiveness, monitoring and research activities on riparian restoration projects that have long-term outcomes available at this time. This may include data collection, data management, and reporting on long-term findings that support informing riparian best practices and perhaps involving landowners and demonstration projects.

1.3.5 Landowner Incentives

Activities under this category support strategies that encourage landowners to engage in riparian restoration. Rather than limiting projects to a specific set of practices, we welcome applicants to propose creative and effective incentive approaches—whether familiar or entirely new. Proposals may include incentives that stand alone or that stack with existing programs or easements to increase their appeal and broaden landowner participation. Innovative concepts and pilot ideas that demonstrate clear potential will be considered on a case-by-case basis for eligibility.

Investment Priority Goal:
Improvements to landowner incentives and availability lead to increased restoration and long-term protection, increased quality and quantity of riparian areas, supported long-term ecosystem function, and improved climate resiliency. Incentives also lead to increased protection and maintenance of existing riparian habitat.

Key Investment Priority Outcomes:

- Improved communication and understanding amongst landowners about incentive program options;
- Improved trust and collaboration between landowners and incentive program providers;
- Increased interest, demand for and participation in riparian incentive programs in priority Puget Sound watersheds;
- Demonstrated pilot models of innovative incentive programs that can shift practices

and provide a sustainable roadmap for the future;
- New and improved incentive opportunities offered to riparian landowners in priority Puget Sound watersheds;

Example eligible activities:
- New incentive program design, development and deployment *(*note that incentive design, development and planning activities are also eligible under the Reach-Scale Planning and Outreach category, where a collaborative, regionally focused and targeted incentive program is being proposed)*;
- Purchase and installation of non-native harvestable trees and shrubs (e.g. fruit and nut trees, blueberries, etc.)
- Maintenance support stipends provided to landowners performing maintenance (invasive weed control) themselves.

1.3.6. Permanent Protection of Riparian Habitat

Activities under this category focus on permanently protecting riparian zones in priority watersheds where reach-scale plans for restoration and protection are in place. This includes funding for conservation easements and acquisitions, or other proposed activities that stabilize or secure the conservation and cultural values of existing riparian areas. Riparian areas may be currently degraded, natural or established restoration sites, but must be located in the focus area described in the proposal and justified with mapping and contextual resources. The areas must also demonstrate support long-term riparian function.

Investment Priority Goal:
Permanent protection leads to increased rates of riparian restoration and long-term protection, quality and quantity riparian areas, long-term ecosystem function is supported, and climate resiliency is improved. Additionally, increases in permanent protection leads to protected and maintained existing high quality riparian habitats.

Key Investment Priority Outcomes:
- Innovative riparian restoration easement programs support landowner engagement and recruitment efforts;
- Long-term maintenance needs support landowner engagement and recruitment efforts;
- Replicable riparian restoration easement programs support landowner engagement and recruitment efforts;

Key Investment Priority Outputs:
- Increased miles of streambank protected by land or easement acquisition;
- Acres of restored land maintained;

- Replicable riparian easement programs developed;
- Support a region wide effort to prevent degradation of ecosystem function;

Example eligible activities:

- Land acquisition and associated costs;
- Property Conservation easements and associated costs;

1.4. Ineligible proposals

In general, proposals or proposal components that do not have a direct benefit to riparian restoration efforts in Puget Sound watersheds are not eligible for funding through PSRSL. Proposals or proposal components prohibited by statute, federal appropriation, or administrative rules are also ineligible. Table 1 contains a list of some proposals and proposal components that are ineligible for PSRSL funding. Chapter 2 includes additional information on eligibility and ineligibility.

Table 1 - Descriptions of ineligible proposals and activities.

Description
Annual permit fees
Application preparation (grant or loan)
Aquatic plant control for aesthetic reasons, navigational improvements, or other purposes unrelated to riparian restoration
Riparian restoration implementation on most federal and state-owned property
Bond costs for debt issuance
Bonus or acceleration payments to contractors to meet contractual completion dates for construction
Buildings unless they are required to support eligible native plant propagation or holding
Cost-plus-a-percentage-of-cost contracts (also known as multiplier contracts), time and materials contracts, and percent-of-construction contracts; this does not apply to General Contractor/Construction Manager (GC/CM) contracts procured in accordance with Chapter 39.10 RCW
Culvert removal, installation, repair, or replacement unless determined to be the most appropriate stream crossing alternative to improve habitat
Facility and equipment operation and maintenance expenses
Fees for failure to pay invoices on time, check overdrafts, etc.
Fines and penalties due to violations of or failures to comply with federal, state, or local laws
Giveaways and “swag” except for approved educational materials
Land acquisition for right of way using eminent domain
Instream activities that require use of big equipment or heavy machinery (unless negotiated with Ecology)
Landscaping for aesthetic reasons
Lightning or other project elements that do not provide a riparian habitat benefit

Lobbying or expenses associated with lobbying
Mitigation projects
Operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc.
Overtime differential paid to employees of local government to complete administrative or force account work
Pavement repair beyond the width of the roadway cut necessary for a riparian restoration project
Projects solely for flood control
Removal of existing structures or demolition of structures that are not interfering with proposed riparian restoration
Scientific research unrelated to riparian restoration or watershed prioritization
Solid and hazardous waste cleanup
State and federal agency facilities and other duties and responsibilities
Vehicle purchase, except where Ecology has determined that a specialized vehicle is essential to directly satisfy the project scope of work and to achieve the project goals and outcomes

1.5. Grant project length

Projects must be capable of completing grant funded activities within the grant cycle. At the time of writing this Funding Guidelines, funds allocated during the Spring 2026 Solicitation must be used by August 31, 2029.

1.6. Grant award amounts

Grants will be awarded on a competitive basis, and funding requests will vary based on proposal type and scope. Ecology anticipates funding a wide variety of proposals, ranging in cost from a minimum award amount of $150,000 up to the maximum award amount of $600,000.

1.7. Match or cost share

There are no Recipient match or cost share requirements under the PSRSL funding opportunity because the Washington State Department of Ecology as the host agency has contributed match funding as part of the cooperative agreement with EPA for this award.

1.8. Limitations on use of grant funds

Recipients may use grant funds only to cover direct costs related to the proposal or for project costs that are not part of routine operations. Recipients cannot use funds to reimburse costs not directly associated with the proposal, such as regular salaries/benefits of employees for routine operational support, except in the form of an indirect/overhead rate.

Direct costs include:

- Compensation of employees’ time on the proposal
- Costs of materials used specifically for the proposal

- Cost of services for the proposal

Chapter 2. Eligible Proposal Category Requirements

2.1. General eligibility requirements for all proposals

See the following sections and appendices to ensure your application meets all specific criteria and requirements for eligible activities. See the Eligible applicants section for details on applicant eligibility.

2.1.1. Proposal focus areas are located within Puget Sound watersheds

See Chapter 1.2. Geographic Scope for a map of the 19 WRIAs where eligible proposals can be located. Evaluators will use one of two methods to evaluate the location of proposed projects.

Applicants submitting a reach-scale proposal must provide a description of the focus area. This includes submitting a shapefile, or drawing a polygon, of the proposed focus area through the EAGL mapping application, as well as submitting maps described in a mapping exercise within the application. This mapping exercise walks applicants through taking a nested approach to illustrating the broader focus area, the priority reach(es) within the focus area, and at a finer scale within the priority reach(es) at the neighborhood or parcel level. Ecology will provide a mapping resources web map, available on the Grant Application Resources[7] web page, that will illustrate the types of data applicants are expected to consider through this exercise, and will allow users without access to GIS software to answer the applicant questions by downloading images or PDFs directly from the web map. All data available on the application resources web map will be available for download through Ecology's GIS Portal[8]. Any specific sites that are included as part of the application will be required to be identified at a neighborhood, or parcel scale.

2.1.2. Proposals implement or support riparian restoration and protection

For the purposes of the PSRSL grant, riparian restoration is defined as the process of restoring the physical, chemical, and biological connections between aquatic and terrestrial ecosystems along streams, rivers, lakes, and other bodies of water with the goal of repairing the diversity and dynamics of these ecosystems that have been degraded by human activities. All proposals and activities must result in or directly support riparian restoration and protection efforts.

2.1.3. Proposals are reach-scale or tied to a reach-scale effort

[7] https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/ grant-application-resources
[8] https://ecology.wa.gov/research-data/data-resources/geographic-information-systems-gis/maps

The application includes questions about how proposals support an existing stream reach-scale or watershed scale restoration plan (e.g. salmon recovery plans, ecosystem recovery plans, or Total Maximum Daily Load plans). The purpose of these questions is to provide application evaluators with the local context, including the status of restoration efforts in the reach or watershed that led to the applicant identifying the focus area for the proposal. Additionally, the application will include maps to provide the geographic context of the existing strategies and plans to show the justification for the current proposal. Appendix J provides guidance on what elements a reach-scale plan should contain.

2.2. Proposal requirements by category

2.2.1. Reach-scale planning and outreach proposal requirements

Planning requirements

Planning requirements may vary based on the scale and complexity of the proposal. Applicants should include time for Ecology review of all resulting plans in their proposal schedule and are strongly encouraged to discuss the proposal with the Ecology Project Manager early in the proposal planning process. Review and approval needs will be identified by the Ecology Project Manager during agreement negotiations.

Data collection for restoration prioritization requirements

Restoration prioritization data collection efforts may include collecting social science information through Community Based Social Marketing (CBSM) studies, and collecting environmental information through water typing studies, thermal imagery data collection, and others. PSRSL staff will work with Recipients to determine QA documentation needs, which will vary based on the scale and complexity of the proposed study. Applicants are encouraged to provide ample time in proposal schedules and budgets for developing the required QA documentation.

Social science data collection requirements and guidance

Recipients that use PSRSL funds to complete a CBSM or social science study must follow the requirements provided in Appendix J as well as those listed below and submit all relevant documentation to the Ecology Project Manager. Guidance on what should be included in a CBSM or social science study is also available in Appendix J.

PSRSL funded social science or CBSM studies must:

- Have a defined focus on a specific riparian restoration related behavior;
- Be completed within the identified proposal focus area;
- Hire a qualified consultant to perform the study. See the Terms and Conditions in Appendix I for information on solicitation and contracting procedures and requirements;

or

- The Recipient may perform the study themselves. In this case, Recipient must provide a description of staff experience such as education and trainings completed, a list of prior studies completed and a statement describing why this is the preferred approach.

Environmental data collection requirements

Recipients that receive funding for environmental data collection efforts must follow the requirements outlined in Chapter 5.6. Quality assurance documentation requirements.

Outreach and education requirements

Proposals with public outreach and education components must:

- Be targeted within the identified proposal focus area;
- Inform the public on the importance of riparian zones;
- Incorporate accessibility requirements (See Appendix D) and consider language access needs (See Appendix D) of the communities being engaged;
- Please review Appendix J for additional outreach and education requirements and guidance.

2.2.2. Native plant materials proposal requirements

Activities funded under this category will provide support for Puget Sound partners and Tribes to cultivate and/or propagate native plants at holding sites until mature enough to be used in riparian restoration projects. Please review Appendix K for additional native plant materials requirements and guidance. Proposals including native plant materials activities must support increasing native plant materials availability for riparian restoration within the proposal's identified focus area.

Regional native plant materials collaboration requirements

Recipients that will convene regional workgroups and experts for collaborative planning around native plant materials must provide the following:

- Plan for workshops or meeting series to be hosted, topics to be discussed, experts to be consulted and expected outcomes;
- Sign in sheets for in-person events or documentation of participants for virtual events;
- Detailed summary of each workshop or meeting hosted including:
    - Date, location, and a brief description of the outcomes;
- Digital copies of presentations or materials provided;
- Final report
- Photos from in-person events.

Plant propagation requirements

Species eligibility: Recipients may use PSRSL funds to cultivate and/or propagate a wide variety of native plant species that have evolved and are naturally adapted to grow in riparian habitats within Puget Sound. PSRSL funding may support the growth of typical native trees and shrubs used for riparian restoration, as well as less common species that hold cultural significance for indigenous peoples. For examples, please visit the NRCS list[9] of common native riparian trees and shrubs by region.

Note: When Tribes are not the funding Recipient or partner on the proposal, Recipients should consider consulting with local Tribes to learn about culturally significant species availability and needs.

Recipients that will use PSRSL funding to grow and propagate native plants or collect seeds to be used for riparian plantings must:

- Provide a complete list of species to be collected and/or propagated, and/or supported through additional growing seasons prior to outplanting, and expected final container size or type;
- Describe seed sources or a seed sourcing plan and explanation for selection of these locations;
- Provide a staffing plan to provide plant care support, capacity and training needs;
    - If staff training is needed: submit staff training plans, summary doc, name of training provider, sign-in sheets or # of trainees attended, materials provided, any photos taken;
- Provide an Integrated Pest Management (IPM) plan to include a description of the expected pests and pathogens and plan for treatment and control, description of BMPs to be used, and early detection rapid response (EDRR) plan;
- Follow the BMPs outlined in Native Plant Nursery Best Management Practices to Prevent the Introduction or Establishment of Phytophthora and Other Pathogens[10];
- Follow the S449 BMPs for Nurseries and Greenhouses[11] outlined in the Washington State Department of Ecology 2019 Stormwater Management Manual for Western Washington;
- Follow an efficient irrigation plan;
- Define partner relationships and plans for plants and where they will be utilized for riparian restoration (must be in relation to proposal focus area with general reach/watershed locations defined), expected timeline;

Small nursery or holding facility construction or upgrade requirements

Recipients must:

[9] https://www.nrcs.usda.gov/plantmaterials/wapmstn13160.pdf
[10] https://www.wnps.org/files/72/Central-Puget-Sound-Admin/688/WNPS-Central-Sound-Native-Plant-Nursery-Best-Management-Practices.pdf
[11] https://www.kitsap.gov/pw/BMP/2019SWMMWW%20-%20S449%20BMPs%20for%20Nurseries%20and%20Greenhouses.pdf

- Provide detailed plans and materials lists provided for nursery or holding facility construction and upgrade activities;
- Description of expected increase in capacity and plant yield and benefits to production;
- Provide documentation of having acquired any necessary permits;
- Cultural resource review may be required for nursery or holding facility construction or upgrade activities.

Nursery equipment purchase requirements

Equipment purchases are limited to $10,000. Any equipment costs above this must receive Ecology special approval. Proposals that include equipment purchases must provide an explanation of needs for proposed equipment purchases and why the proposed approach is the most cost-effective option.

2.2.3. Riparian restoration implementation proposal requirements

Preferably, tasks and activities proposed within this category will be based upon a proposed or existing reach-scale plan for their focus area(s).

Design requirements

Funding for engineered designs for stream restoration and enhancement projects is an eligible activity, whether implementation is included in the scope of work or not, with Ecology approval. This includes large-scale projects that PSRSL will not fund implementation for but would support, including:

- Instream restoration projects involving channel creation or reconstruction, large woody debris, and some bank stabilization strategies;
- Floodplain reconnection projects that involve removal of bank armoring or fill-removal.

Design requirements may vary based on the scale and complexity of the project. Applicants should include time for Ecology review of all plans/designs in their proposal schedule and are strongly encouraged to discuss the proposal with the Ecology Project Manager and Technical Lead early in the planning process. Some activities can go straight from planning to implementation, and batch review may be possible for reach-scale proposals with multiple sites. Review and approval needs will be identified by the Ecology Project Manager and Technical Lead during agreement negotiations.

Recipients must do the following before implementing designed projects:

- Submit the plans/designs to the Ecology Project Manager for review and approval. This should include documentation that the project is the cost-effective approach to achieving the habitat benefit.
- Receive Ecology's resulting approval notification for the site-specific project plans.

Implementation requirements

Requirements may vary based on the scale and complexity of the proposal. Additional riparian implementation requirements and guidance are located in Appendix L. Recipients should include time for Ecology review of all of the required deliverables listed below in their proposal schedule. Review and approval needs will be identified by the Ecology Project Manager and Technical Lead during agreement negotiations. Templates, forms, and additional training materials can be found on the PSRSL resources webpage[12].

Recipients must provide the following before implementation:

- **Landowner Agreements**: Must be signed and approved prior to implementation. A template is available on the PSRSL resources webpage[13].

- **Cultural Resources Review** : Must comply with Section 106 cultural resources review requirements including:

    - Ecology Cultural Resources Review Form for each site and if available, a cultural resources report completed by a licensed professional of the Area of Potential Effect (APE);

    - Ecology Inadvertent Discovery Plan (IDP);

    - Obtain a final determination from the lead agency prior to implementation (See Chapter 5.6 and Appendix G).

- **Site-Specific Plans and/or Designs:** Plans and designs must be reviewed and approved in writing by Ecology prior to implementation at each site. Design requirements may vary based on the complexity of the project. Requirements may include:
    - Riparian Planting and Maintenance Plans for each site;
        - A Riparian Planting and Maintenance Plan template is available on the PSRSL resources webpage. In addition to this section, see Appendix L and Appendix M for more information.

- **Permits and Local Requirements:** Copies of all required permits, Critical Areas Ordinances, etc. or a completed and signed Permit List Form (provided by Ecology) for each site.

- **Reporting:** Quarterly progress reports and final closeout reports are required for all projects. Specific reporting requirements will be established during agreement negotiations for successful applicants.

- **Specific Criteria and Standards:** Plans, designs, and implementation must comply with the activity specific criteria described in these Funding Guidelines.

[12] https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources
[13] https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources

Site-Specific Details Provided

Proposals must include site-specific details for all restoration work to be completed under the proposal at the time of submission. While a signed landowner agreement is not required at the time of application, project locations must be clearly identified. Submission of a landowner acknowledgement form is strongly encouraged, as it provides evidence that landowner coordination is underway and that the project is on track to be completed within the required timeframe. Proposals lacking sufficient site-specific information may be deemed ineligible. The more detailed and site-specific the plans provided at the time of application, the stronger and more competitive the proposal will be. Confirmation of site eligibility and implementation requirements will be based on the information provided in the initial application.

Stream restoration and bank stabilization

All stream restoration and bank stabilization projects must meet the riparian buffer and other standards established in Appendix L of this document and the Washington State Aquatic Guideline Program's Stream Habitat Restoration Guidelines[14]. Streambank protection designs must be consistent with the Aquatic Habitat Guidelines Program's, Integrated Streambank Protection Guidelines[15].

2.2.4. Site monitoring and adaptive management proposal requirements

Preferably, tasks and activities proposed within this category will be based upon a proposed or existing reach-scale plan for their focus area(s).

Site monitoring requirements

The Recipient must submit a Monitoring Plan to Ecology prior to beginning site monitoring activities. The plan should include the following, at a minimum:

- A monitoring goal;
- Questions to be answered by monitoring;
- A monitoring timeline;
- Locations to be monitored;
- Response indicators;
- Monitoring design;
- Decision criteria;
- Proposed Methods which would provide results that can identify when and where site maintenance and/or contingency actions are needed;

[14] http://wdfw.wa.gov/publications/01374/
[15] http://wdfw.wa.gov/publications/00046/

- Monitoring report checklist;
- Equipment to be used;
- Data management procedures

Recipients must submit a monitoring progress report which follows the approved Monitoring Plan and summarizes the monitoring work completed;

Where annual monitoring occurs, Recipients must submit a Final Monitoring Report during grant closeout, as an addendum to the Monitoring Plan. The final report should include the following, at a minimum:

- The Monitoring Plan;
- All of the annual progress reports;
- Before/After Site photos;
- Summarized data (answers to the questions being asked);
- Estimates of data precision and variance;
- Determination whether projects (sites) met decision criteria for effectiveness;
- Conclusions and lessons learned, or BMP recommendations;
- Analysis of completeness of data, sources of bias.

Recipients are encouraged to use the Protocol for Monitoring Effectiveness of Riparian Planting Projects created by the Washington Salmon Recovery Funding Board[16] to guide the development of their Monitoring Plan and Final Report.

Adaptive management requirements

Recipients of funding to support supplemental planning or adaptive management research at riparian sites that are not achieving the desired ecosystem results must:

- Provide a summary describing the circumstances and history at the site, the unforeseen changes in the system, and any supportive evidence that indicates there is potential for improvements in habitat function;
- Follow the design requirements outlined in Chapter 2.2.3.

2.2.5. Landowner incentives proposal requirements

Tasks and activities proposed under this category are intended to support strategies that encourage landowners to engage in riparian restoration. This may include supporting landowners with adapting their land use activities and operations to accommodate riparian

[16] https://srp.rco.wa.gov/content/MC-3_Protocol_for_Effectiveness_Monitoring_of_Riparian_Planting_Projects_2011.pdf

restoration and protection, or costs associated with developing, implementing and supporting incentive programs. Rather than limiting projects to a specific set of practices, applications should propose creative and effective incentive approaches—whether familiar or entirely new. Innovative concepts and pilot ideas that demonstrate clear potential are encouraged but not required. Each proposal will be determined and negotiated on a case-by-case basis.

The following BMPs are eligible for funding provided they can be justified as a critical element to getting landowner agreements for restoration and protection activities. Ecology will approve the following on a case-by-case basis during contract negotiations with successful Recipients.

Agricultural Best Management Practice (BMP) Proposals

Agricultural BMPs will be consistent with Ecology's Combined Clean Water Funding Program Requirements[17] (CCWF) and the Natural Resource Conservation Service (NRCS) Field Office Technical Guide[18] (FOTG) construction specifications or equivalent construction standards and be recommended in the Voluntary Clean Water Guidance for Agriculture (Clean Water Guidance). If NRCS specifications are not available, the structural design of the proposed BMP must be designed by a licensed engineer. For further information, see the FOTG33 for Washington state.

Above Ground Storage Tanks (Manure Storage)

Above ground storage tanks for liquid manure storage that are consistent with the Clean Water Guidance are eligible for funding. Refer to Appendix I of the CCWF guidelines and Chapter 11 (pages 18-21) of the Clean Water Guidance for design and installation requirements.

Agroforestry

Low intensity agroforestry practices as described in the Clean Water Guidance are eligible. The proper implementation of agroforestry plantings promotes soil and vegetation community health and avoids the use of synthetic fertilizers and pesticides. When properly implemented, agroforestry practices have a low potential for pollutant generation and transport. Additionally, native trees integrated into this type of agriculture can provide a supplementary source of stream shading and organic material inputs to streams and improve habitat conditions.

Livestock Exclusion Fencing

Livestock exclusion fencing is eligible for financial assistance when installed at a minimum setback from the ordinary high watermark (OHWM) consistent with the riparian restoration guidance found in Appendix L. Exclusion fencing protects riparian areas from impacts due to livestock activities in and around streams. Recipients are required to plant the minimum Core Zone width buffer established by the fencing setback with native trees and shrubs to provide a higher level of water quality improvement. This minimum setback and vegetation help protect surface waters from pollutants such as pathogens, sediment, and nutrients, and provides

[17] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/water-quality-combined

[18] https://efotg.sc.egov.usda.gov/#/

physical protection so riparian areas may be restored. Grass filter strips alone are not sufficient to meet this requirement.

Cross fencing is eligible for financial assistance when the following criteria are met:

- The practice is prescribed in an approved Grazing Management Plan.
- Livestock exclusion fencing is installed at a minimum setback of the Core Zone width consistent with the riparian restoration guidance found in Appendix L.

Livestock Off-stream Watering Facilities

A livestock owner uses off-stream watering to provide an alternative source of watering where fencing or other method(s) exclude livestock from streams to protect riparian areas and water quality. Off- stream watering facilities (including well construction) are conditionally eligible for financial assistance for projects that include privately owned livestock operations. If an applicant proposes to install livestock exclusion fencing as part of a riparian protection/restoration project and the fencing meets the minimum standards, Ecology may award grant dollars to install an off- stream watering facility.

Appendix H of the CCWF contains eligibility conditions for off-stream watering facilities.

Livestock Feeding BMPs

Livestock feeding and waste management BMPs that support the relocation of livestock activities that threaten riparian areas and water quality or enhance existing feeding areas distanced from surface waters are eligible for funding. Recipients may install a combination of these BMPs when appropriate. Funding for livestock feeding BMPs only applies to projects that will protect riparian areas and water quality and may not be used to rebuild feeding facilities where the primary purpose is to repair existing structures. Livestock exclusion fencing and riparian restoration is a required prerequisite for projects that relocate livestock and must meet the minimum Core Zone width setback requirements in Appendix L.

Eligible livestock BMPs include heavy use area protection and associated fencing, waste storage facilities, and windbreaks. Grass filter strips are eligible as needed around heavy use areas, when located outside riparian management zone.

Appendix I of the CCWF contains eligibility conditions for livestock feeding and waste management BMPs.

Silvopasture

Silvopasture practices, such as light intensity rotational grazing within the riparian management zone in accordance with a Grazing Management Plan, as described in the Clean Water Guidance, are eligible. The proper implementation of silvopasture plantings promotes soil and vegetation community health and avoids the use of synthetic fertilizers and pesticides. When properly implemented, silvopasture practices have a low potential for pollutant generation and transport. Additionally, the native trees integrated into this type of agriculture can provide a supplementary source of stream shading and organic material inputs to streams and improve habitat conditions.

2.2.6. Permanent protection of riparian habitat proposal requirements

Preferably, tasks and activities proposed within this category will be based upon a proposed or existing reach-scale plan for their focus area(s).

We encourage applicants to consider activities in their proposal that fund permanent protection of riparian areas, either associated with a restoration element or to protect intact habitat. Proposals that include permanent protection of riparian habitat should include the following in their application to demonstrate their acquisition strategy and readiness to proceed:

- Reach-scale to neighborhood scale maps (see Appendix N for mapping guidance) that identify properties in consideration for conservation easements and/or fee-simple acquisition.
- An existing reach-scale plan and/or acquisition strategy for riparian restoration and protection. Development of these are both eligible activities under this grant where they do not already exist or need to be updated or amended. See the Appendix J for elements of a reach-scale plan.
- Documentation of landowner interest in a given type of conservation easement or fee-simple acquisition (e.g., Landowner Acknowledgement Form).
- Demonstration of commitment from the likely easement holder/acquisition specialist partner. The partner must have the legal authority of an entity to hold land through conservation easements or fee-simple under Washington state law and a demonstrated capability by the entity holding the land to defend and enforce the terms and conditions of said easement or fee-simple acquisition.

Scope of work negotiations pre- and post-award will establish the required approval processes a successful applicant will need to adhere to for reimbursement of eligible acquisition related expenses. See Appendix M. Permanent Protection of Riparian Habitat Requirements and Guidance for detailed requirements related to acquisitions.

Chapter 3. Preparing and Submitting Your Application

3.1. Pre-application support

If your proposed PSRSL project(s) appears to fit within the eligibility criteria, you are ready to begin your application. To assist with this process, the PSRSL team provided the Application Instructions in Appendix C.

Potential applicants are highly encouraged to contact Ecology staff early in the project development process. The Grant Lead, Technical Lead, Grant Project Manager, and/or GIS Analyst can answer questions regarding project eligibility, applying for funding, and spatial data/mapping components. These staff members are also available to provide technical assistance on pre-application project concepts and early scopes of work to identify ways to help you craft a stronger application. Please reach out for your pre-application questions using the contact information available in Appendix A.

Ecology will host an informational applicant webinar to answer questions on this funding opportunity. Applicants can email the RFP Coordinator with questions as well as attend one or more virtual technical assistance opportunities. Subject matter experts will be able to provide advice for pre-application projects during two scheduled virtual “office hours” opportunities. The office hours will be an opportunity for applicants to ask project and program-specific questions prior to submitting an application. Any questions discussed during these sessions will be captured and shared on the PSRSL grants website[19] in a Frequently Asked Questions document.

Spring 2026 pre-application support:

- Pre-applicant Webinar: April 1, 2026, from 1-2pm
- Applicant technical assistance virtual office hours: April 22, 2026, from 1-3pm
- Applicant technical assistance virtual office hours: May 27, 2026, from 1-3pm

3.2. Application process and requirements

Applicants that decide to apply for a grant must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) IGX web-based grants system.

The application will be available in the EAGL system starting March 25, 2026, and ending June 3, 2026, at 5:00pm. You will not be able to apply after this date, so do not delay.

[19] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/climate-resilient-riparian

This application becomes the foundation of the grant agreement itself. Applicants with complete submittals will be invited for a short presentation with the review team on July 15, July 16, or July 17. The RFP Coordinator will reach out to all applicants in early July to schedule a 15-minute time slot and provide a template for a 5-minute presentation.

To access this system, you will need to establish a Secure Access Washington Account, register your organization, and add EAGL as a service. This process can take several days if you are a new user. Please refer to the EAGL External Users' Manual (October 2025) (Publication No. 25-01-005)[20] for detailed instructions on how EAGL works, EAGL terminology, and EAGL roles and permissions.
To access the application forms, applicants must first:

1. Register for a Secure Access Washington (SAW) online services account.
2. While logged into their SAW account, register for an EAGL user account.

3.3. How to register for a SAW account and EAGL IGX

New SAW and EAGL users

Each staff member of an organization who will have a role in the project (e.g., project manager, financial manager, and grant signatory) must establish their own separate SAW account before you can apply for a grant in EAGL. **You may not share a SAW account with another person or organization.**

Staff members may already have a SAW account due to their work with other Ecology grants. If so, they may use that username and password.

1. To log in to EAGL IGX, select the Secure Access Washington account link from the EAGL IGX Welcome page[21].
2. Select the Sign Up! button in the top banner and complete the registration information.
3. Create your SAW account and wait for a confirmation email.
4. Select the confirmation link in the email that will return you to the Secure Access Washington login screen, or you can access it through the EAGL IGX Welcome page.
5. Enter your SAW username and password and select Submit.
6. Complete the EAGL IGX registration form. Select the System roles appropriate for the work you will do.

[20] https://apps.ecology.wa.gov/publications/SummaryPages/2501005.html
[21] https://eagl.intelligrants.com/

7. Select your organization from the dropdown menu. If it does not exist, select the checkbox for My Organization Is Not Listed.
8. Fill in your organization's information for the required fields. You will need your agency's Statewide Vendor/Supplier number[22] from the Office of Financial Management's system, Federal Tax ID, and Unique Entity Identifier (UEI) to complete the registration.
    a. **Statewide Vendor Number**: Jurisdictions need to register as a Statewide Payee 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 system. For more information and vendor registration forms, visit the OFM website.[24] Or contact the OFM Statewide Payee Desk at (360) 407-8180 or by email at PayeeRegistration@ofm.wa.gov. Note: This process may take 7 to 14 business days.
    b. **Federal Tax ID (EIN or TIN)**: A jurisdiction more than likely has the EIN. If not, here is a link to How to apply for an EIN[26] (IRS site).
    c. **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.[25] An organization will want to register and fill in the UEI number when registering in EAGL to receive any grants with federal funds.
9. Select the Register button at the bottom of the page to complete your registration.
10. Ecology staff will receive notice of your registration request. Once approved, EAGL IGX will send you an email letting you know your registration has been approved.
11. Once you receive the approval email, log in to EAGL IGX by selecting the Secure Access Washington account link from the EAGL IGX Welcome page.
12. Enter your username and password. You will be directed to the EAGL IGX dashboard.

Further registration instructions are provided on our Grants and Loans website[23] for Current EAGL users and New EAGL IGX users with a SAW account.

3.5. Filling out the application

[22] https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/statewide-vendor-number-lookup/
[23] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans

3.5.1. Accessing the application

Applicants can initiate and submit applications beginning March 25, 2026. All applications must be submitted before 5:00pm on June 3, 2026. It may take several days for Ecology's EAGL System Administrator to validate you as a new user and provide you with access to EAGL, plan your submittal time accordingly.

After logging in, the EAGL dashboard will load with a panel to **View Available Funding Opportunities** for users with the role of Authorized Official or Contractor. These are the only organization roles that can view and initiate applications.

1. Under View Available Funding Opportunities, select the Filters dropdown arrow and type **"Shorelands Puget Sound Riparian Systems Lead (SEAPSRSL - 2026)"** into the **Name** field then select **Search**.

2. When you select the **Shorelands Puget Sound Riparian Systems Lead (SEAPSRSL -2026)** link, a new window will appear with more information about our funding opportunity. Select **Proceed** to initiate the creation of an application.

3. You can access application forms through the left navigation panel of the application's document landing page.

4. Using the **Application Instructions and the Application Prep Tool** under the Funding Program Guidelines heading, fill out and save each of the required EAGL application forms in the order in which they appear.

5. All sections of the application must be completed and all required uploads provided in order to be considered for funding. Any applications missing elements or required uploads will be rejected as incomplete.

3.5.2. EAGL role management, forms, and required uploads

EAGL role management

To ensure that organizations can monitor and control who submits applications on their behalf, **EAGL only allows users that have been assigned the role of "Authorized Official or "Contractor" to initiate an application**. Once an application has been opened, individuals with the roles of Authorized Official, Recipient Project Manager, Contractor, or Writer can access the application forms through the left navigation panel of the application's document landing page. For more information about managing EAGL roles and a summary of the permissions granted to each role, see Appendix Q.

EAGL forms

Your grant application includes a series of electronic forms and document uploads in the EAGL system plus any additional documents you upload to detail your project. Many recipients find it easier to develop the answers to the EAGL form questions in a word-processing program and then cut and paste their answers into EAGL. To facilitate this, all the information that you will see on the forms and the documents you need to upload are listed in Appendix C.

EAGL uploads

Several EAGL application forms include spaces where an upload is required.

To add an upload, enter a description for the file in the Description field, select Browse, select your file, then Save. It is important to include a simple description along with a clear, easy to understand file name. Do not use "&" or other special characters in your file name.

EAGL accepts the following file types: pdf, gif, bmp, mov, jpg, vsdx, tif, xls, wpd, mp4, ppt, txt, vsd, xml, pptx, doc, wmv, zip, xlsx, avi, png, docx. The file size limit is 200mb.
The following provides additional guidance on uploads.

Photos

Photos can help the reviewer understand the resource issues at that site. Place all photos into one document with figure headings that describe each photo. Compress the photos and then make the document a pdf to decrease the size. Please do not upload several single photos.

Maps

Maps are a required element of the application. Include a map that shows where in the state your project is (county, city, watershed, etc.) and a closer map view that shows where your project is in relation to the waterbody of concern. Review the application materials for the GIS requirements. GIS technical support is available.

Letters of Support

If you have stakeholders or partners that are involved in your project or impacted by your project, letters of support help demonstrate that they understand the project, why it is important, and that they support it. The entities providing letters of support should make it clear that they understand the project and explain how they will be involved in the project directly or indirectly. It should not just say that they support the project, but why. Encourage them to write their own letters rather than providing them with cookie-cutter language. These letters are important to demonstrate that you have community support and that there are not going to be significant stakeholder or landowner barriers to initiating and completing the project. You should also have letters of acknowledgment or agreement from any landowners where the project site occurs or that will be potentially impacted by the project. Review the application materials for a list of suggested support partners to include.

Large documents

Documents that are available on the internet, such as TMDLs, watershed planning, salmon recovery documents, etc., should not be uploaded to EAGL. You can refer to these documents within your application by providing a link to them. If you provide a link in your application, also explain how the document is related to your project. For example, if your project was identified as a priority action in a watershed plan, state so and then provide a link and a page number(s) where this information can be easily found within the document. Do not expect the reviewer to read an entire document; they do not have time. If your project is related to a document, you can simply say so. For example, maybe your project will help clean up a pollutant that is addressed in a TMDL. Give the TMDL name and explain how the project supports it. Do not upload the TMDL plan.

Other supporting documents
It is okay to upload a few supporting documents, such as an informational brochure or a Memorandum Of Understanding, but please do not upload anything that is already on the internet or that isn't critical in helping the reviewer understand your project. More uploads do not make a project seem more valuable. Instead, too many uploads can make it hard for the reviewer to find what they really need.

Other tips:

- **Files sizes**: EAGL will only accept files 200mb or smaller.
- **Combine documents.** When file sizes allow, combining documents into a single file can make your uploads more manageable for the reviewer. Documents that can be combined include letters of support, photos, outreach materials, maps, etc. This makes it easier to find and review these documents. Do not, for example, upload five separate budget spreadsheets; combine them into one spreadsheet with multiple tabs or upload them as a multi-page document.
- **Give the uploaded files clear, easy to understand titles.** *Map_ProjectLocation_Wenatchee Watershed.pdf* is a lot easier to understand and locate than *XJ103WWPL.pdf*.
- **Upload to only one form.** If you upload a document, such as a map, to more than one form of the application, it will show up more than once in the EAGL Attachment Repository. The Attachment Repository is the place where all uploads can be found by the reviewer for use in the evaluation. If there are multiple copies of multiple uploads, it can make it hard for the reviewer to find what you want them to review.
- **Do not depend on uploads to answer the questions in the application.** The application should be a stand-alone document that contains all the information needed to evaluate it. The uploads should *support* the information in the application, not replace it.
- A good example is stating in your application that you have the support of partners X, Y, and Z and that they will help with the project in specific ways. The letters of support that you upload help further demonstrate that support. If you upload a reach assessment that identifies that this type of project will reduce sediment in that reach, but nowhere in your application do you state that your project will reduce sediment, then don't assume the reviewer will figure it out. The reviewer does not have time to look for information that should be in your application.
- Also, do not assume that the reviewer will already know the pollution issues for the waterbody. Some reviewers are from different parts of the state. Make sure that the answers provide all the needed information, even if obvious to you, and then provide the links to online documents (with page numbers) or uploads that will support those claims.

Other application requirements

Most required uploads, such as maps, have a designated space on a specific form. However, some project types such as land acquisitions, have additional documents that must be uploaded to the general “Uploads” form for your application to be considered. Please review the appropriate section in Chapter 2 to ensure you are providing all necessary documentation. If you have questions, please contact Ecology.

3.6. Submitting the application

Applicants can initiate and submit applications beginning March 25, 2026. **All applications must be submitted through Ecology’s EAGL system before 5:00pm on June 3, 2026.**

Complete application proposals received at or before the deadline will be scored and rated by a review team.

Completed applications will be submitted directly through the Department of Ecology’s system, EAGL. Consider confirming that your application is complete and received by the due date with the RFP Coordinator.

Only an Authorized Official may submit the application. Once you have completed all forms and resolved any errors, check that the document status is Application in Process on the document landing page or by hovering the cursor over the application name at the top of the left navigation panel.

The application can be submitted by changing the status to “Application Submitted” under the Status Options heading in the left navigation panel of the application.

Important notes: All errors must be cleared, and the map must be checked back in (saved) before the application can be submitted, so it is important to give yourself plenty of time to address those before the application deadline. If you accidentally apply the “Canceled” status, reach out to Ecology, and if there is enough time, they can change it back to “Application in Process” status so it can be submitted.

Chapter 4. Application Evaluation and Scoring

4.1. Consistency review

The PSRSL team will screen proposals for consistency with eligibility requirements and application completeness. Proposal consistency review will determine if the applicant organization is eligible for funding and if the described activities are eligible. This review will also identify the total funding request and determine if all required application components have been submitted. The application will be screened for the below items. If any of these required elements are not in compliance or are missing from the application, the application may be deemed incomplete, rejected, and not move forward for evaluation review and scoring.

1. Project is located within WRIAs 1-19
2. Required forms are complete
3. Required uploads were provided
4. If a call center employer appears on the list specified in RCW 50.76.020[24], they may be ineligible for grants or loans awarded by a state agency.

4.2. Evaluation process and criteria

An evaluation team is comprised of subject matter experts who meet conflict of interest requirements indicating that they do not directly supervise, or have a familial relationship, or role in the proposal they are evaluating. Each team member will evaluate proposals for each evaluation criteria for this solicitation. Each application will be given a score and be ranked by reviewer, and the top applications will be selected for funding up to the funding available. Ecology reserves the right at any point of the solicitation and review process to discontinue the funding opportunity and is pending on the availability of funding from EPA.

The PSRSL team also reserves the right to adjust the total funding amounts listed in this solicitation based upon the quality of applications. Table 2 below provides descriptions of the PSRSL proposal evaluation criteria categories and the possible points for each. Detailed descriptions of the evaluation criteria and scoring approach reviewers will apply are located in the PSRSL Application available in EAGL for download. All applicants that are deemed complete and eligible will be invited to give a short presentation to the review team. The presentation will not be scored separately- any information learned during the presentation will be included in the scores of the relevant category.

[24] https://app.leg.wa.gov/RCW/default.aspx?cite=50.76&full=true

Table 2 - Proposal evaluation and selection criteria category descriptions

Evaluation and Selection Criteria Description	Points
Scope of Proposed Work A detailed scope of work that includes task descriptions, budget totals, and deliverables	0-25
Budget Detail and Budget Narrative A detailed budget and narrative with cost assumptions that are well documented and reasonable for the work being proposed	0-10
Approach to Riparian Management A proposal description reflecting lasting outcomes on the riparian management programs in the area for each of the selected funding categories	0-25
Mapping the Spatial Extent and Context of the Area Focus area maps and context within which the program is being proposed, including salmon recovery plans, water quality objectives, land use and landowner demographics.	0-10
Integration with Existing Strategies for Long-Term Promotion of Riparian Management Description of how the proposed work will integrate with existing strategies, key partners, and watershed plans to catalyze riparian objectives.	0-10
Catalyzing Riparian Conservation or Restoration on the Ground and/or Long-Term Efforts Description of how the proposed activities will lead to a durable program that can continue past this immediate funding .	0-10
Engaging Tribal Leadership Description of how the proposal catalyzes the long-term visions of Tribal communities with direct and meaningful benefit.	0-5
Letters of Support Letters provided that demonstrate support from critical partners, Tribes, community based organizations, and key landowners.	0-5

4.3. Scoring

Proposals will be scored by each reviewer based on the criteria and scores will be submitted with top to bottom ranked proposals. The ranking for each proposal will be provided a number from the ranked list, and a combined reviewer list will be selected for funding based on the ranking. The PSRSL program will fund down the list until the maximum funding amount is reached for this solicitation. Conditional or partial funding may be offered to the applicant based upon reviewer recommendations. The PSRSL team may consider other factors such as project location in making final selections to ensure that the suite of funded projects meet the funding objectives.

4.4. Notification of funding decisions

Upon completion of the evaluation process, all applicants will be notified by the RFP Coordinator via email no later than the date listed on the first page of the solicitation whether the proposal was selected for funding. A copy of the evaluation will be uploaded into EAGL.

The award notice will outline the general expectations about the fund award and the grant agreement. It will also provide the names and contact information for Ecology's Project and Financial Managers assigned to the project, known as the Project Management Team.

Applicants not selected for funding may request a debriefing with the RFP Coordinator. A copy of the evaluation scores and justification comments will be made available in EAGL shortly after the completed reviews. Discussion at the debriefing meeting will include the following:

- Evaluation and scoring of the applications.
- Scoring justification based on the evaluation.
- Review of application's final score in comparison with other final scores without identifying the other applicants.

Chapter 5. Agreement Development, Management, and Conditions

5.1. Project management team

Ecology will make formal funding offers at the time of the Final List publication. Ecology will assign a Project Management Team to each project receiving a funding offer. The Project Management Team consists of one or more of the following: a Project Manager/Financial Manager, a Technical Advisor, and a Policy Lead. Ecology's Project Management Team will contact the applicant within four weeks of the grant offer to schedule a time to discuss the funding offer and begin the process of developing a funding agreement. Negotiation meetings should include a Project Manager/Financial Manager and a Technical Advisor as applicable to the project. The Project Management Team works to develop and negotiate funding agreements and monitor recipient performance after an agreement is signed.

The Ecology Project Manager/Financial Manager reviews and assists in the negotiation of agreements and approves the payment requests. This person will also work to resolve payment issues if they arise. This person also administers the project, maintains project files, and is the primary contact for day-to-day questions. The Technical Advisor determines eligibility and is the primary contact to resolve eligibility issues if they arise. This person also reviews and assists in the negotiation of agreements and is the primary contact for technical assistance.

When in doubt, call a member of the Project Management Team for information. PSRSL project management team contact information is available in Appendix A.

5.2. Agreement development process

If your application is funded, Ecology staff will work with you outside of EAGL to finalize the agreement language. While the agreement moves through Ecology's workflow, the status of the agreement will be Agreement in Review until it gets to the Agreement Requires Signature status.

Ecology will use the information provided in the grant application as the basis to develop the draft agreement for negotiation. Through the agreement negotiation process, the funding recipient and Ecology work together to develop an agreement that will focus on defining the scope of work (task descriptions), budget task costs, deliverables, and deliverable due dates.

This is to ensure that the agreement has clear, quantifiable goals and deliverables; activities that are grant-eligible; and meets federal funding requirements.

If the applicant makes significant changes to the scope of work after the notice of award, or if the negotiations are not timely or effective, Ecology may withdraw or modify a funding offer at any time.

To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

5.3. Final agreement

The recipient will work with the Project management team to finalize the agreement for official signature using DocuSign (a digital software program that does not require preregistration by a recipient to be able to use it).

After the agreement is fully signed, Ecology's Project Manager/Financial Manager will upload both a PDF of the signed agreement and a PDF of the DocuSign Summary page into EAGL and will change the status to "Agreement Executed." The financial manager will email the digitally signed agreement to the recipient.

Ecology's Fiscal Office will activate the agreement in EAGL and then you can begin submitting Payment Requests/Progress Reports and other subdocuments.

NOTE: There will be a lag between the time the signed agreement is sent to Ecology and the time the agreement is activated in EAGL.

5.4. Terms and Conditions

All grant agreements include Terms and Conditions that are not part of the scope of work. These Terms and Conditions are required and cannot be changed by the Recipient.

General terms and conditions are approved by the State Office of the Attorney General and are included in all Ecology grant and loan agreements. See the Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)[25] for more information. Part V, Purchasing and Contracts, provides detailed information about this important topic [26] for more information.

Special terms and conditions are particular to the grant agreement. They may include detailed requirements, restrictions, or conditions based on the funding program guidelines. In addition, **the federal Terms and Conditions governing the award have been updated, and recipients are**

[26] https://apps.ecology.wa.gov/publications/UIPages/documents/2601001.pdf

expected to review and comply with the revised terms and conditions as a requirement of continued funding.

The full list of Terms and Conditions that apply to the 2026 PSRSL Grants, are included in Appendix I.

**The terms and conditions included in these Funding Guidelines are based on the information provided by the U.S. Environmental Protection Agency (EPA) as of the date of publication. As additional or updated information becomes available from EPA, these terms and conditions may be revised. Any such updates will occur prior to agreement negotiations with selected funding recipients, and the Funding Guidelines will be amended accordingly to reflect the most current EPA requirements.*

5.4.1. Compliance with Terms and Conditions

The applicant is responsible for ensuring the proposed work and budget comply with all state and federal Terms and Conditions including Puget Sound Geographic Funds. Any recipient that does not comply with all the terms and conditions included in the final agreement can be terminated at any time.

5.5. Budget requirements

All recipients must track the project budget by task. An object-based budget is not permitted. Object budget information provided in the application is used to evaluate if all costs were considered by the applicant at the time of application and to track requested purchases during project implementation.

The budget amount for administration may not exceed 15 percent of the total eligible cost of the project.

5.6. Quality assurance documentation requirements

All PSRSL funded proposals will require some level of quality assurance (QA) documentation. Applicants may contact PSRSL staff with questions about their QA documentation needs to ensure that proposal budgets and schedules include sufficient time. The Ecology Technical Lead will work with Recipients to determine the appropriate QA documentation procedures for their proposal, to be finalized during contract negotiations. Documentation procedures will be assigned and required based on the nature of the proposal, data being collected, and the funding amount. The Ecology Technical Lead will support Recipients with development of their QA documents. Templates are available on the PSRSL resources webpage[27]. More details regarding the specific requirements for activities within each funding category can be found in Appendices J, K, L, and M.

[27] https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources

5.6.1. Quality Assurance Project Plans (QAPPs)

It is expected that a Quality Assurance Project Plan (QAPP) through the Department of Ecology will be required for selected environmental data collection focused proposals. Applicants are encouraged to review the guidance below to include accurate estimates of costs and staffing needs in the timeline of the final contract.

Prior to initiating any environmental data collection activities as identified during contract negotiations, the Recipient must prepare a QAPP. The QAPP must follow Ecology's Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies[28]. Additional guidance and resources for QAPP development, including example QAPPs and presentations, are available on the Ecology webpage: Quality assurance for grantees[29]. The Ecology Technical Lead will provide an updated QAPP template upon request. The template reflects changes to QAPP requirements and is the preferred method to allow for efficient Ecology review and to ensure completeness. See Appendix A for PSRSL contact information.

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 data collection approach and laboratory protocols, including types of data and samples to be collected, sample location, sampling 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 the data collection project;
- Discuss data accuracy and statistical requirements.

The Recipient must submit the QAPP to Ecology's Technical Lead for Ecology review, comment, and again for final approval from Ecology's QA Officer before starting environmental data collection activities. Any of these activities conducted before the QAPP receives final approval are not eligible for reimbursement.

5.6.2. Use of an Ecology accredited laboratory

[28] https://apps.ecology.wa.gov/publications/summarypages/0403030.html

[29] https://ecology.wa.gov/issues-and-local-projects/investing-in-communities/scientific-services/quality-assurance/quality-assurance-for-grantees

The Recipient must use an environmental laboratory accredited by Ecology to analyze water samples for all parameters that require bench testing. Information on currently accredited laboratories and the accreditation process is provided on Ecology's Lab Search webpage[30].

The Recipient should manage all 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 environmental data collection effort to understand the purpose of the data set, methods used, results obtained, and quality assurance measures taken 10 years after data are collected.

5.6.3. Environmental data management and submittal

Recipients that collect *applicable* types of environmental data must submit that data to Ecology using the Environmental Information Management System (EIM) and also submit water quality data to EPA's Water Quality Portal via the online WQX. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at https://www.epa.gov/waterdata/water-qualitydata-wqx. The Ecology Technical Lead will work with Recipients to identify which, if any, data must be submitted to either database. Data must be loaded into EIM following instructions on Ecology's EIM webpage[31] and be approved by Ecology's Project Manager. Final payment requests will be withheld until data has been approved in EIM and approved by Ecology's Project Manager.

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 to 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[32]. Recipients must submit copies of all final GIS data layers, imagery, related tables, raw data collection files (upon request), map products, metadata, and project documentation to Ecology.

5.7. Historic and cultural resources requirements

Ecology staff work with grant recipients to follow the appropriate steps to work with the Department of Archaeology and Historic Preservation (DAHP), required consulting parties, and the Tribe(s) to determine if a proposed project site has the potential of disturbing or significantly impacting an archaeological or historic archaeological site, historic building/structure and cultural or sacred place. Assessment of a site to determine the potential risk of encountering historic properties is grant eligible. Acquisitions or disturbance that occurs prior to such assessment, including cultural resources review are not eligible for reimbursement. Please review Appendix G for further details on historic and cultural resource requirements.

[30] https://fortress.wa.gov/ecy/laboratorysearch/
[31] https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database
[32] https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards

5.8. Electronic Fund Transfers

Payment will be issued through Washington State's Office of Financial Management's (OFM) Statewide Payee Desk. To receive payment, you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at the OFM website[33]. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

5.9. Incurring eligible costs

Project costs must be necessary and reasonable for the project in order to be reimbursed. Such costs are broken into three categories: 1) eligible, 2) conditionally eligible, and 3) ineligible:

1. Eligible costs include the following:

- Staff salaries and benefits (e.g., staff time spent working on the project).
- Contracted consultant services (e.g., consultant time spent working on the project).
- Goods and services (e.g., marketing and outreach costs, video production, printing, and postage).
- Travel following the OFM-approved rates and policies (e.g., number of miles staff traveled, calculated at state rate per mile).
- Indirect/overhead - (e.g., federally approved rate for your organization or entity of staff salaries/benefits. See also Chapter 5.9.1 for more details).

2. Conditionally eligible costs, such as those listed below, require prior written approval from Ecology.

- Computer software (e.g., permit or geo-spatial software).
- Equipment purchases (e.g., monitoring equipment).
- Conferences and meetings (e.g., facility rental costs and light refreshments).
- Training and education that directly benefit the project.

3. Ineligible costs:

- General expenses beyond the scope of the project required to fulfill overall government responsibilities.

[33] https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services

- Fines and penalties. See the Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book)[34] for more details.
- The effective date is the earliest date on which eligible project costs can be incurred.
- Lodging at AirBnB, VRBO, or other peer-to-peer rental locations. Lodging at non-commercial facilities is not allowed per OFM and Ecology's travel policies. This ineligible cost also pertains to contractors and subrecipients.

The Recipient can incur project costs on and after the effective start date and before Ecology's signature of the final agreement, but expenditures cannot be reimbursed until Ecology has signed the agreement. Per Ecology's Administrative Requirements (see link above), "Cost[s] will not be reimbursed until after all parties have signed the agreement. The agreement may have an effective date before the signature date. Any costs incurred after the effective date but before the signature date are done so at the Recipient's risk." Expenditures also must be consistent with the scope of work and approved by Ecology.

5.9.1. Indirect rate or overhead

Indirect rate charges must be reported on a separate line item on the PRPR. See Section F. of the Administrative Requirements for Recipients of Ecology Grants and Loans (2026 Yellow Book) [35] for more information on costs normally included in the indirect rate.

Federally funded projects

Recipients must use their federally approved indirect rate for projects that are federally funded and provide Ecology with approval documentation for the rate. Before Ecology can approve requests for reimbursement of indirect costs, recipients are required to upload documentation of their most current rate and list what is included in the indirect rate. The other option is to use the federal de minimis rate, which is 15 percent of the modified total costs. See [36]. 2 CFR 200.414[37].

5.9.2. Light refreshments

Light refreshment costs for conference, seminar, or meetings, etc., when the event relates directly to the project are eligible but must be pre-approved as permitted by Ecology's travel policy. Light refreshments include coffee and any other non-alcoholic beverage, such as tea, soft drinks, juice, and edible items commonly served between meals that are not intended to substitute for meals and served at a meeting or conference. Check with the Ecology Project Manager for Ecology's Light Refreshment Approval Form. Recipients must submit this form

[34] https://apps.ecology.wa.gov/publications/UIPages/documents/2601001.pdf
[35] https://apps.ecology.wa.gov/publications/UIPages/documents/2601001.pdf
[37] https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414

prior to the meeting, and the Ecology Project Manager must approve it prior to the meeting. After the meeting, the Recipient must submit the sign-in sheet or roster of attendees, meeting summary, agenda and/or other materials provided, any photos taken for each meeting to be eligible for reimbursement, see PRPR back up documentation within Chapter 5.12.

5.10. Signage and public awareness

Recipients must inform the public about the project and about Ecology and EPA participation for the following:

Any site-specific project that is accessible to the public must acknowledge state and federal participation by one of the following means:

- Standard signage (appropriately sized and weather resistant), see Signage Requirements within Appendix I: Terms and Conditions;
    - Ecology and EPA logos are available from the Ecology Project Manager for use on signs.
- Posters and wall signage in a public building or location;
- Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of the new or improved facility;
- Online signage placed on community website or social media outlet;
- Press release.

All publications must include acknowledgment of state and federal participation.

5.11. Agreement management

5.11.1. Contractor or consultant role permissions in EAGL

Allows a user to initiate and edit applications. This role is typically assigned to people outside of your organization who you authorize to do work on your behalf. Recipients may not allow any contractors or consultants to hold the Authorized Official role in EAGL. To maintain effective internal controls and accountability and avoid related audit findings, only organization staff can have an Authorized Official role for an active grant. Recipients may assign contractors to a Contractor or Writer role if they need access permissions for grant administration. See Appendix Q for more information on EAGL role management.

5.12. Reporting requirements

5.12.1. Payment Request/Progress Report (PRPRs)

Recipients are required to submit Payment Requests/Progress Reports (PRPRs) through EAGL. Each PRPR consists of a Payment Request form and a Progress Report form. Ecology requires you submit a PRPR at least quarterly, even if you are not requesting reimbursement of costs. 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. EAGL reports are due within 30 days of the end of the quarter. PRPRs cannot be submitted more frequently than once a month unless agreed to by Ecology. Only Authorized Officials, Recipient Project Managers, or Recipient Financial Officers can initiate a PRPR. See EAGL IGX External Users' Manual[38] for detailed instructions on initiating a PRPR.

After a Recipient submits a PRPR, Ecology reviews and approves it prior to disbursing the grant reimbursement. Ecology's Project Managers review all PRPRs for eligibility and compliance with the scope of work and deliverables. The Project Manager reviews the Payment Request and associated deliverables for conformance to the budget and grant requirements, so they can:

- Cross check information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Track project progress.

Recipients must submit Progress Reports a minimum of once a quarter even if there are no expenditures to report. PRPRs are due no later than 30 days after the last day of each quarter. If a Recipient is not claiming any costs for the quarter, a progress report is still required.

PRPR backup documentation and additional forms

For payment submittal, Ecology forms that are listed below are required and should be included with PRPR backup documentation. (Note: These forms are not already built into the EAGL system. Recipients must upload these documents into EAGL).

- Copies of receipts and invoices.
- Meeting and travel expenses, must include:
    - Form F: Record of Meeting Attendance[39] (Ecology form).
    - If light refreshments are deemed appropriate for a meeting, **Ecology's Project Manager must approve a Light Refreshments Approval Form prior to the event, include it with the payment request documentation.** An agenda of the event and a roster of attendees must be submitted as back up documentation with the payment request.
    - Meals, mileage, lodging and other travel documentation - provide purpose of travel, beginning and end points, and mileage calculations. Travel documentation is required from Recipients, primary and subcontractors, and project partners. Travel costs cannot exceed the state travel rates and must follow the OFM and Ecology's travel policies. For the state travel policies and per diem map, please visit OFM's travel reimbursement resource website.[40]

[38] https://apps.ecology.wa.gov/publications/documents/2501005.pdf
[39] https://apps.ecology.wa.gov/publications/summarypages/ECY06013.html
[40] http://www.ofm.wa.gov/resources/travel.asp

Reporting on outcomes

Progress reports should include a description of all progress made in the reporting period to meet the essential tasks, deliverables, and goals, as well as any successes. Reports should support the costs incurred in the corresponding payment request. The report should include:

- Progress by task, percentage of task completion over the life of the grant (should correspond with percent of task budget spent), and summary of accomplishments for the reporting period.
- Description of problems and/or reasons for any delays that may affect the project. If a problem exists, recipients must discuss the corrective actions taken or proposed and identify any Ecology assistance that may be needed.

Recipients must provide routine updates on projects while the funding agreement is in active status. Documentation to support the quarterly progress report can also be uploaded. This includes items that are not specified as a deliverable in the agreement but are specific to the time and date of the progress report.

5.12.2. Bi-Annual Reports

Recipients are required to submit Bi-annual reports (two times per year) to Ecology's partner, Puget Sound Institute (PSI) on programmatic reporting metrics. The report will include specific indicators pertaining to the project and quantitative metrics. The reporting format will be provided by PSI. Additionally, PSI may request a brief interview with the Recipient. This information will be rolled up into a programmatic report to EPA. The Recipient will confirm that reporting to PSI has been completed within the corresponding PRPR reporting period. Bi-annual reports cover October 1 through March 31, due April 15; and April 1 through September 30, due October 15.

More information on reporting metrics will be provided during contract negotiations.

5.12.3. Closeout Reports

Both the Recipient and Ecology must provide closeout reports.

Recipient Closeout Report

In addition to quarterly reports, recipients are required to submit a Recipient Closeout Report (RCOR) as part of the grant close-out process. An RCOR must accompany the final payment request. The RCOR is an EAGL form that summarizes each 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.

The final PRPR and the 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 closeout documents.

For more information about the RCOR, see Chapter 14 of the EAGL External Users' Manual.[41]

Ecology Closeout Report

An Ecology Closeout Report (ECOR) is an EAGL form and will be filled out by the Ecology Project Manager and then move the agreement to Closeout/Termination. The Project Manager may have questions for the Recipient while completing this report.

5.13. Deliverables: naming conventions and uploading to EAGL

Upload all deliverables to the grant agreement Uploads form, located on your Document Landing page under the Application Forms header. Keep naming conventions short (D for deliverable, T for task, and add the deliverable number and name, e.g., DT2.2_SignedConsultantContract).

Please avoid deleting general Uploads. Contact your Ecology Project Manager for further assistance.

5.14. Amendment requests

On occasion, an amendment to the grant agreement is needed. This may include redistributing the grant budget among the tasks or adding more tasks beyond the existing tasks after the grant agreement is in place. A Recipient's Authorized Official or Project Manager may request an amendment by contacting the Ecology Project Manager. A written request is required, via email, which describes the type of amendment requested, details on those changes, how those changes may or may not affect the budget, and the reason for the amendment request.

5.14.1 Extensions

All Statements of Work will have a timeline, deliverables, and workplan that are negotiated at the beginning of the award. Any changes to the grant agreement will need to be negotiated with the Project Manager and extensions beyond the date of the original agreement need to fill out a contract change request for a formal amendment and must fall within the maximum allowable grant project length as described in Section 1.5. Grant project length.

Conditions under which Ecology can authorize time extensions include but are not limited to:

- Delays in workplan due to permitting challenges, purchasing challenges, or easement workflow issues.
- Work that falls within an environmental window in a specific season of the year.

[41] https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html

To ensure timely processing, the Recipient must request extensions no less than three months before the funding agreement is due to expire.

Appendix A: Contact List for PSRSL Grants

Contact	Phone	Email
PSRSL Projects		
Hume, Colin Puget Sound Recovery Planner	(425) 395-5283	colin.hume@ecy.wa.gov
Gier, Libby PSRSL RFP Coordinator/Grant Lead	(564) 669-8819	libby.gier@ecy.wa.gov
Quast, Michelle PSRSL Technical Lead	(564) 669-8549	michelle.quast@ecy.wa.gov
Holder, Yolanda PSRSL Projects Manager/Financial Manager	(360) 552-5431	yolanda.holder@ecy.wa.gov
Racette, Connor PSRSL GIS Analyst & Data Management Lead	(360) 870-3774	connor.racette@ecy.wa.gov
Environmental Review and Cultural Resources Review		
Quast, Michelle PSRSL Projects Cultural Resource Contact	(564) 669-8549	michelle.quast@ecy.wa.gov
Holder, Yolanda PSRSL Projects Cultural Resource Contact	(360) 552-5431	yolanda.holder@ecy.wa.gov

Appendix B: Acronyms and Abbreviations

The following list of acronyms may appear in this document or may be used by PSRSL staff during negotiations and grant management.

Acronym	Definition
ADA	Americans with Disabilities Act
AHPA	Archaeological and Historic Preservation Act
APE	Area of Potential Effect
BA	Biological Assessment
BEF	Bonneville Environmental Foundation
BMP	Best Management Practice
BO	Biological Opinion
BOD	Biological Oxygen Demand
CBSM	Community Based Social Marketing
CR2SL	Climate Resilient Riparian Systems Lead
CRC	Cultural Resource Contact
DAHP	Washington State Department of Archaeology and Historic Preservation.
DDD	Deliverables Due Dates
DIY	Do it yourself
DNS	Determination of Nonsignificance, regarding the State Environmental Policy Act
DOH	Washington State Department of Health
DUNS	Data Universal Numbering System
DS	Determination of significance, regarding the State Environmental Policy Act
EAGL	Ecology Administration of Grants and Loans
Ecology	Washington State Department of Ecology
ECY	Washington State Department of Ecology
EDRR	Early Detection and Rapid Response
EIM	Ecology Information Management System
EIN	Employer Identification Number
EIS	Environmental Impact Statement.
EPA	Environmental Protection Agency
EPEAT	Electronic Product Environmental Assessment Tool
ESA	Endangered Species Act, 16 USC 1531
Acronym	**Definition**
FAQ	Frequently Asked Questions

FEATS	Financial and Ecosystem Accounting Tracking System
FFATA	Federal Financial Accountability and Transparency Act
FFY	Federal Fiscal Year
FGDC	Federal Geographic Data Committee
FMP	Fisheries Management Plans
FMS	Financial Management Services
FOTG	Field Office Technical Guide
GC/CM	General Contractor/Construction Manager
GEO	Governor's Executive Order
GHG	Greenhouse Gases
GIS	Geographic Information Systems
GMA	Washington State's Growth Management Act
GOIA	Governor's Office of Indian Affairs
GPS	Geographic Positioning System
HEAL	Healthy Environment for All Act
HSFP	Hydrological Simulation Program
HUC	Hydrologic Unit Code
IDP	Inadvertent Discovery Plan
IGEA	Investment Grade Efficiency Audit
LEP	Limited English Proficiency
LID	Low Impact Development
LWD	Large Woody Debris
MBE/WBE	Minority- and Woman-Owned Business Enterprises
MDNS	Determination of Nonsignificance, regarding the State Environmental Policy Act
MOU	Memorandum of Understanding
EID	Environmental Information Document
ESRI	Environmental Systems Research Institute
N/A	Not applicable
NEPA	National Environmental Policy Act
NHD	National Hydrography Dataset
NMFS	National Marine Fisheries Service
NRCS	Natural Resource Conservation Service
OCIO	Washington State Office of the Chief Information Officer
Acronym	**Definition**
OFM	Office of Financial Management

OHWM	Ordinary High Water Mark
OMB	EPA Office of Management and Budget
PI	Principal Investigator
PLET	Pollution Load Estimation Tool
PO	Project Officer
PRPR	Payment Request and Progress Report
PWD	Persons With Disabilities
QA	Quality Assurance
QAM	Quality Assurance Manager
QAPP	Quality Assurance Project Plan
QMP	Quality Management Plan
RCO	Washington Recreation and Conservation Office's
RCOR	Recipient Close Out Report
RCW	Revised Code of Washington
RFP	Request for Proposals
RMZ	Riparian Management Zone
RUSLE	Revised Universal Soil Loss Equation
SAM	System for Award Management
SAW	SecureAccess Washington
SEA	Ecology's Shorelands and Environmental Assistance Program
SEPA	State (of Washington) Environmental Policy Act, Chapter 43.21C RCW
SERP	State Environmental Review Process
SFY	State Fiscal Year
SPTH	Site Potential Tree Height
STEPL	Spreadsheet Tool for Estimating Pollutant Loads for nitrogen, phosphorus, sediment, biological oxygen demand
TBD	To be determined
TEPA	Tribal Environmental Policy Act
TIN	Taxpayer Identification Number
TMDL	Total Maximum Daily Load
UEI	Unique Entity Identifier
UGA	Urban Growth Area
USACE	United States Army Corps of Engineers
Acronym	**Definition**
USDA	United States Department of Agriculture
USFLA	Uniform Standards for Federal Land Acquisitions

USFWS	United States Fish and Wildlife Service
WAC	Washington State Administrative Code
WDFW	Washington State Department of Fish and Wildlife
WISAARD	Washington Information System for Architectural and Archaeological Records Data
WRIA	Water Resource Inventory Area
WSCC	Washington State Conservation Commission

Appendix C: Spring 2026 RFP Application Instructions

EAGL Tips

Ecology's Administration of Grants and Loans (EAGL) IGX is our updated online grant and loan management system. Ecology grant and loan recipients use EAGL to manage grant and loans. All grant applications must be submitted in the EAGL online system.

Before you begin filling out each of the application forms, please read through the following tips, as they will help you navigate the EAGL system a little easier. For more information, see the EAGL External Users' Manual.[42]

- Familiarize yourself with how EAGL Roles are assigned at the Organization and Document levels – **only someone in the Authorized Official role can view available funding opportunities, initiate, and/or submit an application.** The Contractor role may view available funding opportunities and initiate a new application, but the completed application must still be submitted by an Authorized Official.
- **Only the Authorized Official can change role assignments at the Organization or Document level.** Roles set at the Organization level serve as the user's default role on newly initiated parent documents (applications). However, an Authorized Official can change a person's role on a document to modify their permissions. The document level role takes precedence over the organization level role. For example, a person who is an Authorized Official at the organization level but a Reader at the document level will be limited to Reader level actions for that document and they will not receive the document notifications sent to Authorized Officials. Please reference System Roles within Section 6 of the EAGL External Users' Manual[43] for comprehensive guidelines on assigning staff roles in EAGL.
- **When you apply, a Document Name is automatically assigned**. When the system generates your application-Document Name, write it down so you can easily search for it later, while you complete your application forms.
- **SAVE regularly**. Both the Secure Access Washington (SAW) and EAGL systems have timeout features based on inactivity for security purposes, approximately 15 minutes. As you fill out your application in EAGL, remember to **SAVE** often to ensure your application data entry is secure. Once saved, you can exit the EAGL system and revisit your application to begin where you left off earlier. The **SAVE** button is located at the top (right) in the EAGL system, found on each application form.
- **Locating documents.** To search for organization documents, select Searches in the top ribbon. After you visit a document landing page, it will appear when hovering over Recent

[42] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
[43] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

Documents in the dropdown menu. The 25 most recently visited documents will display in the dropdown. select the Document Name.

- **Spell check** – The EAGL system is not a word processing application. Please be sure to double-check for typos and grammar prior to submitting an application. Modern web browsers such as Internet Explorer 11 or later, Mozilla Firefox, and Google Chrome may offer spell check features to assist with your application.
- **Formatting** – The EAGL system is not a word processing application, which means it does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad or a Word document saved as plain text.
- **Red asterisk** * – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.
- **Tooltips** — Hovering over a field with your mouse will display tooltips when they are available. For additional guidance or questions, refer to the funding program guidelines found in the left navigation panel of the parent document.
- **Form errors** – If you try to save a screen that is missing information from the required fields, or if a field was filled out incorrectly, you will receive error messages like the ones below. You will need to edit or complete the field identified in the Attention message and resave to clear the error.
- **Scroll bars on forms** – Use the scroll bars for navigating on any of the forms. The right-side scroll bar allows you to scroll up and down, and the bottom scroll bar allows you to scroll left to right.

Initiate an application

Locating the Puget Sound Riparian Systems Lead Funding Opportunity

After logging into EAGL, the dashboard will load with a panel to View Available Funding Opportunities for users with the role of Authorized Official or Contractor. These are the only organization roles that can view and initiate applications.

See EAGL Role Permissions for additional role information.

Select the Filters heading arrow and type 'Shorelands Puget Sound Riparian Systems Lead (SEAPSRSL – 2026)' into the Name field then select Search.

When you select the 'Shorelands Puget Sound Riparian Systems Lead (SEAPSRSL – 2026)' link, a new window will appear with more information about the funding opportunity. To apply, select **Proceed** to initiate the creation of an application.

Document landing page

You can access resource documents and application forms through the left navigation panel of the application’s document landing page.

Helpful Tip: Always check your EAGL **Role** (e.g., Authorized Official) and the **Current Status** of your application (e.g., Application In Process) throughout the application process and while working in EAGL.

Funding Program Guidelines Menu

You can access resources through the left navigation panel of the applications document landing page. Under the Funding Program Guidelines menu, you will find the Funding Guidelines, Application Instructions, EAGL Application Prep Tool, Tribal Awareness Letter (template), Landowner Agreement (template), and the 2024 Investment Plan. Reviewing these resources will assist you in applying for this grant funding.

Application Forms Menu

You can access Application Forms through the left navigation panel of the application’s document landing page. This is where you will find each of the necessary application forms that you will fill out in order to submit a complete application. **All application forms are required.**

The Document Name will be on all the EAGL forms and subdocuments. Note the number for future reference.

Helpful Tip: Always check your EAGL **Role** you have (e.g., Authorized Official) and the **Current Status** of your application (e.g., Application In Process) throughout the application process and while working in EAGL.

Open and complete each form in the order they appear and remember to **SAVE** each form before selecting **Next Form** to move to the next one or choose the next form from the left navigation panel.

Fill out and save each form in turn. Each form has an icon indicating if the application form has been completed or not. Once you complete and save each form, the icon will change to a checked box, indicating the form has been edited.

General Information Form

The **General Information Form** is the first form you will see. This form is used to collect basic information about your project such as the dates, costs, and overall project description. The red asterisk (*) indicates questions where an answer is required.
Enter the following information:

- ***Project Title:** Enter a concise project title. (75-character limit, including spaces.)

- ***Project Short Description:** Enter a concise description of the overall project and environmental benefits. (500-character limit, including spaces.)

- ***Project Long Description:** Enter a more detailed description of the project purpose, benefits, background information, and other funding associated with the project. (4,000-character limit, including spaces.)

- ***Total Cost:** Enter the total project cost including other funds associated with the project.

- ***Total Eligible Cost:** Enter the total amount of the PSRSL grant funding. There is no match required.

- ***Effective Date:** Enter the start date of the project (no earlier than September 1, 2026). To be eligible for grant reimbursement, the incurred project costs must occur within the grant effective start and expiration dates.

- ***Expiration Date:** No later than August 31, 2029.

- ***Project Category:** Automatically selected as "Restoration".

- **Will Environmental Monitoring Data be collected?** Choose yes or no.
    - Note: If environmental monitoring data is collected, Recipients must meet Ecology's requirements for a Quality Assurance Project Plan (QAPP). See Ecology's QAPP website[44] for more information.

- ***Overall Goal:** Enter a concise paragraph describing the overall goal and environmental benefits. (1,000 character limit, including spaces.)

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Project Characterization Form

Ecology uses this form for data collection. Select the following information from the drop-down menus:

- ***Primary Theme:** "Shorelands".
- ***Secondary Themes:** "Riparian Restoration Planning and/or Implementation"
- **Project Website:** Enter project website address, if available.

Save the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

[44] https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees

Mapping Information

This required form collects information about the location of the project work.

1. Click on the **Add/Modify Location(s)** button. You will be directed to the EAGL Editor Map.
2. Determine how you will define your project area.
   - To use a default option like city, county, or lake, (use the Select Tools link to view the full list):
     - Begin typing the name in the Define Project Area by option you want to use.
     - Select the desired result and it will be added to the Project Area list to the left of the map.
   - To use the Draw Boundary tool:
     - Select the Draw Boundary button.
     - Left click on the mouse to draw a shape.
     - Double click the left mouse to stop drawing and set a shape.
     - The Escape key will delete the drawing if the lines of the shape are red.
     - To delete a project area, select the 'X' next to the item in the Project Area list to the left of the map.
   - To use the Import Boundary Shapefile tool, select the button then choose the file to import.
   - If needed, you can edit your drawn or imported boundaries using the Edit Boundary tool.
     - Select the area you want to edit from the Project Area list.
     - Select the Edit Boundary button.
     - Left click on the shape and drag vertices to change the project shape area.
3. When you are finished defining the project area, select Next.
4. It will take a few moments for the project location summary to calculate. Review the information populated by your project area definition. If you need to change your map, you can select Return to map to change the project area.
5. Select Submit Results, then Return to EAGL.
6. You will be returned to the Mapping Information form, and the location summary will appear.

7. You must select the **Save** button to check the map back in. Select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

NOTE: If you selected the Return to EAGL link at the top of the Editor Map before submitting your results, the map will be checked out to you and no one else can edit it. The identity of the person with the map checked out will appear above the Add/Modify Location(s) button. It will prevent you (and anyone else) from submitting the application.

Recipient Contacts

Staff listed on this form must be Recipient staff, not consultants or contractors. Recipient contacts are the people Ecology interacts with for the application, agreement negotiation, and other grant or loan processes. A user's title on the Recipient Contacts form is independent from their system role and does not affect system role assignment in any way. The Authorized Official sets the roles for the organization. Contact names are selected on the application's Recipient Contacts form and an Authorized Official can update their contact names throughout the life of an agreement, *if* the Application is selected for funding. Users must be registered in EAGL with the organization to show up in the drop-down menus for roles on the Recipient Contacts list. If the contact information (address, phone number, email address) is incorrect, the user must update their profile from the EAGL dashboard. Required contacts are listed below.

- ***Project Manager**: The person registered in EAGL and designated by the organization to be responsible for the overall project, be the contact for any project management issues related to the grant, and for completing quarterly progress reports.
- ***Authorized Signatory**: The person designated by the organization to sign a grant and amendments. This person must be an authorized representative of your organization and must be authorized to legally bind your organization to agreements. 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.

  NOTE: The contact type Authorized Signatory is independent of the system role Authorized Official. The person designated as the Authorized Signatory can have any system role, including Reader.
- ***Billing Contact**: The person registered in EAGL and designated by the organization to be the main contact for billing issues related to the grant. This person is responsible for completing and submitting payment requests and associated back-up documentation.
- **Other recipient signatories on printed agreement:** If there are additional signatories that must appear on the signature page (as determined by each Recipient), the additional signatory name(s) and title(s) can be manually added at the bottom of the Recipient Contacts form. Their names will appear below the Authorized Signatory in

the signature block of the agreement. These additional signatories do not need SAW or EAGL accounts.

1. To add other signatories, go to the document (application or agreement).
2. Select Recipient Contacts form.
3. Scroll down to find the Other Recipient Signatures on Printed Agreement heading.
4. Enter the name and title of each person you want added as a signatory on the agreement.
5. To add additional lines, select the Plus (+) button. To delete lines, select the Minus (–) button then select Confirm.

- **Reader**: EAGL users in the Reader role will not receive EAGL system generated emails throughout the life cycle of the grant.

Helpful Tip: See Updating My Personal Contact Information in the EAGL External Users' Manual[45].

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Scope of work – Additional Tasks

Task 1

Task 1. Grant Administration and Project Management will be standardized text for all grantees as shown below and also included in the EAGL Application Prep Tool. Copy and paste this Task and Deliverable text into EAGL.

The applicant will need to provide the **Task Cost, Recipient Task Coordinator, and Due Dates** (based on the information provided in the Task Text) as additional items to complete this form.

Note: 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 close-out documents. Consultants' time spent on the scope of work tasks should not be allocated to Task 1/Project Administration/ Management.

Task Cost: $**[Input Amount]**

Task Title: 1. Grant Administration and Project Management

Task Description:

The RECIPIENT will:

[45] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

A. Provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, administration, and management.

B. Coordinate and maintain effective communication with ECOLOGY throughout the project. Provide ECOLOGY opportunities to review draft deliverables as appropriate.

C. Conduct project management activities including submittal of quarterly progress reports and payment requests (PRPRs) with supporting documentation; recipient closeout report (including photos); maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT; and compliance with all required permits, licenses, easements, or property rights necessary for the project, if applicable. The quarterly reporting periods are:

    1. Quarter 1 reporting period: January 1 – March 31; due April 30.

    2. Quarter 2 reporting period: April 1 – June 30; due July 30.

    3. Quarter 3 reporting period: July 1 – September 30; due October 30.

    4. Quarter 4 reporting period: October 1 – December 31; due January 30.

D. Submit invoices at least quarterly, but no more frequently than monthly.

E. Submit a Bi-annual Report (two times per year), to ECOLOGY's partner, Puget Sound Institute (PSI) on programmatic reporting metrics. The reporting will include specific indicators pertaining to the project and quantitative measures. The reporting format will be provided by PSI and include an online questionnaire/fillable form with an accompanying Excel spreadsheet. Additionally, PSI may request a brief interview with the RECIPIENT. This information will be rolled up into programmatic financial reporting to EPA. The RECIPIENT will confirm that reporting to PSI has been completed within the corresponding PRPR reporting.

1. Bi-annual 1 reporting period: October 1 – March 31; due April 15.

2. Bi-annual 2 reporting period: April 1 – September 30; due October 15.

F. Using the template provided, complete an initial and final one-page project. The initial factsheet will provide an overview of the project and a brief description of the RECIPIENT's organization. The initial factsheet will be submitted with the first quarterly progress report. The final factsheet will be submitted at the end of the grant to summarize project outcomes, lessons learned, and next steps.

G. Complete a final report. The final report will summarize methods, results, lessons learned, and recommendations for future work. The final report will also include information about any of the reporting metrics that are discussed and supported by the PSI reporting framework. These measures will help to showcase the impact and benefits of this work across the Puget Sound Riparian Systems Lead grantees. The Final Report requirement will generally include direct engagement with the PSRSL at points throughout the duration of the grant, such as: Project kickoff interview and initial establishment of reporting framework, periodic updates to the reporting framework and key metrics to be tracked, project closeout meeting and required interviews to finalize and summarize key outcomes/outputs and associated metrics. The results of this will be included in the Final Report deliverable.

H. Complete a Recipient Close Out Report in EAGL.

Task Goal Statement:

Properly manage and fully document the project meets agreement and ECOLOGY administrative requirements.

The recipient will communicate project outcomes, lessons learned, and recommendations.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports, and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator: [Enter the name of Recipient Task Coordinator]

Number	Description	Due Date
1.1	Payment Request / Progress Report (PRPR). Upload to EAGL and notify ECOLOGY Project Manager (PM).	Quarterly
1.2	Bi-annual programmatic reporting information. submitted to PSI. Acknowledge completion of deliverable within corresponding PRPR.	Bi-Annually
1.3	Initial Factsheet. Upload to EAGL and notify ECOLOGY PM.	
1.4	Final Factsheet. Upload to EAGL and notify ECOLOGY PM.	
1.5	Final Report. Upload to EAGL and notify ECOLOGY PM.	
1.6	Recipient Close Out Report (RCOR). Upload to EAGL and notify ECOLOGY PM.	

Save the form.

Task 2 (and More)

At least one additional task will be necessary, but it is likely that your application will have more. A Task Template is provided in the 2026 Application Prep Tool. However, to create additional tasks in EAGL, after you have completed the Scope of Work – Additional Tasks form for Task 2, click "ADD" and an additional task will be automatically created.

Each task must identify the following:

- Task Title
- Cost
- Description of proposed work
- Expected outcomes
- Goal statement
- Recipient task coordinator
- At least one required deliverable

Add as many tasks and deliverables as necessary to reflect your project.

Note: A Deliverables Table similar to the one below will be provided in EAGL. Deliverables are the documents that would be uploaded into EAGL to demonstrate the work specified in your Task Description was completed. Completion of deliverables should be accounted for in your Task Cost. The system automatically assigns a number to each new deliverable.

Table 3 - Example Deliverable Table

Task Number	*Deliverables Description	*Due Date

Add as many tasks and deliverables as necessary to reflect your project from start to finish.

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Scope of Work Summary

This form will auto-populate and show the overall list of tasks and task costs entered on the previous Scope of Work forms . Data entry is not required on this form; it automatically saves and populates the sum of all task costs to ensure the sum of task costs matches the total eligible costs for your project.

Review the information for errors. 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 page to see if the errors cleared.

Budget Task Cost

Provide a budget for your project proposal.

The online application provides the budget tables. The Total Eligible Cost column and the Budget by Task table will be pre-populated based on the costs you provided when entering the SOW information.

*1. Provide a Budget by Element for the tasks and costs associated with your project proposal including the following. The Budget by Element must match the Budget by Task.

- **Salaries and Benefits**: Enter either the anticipated cost of Salaries and the Benefits line items separately, or the Salaries and Benefits Combined line item. Salaries are defined as, wages for staff implementing the project. Benefits are defined as, costs employers incur for providing benefits beyond salary or wages.
- **Contracts**: (aka Contracted Services) amount budgeted for contractual work.
- **Travel**: Include method used to calculate travel costs (e.g., mileage rate, estimated miles traveled) at state rate, in the Additional Comments text box.
- **Goods/services**: Supplies and other material costs that are not equipment (enter additional information in the Additional Comments text box).
- **Equipment:** Enter the anticipated equipment purchase costs in the Equipment line item, if applicable. Upload an itemized list of all equipment and explain why it is needed and why the proposed approach is the most cost-effective option in the uploads section below. Equipment is defined as, 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. See also section 5.9. Incurring eligible costs, for more details.
- **Overhead/indirect**: Indirect rate costs are administrative costs not directly associated with a particular task of the project, such as utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. These items are not directly attributable to the project yet are required to conduct business. See also section 5.9.1. Indirect rate or overhead, for more details.

*2. Describe how task costs were estimated including what assumptions you are making to estimate your costs (budget narrative). Provide other budget information or additional comments, if any, to help evaluators understand your budget and costs.

3. Upload additional budget documentation, if you have any.

Approach to Riparian Management

*1. Check the boxes for the funding categories you are applying to. Categories are described in more detail in section 1.3. Eligible proposal categories and the 2024 Investment Plan. For each category checked, include responses to questions 1.a., 1.b., and 1.c. in the text box provided.

This funding opportunity prioritizes catalytic approaches to riparian management in areas with significant opportunity for environmental outcomes.

1.a. Describe the logical sequence of outcomes and outputs for this category's activities in this proposal.

1.b. Why is the activity being proposed the important thing to do given timing/location/partners in developing durable riparian approaches across partners?

1.c. Why is it catalytic?

- ☐ Reach-Scale Planning and Outreach
- ☐ Native Plant Materials: Plant propagation, procurement, holding facilities, and small nursery support
- ☐ Landowner Incentives
- ☐ Riparian Restoration Implementation
- ☐ Monitoring and Adaptive Management
- ☐ Permanent Protection of Riparian Habitat

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Mapping the Spatial Extent and Context of the Area

Provide a series of maps in .pdf format as attachments and reference them in the following response that illustrate and provide context for the geographic areas that will be a focus of the grant. Reference Appendix N for resources and guidance about the mapping and data that may be helpful to describe this context.

Note: If you would like assistance to create maps for this application, contact the PSRSL GIS technical support for assistance at least 2 weeks prior to the application deadline. Large and medium-scale maps are a required element of the application and proposals will not be eligible without sufficient maps. Small scale maps are only required for proposals with implementation elements.

Focus Area, reach-scale, and neighborhood level mapping

Map and illustrate the spatial extent of your proposal using the “nested-scale” approach described below, mapping your proposal broadly at a landscape level, down to a more focused level. Be sure to highlight the work of this proposal alongside other work happening in the area.

*1. Upload the Broadest view: Provide a map of the spatial extent that includes all of the reaches and or small watersheds that you propose for your riparian program with enough detail to illustrate:
- Jurisdictional boundaries
- Watershed boundaries
- Major streams and rivers

* 2. Medium view: Provide a map of each reach or small watershed within the spatial extent of your proposal with enough detail to illustrate:

- Water Quality Impairment Information
- Salmon presence and salmon recovery priority areas
- Major Land Uses (e.g. Agricultural Lands, Urban areas)
- Other major contextual information that your reach-scale strategy will account for

*3. Does your proposal include implementation elements? Choose Yes or No

If yes, move to question 4. If no, click save and move to next form.

*4. Local view: Within a given reach or small watershed, highlight key areas to a multiple “parcel or property level” (e.g., neighborhood) that will be the focus of your reach-scale strategy or implementation work. Within these maps, illustrate:

- Landowners that have already been engaged by partners and may be interested in restoration or protection activities. If possible, provide documentation of these (e.g. Landowner Acknowledgement Forms) in your application. **Note: this small scale mapping does not need to be an exhaustive inventory of landowners across all of the Focus Area. This is intended to illustrate where key areas and opportunities are at the time of application. Weight will be given to applicants that can document and describe landowners already engaged to some degree and have a sense of the opportunities for restoration and protection activities.
- Previously restored, in-progress, or proposed restoration project locations
- Areas of existing riparian area that are in good functional condition
- Areas of potential riparian areas in need of restoration
- Areas of existing restoration project efforts

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Integrating with Existing Strategies for Long-Term Promotion of Riparian Management

*1. Describe how the proposed work will integrate with existing strategies, key partners, and watershed plans (such as Salmon Recovery Plans, TMDL plans, Ecosystem Recovery Plans, etc.), to catalyze riparian objectives. Consider the maps provided in the Mapping the Spatial Extent and Context of the Area form to illustrate the historical or current context for the area. Include within your response how the proposal may:

- Remove the current restoration barriers and catalyze actions for a long-term sustainable program.

- Improve the water quality context and strategy (referencing key tasks where appropriate) to address key impairments and opportunities.

- Include partners that are also working towards these strategies and watershed plans in the spatial extent of the proposal.

- Engage with partners to fit the proposed activities into the longer-term strategic vision for riparian management in the area.

*2. Describe how the proposed approach fits into the historical and current context described above.

*3. Describe how this work establishes and/or expands upon existing riparian management efforts in the area of the proposed work to support riparian restoration and protection efforts.

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Catalyzing Riparian Conservation or Restoration on the Ground and/or Long-Term Efforts

*1. Describe how the proposed activities will lead to a durable program that can continue past the immediate funding available under this funding opportunity.

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Engaging Tribal Leadership

*1. Are you a Tribal applicant? Choose Yes or No
*2. Describe the collaboration and engagement with your Tribe and/or other local Tribe(s) for this proposal. (Character limit 2,000). Consider the following in your response:
- Describe how this proposal is a strategic investment with direct and meaningful benefit of local Tribal governments or Tribally-led organizations. Identify specific tasks and areas of the work plan that will include coordination with other Tribal Governments and any plan to compensate Tribal partners under this proposal.
- Describe formal Tribal support for the current proposal. Provide detail of the nature of the support and documentation of such in the Letters of Support section (including attachments of these).

After saving the form, select Next Form at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

Letters of Support

*1. Upload letters of support for the proposal from partners, coalition members, or other organizations not included in this work that are included in the long-term strategies and programmatic restoration work in the area. Consider including the following:

a. Letter from your own or a supporting Tribal Council/Leadership body or Tribal Natural Resource Department.

b. Landowners pre-identified for implementation funding (restoration or protection activities) at the time of the proposal. Consider use of the Landowner Agreement Form provided in EAGL and upload along with your application.

c. Community based organizations identified as key partners or advisory groups to be used to inform the planning and outreach activities proposed.

d. Project partners on the proposal.

e. Lead Entities, Local Integrating Organizations, Regional Fisheries Enhancement Groups, and/or Conservation District

Template and Resource Downloads Available

Tribal Awareness Letter

Applicants are required to send a Tribal "awareness of proposal letter" to all potentially impacted Tribes within the proposal focus area prior to submitting the application. A template is available for download in EAGL titled, *Tribal Awareness Letter* and on the PSRSL resources webpage. Upload the dated Tribal awareness letters into EAGL, as well as any Tribal response letters received, though Tribal response to the awareness letters is not a requirement.

Landowner Agreement Form

Applicants should consider using our Landowner Agreement Form template if any landowners have been pre-identified for implementation funding.

Application Instructions

A PDF document with instructions beginning from initiating your application, moving through EAGL, and each EAGL application form, and application submittal. The instructions are provided in EAGL and on the PSRSL resources webpage for applicant's use.

2026 Application Prep Tool

The purpose of the Prep Tool is to help you prepare answers for the PSRSL 2026 grant application. It is available in EAGL and our PSRSL resources webpage.

Use the Prep Tool along with the Application Instructions to help you complete and submit the grant application. The Prep Tool includes all the required EAGL application forms and space to provide your responses. Use this Prep Tool to copy and paste your answers directly from this document into the EAGL application fields.

You cannot submit this document in lieu of submitting an EAGL application.

Uploads Form

Attach any additional supporting documents (optional, not required) such as:

- More maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- A visual workplan (such as a Gantt chart) outlining task timing.

For each attachment, enter a document title, then click the Browse button to attach the file. Then click SAVE. For information about the file types accepted by EAGL, see p. 61 of the EAGL External Users' Manual[46].

To make it easier for Ecology application evaluators to review uploads, please upload documents only once in the application, not on multiple pages.

Last, please do not upload large documents that are already available online, such as watershed plans or research papers. Note: EAGL does not accept files larger than 200 MB. Provide a web link and the document page number that is relevant to your project.

Check for errors

You should thoroughly review your application before you submit it to Ecology. The Document Validation tool (located in the left navigation) can help with this process.

Document Validation

This tool checks your entire document for errors prior to changing the status. If errors are found, it will display the form name and let you know if it will prevent you from changing the status. You can select the form name in the results window to return to that form.

Submit the Application

Only Authorized Officials can submit or cancel applications. Once you have completed all forms and resolved any errors, check that the document status is Application in Process on the document landing page or by hovering the cursor over the application name at the top of the left navigation panel. The Authorized Official submits the application by changing the status to Application Submitted under the Status Options heading in the left navigation panel of the application.

For questions regarding the application submission process, or if you require assistance with submitting your application, please contact Yolanda Holder at yolanda.holder@ecy.wa.gov or by phone at (360) 552-5431.

[46] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

EAGL Role Permissions

EAGL is a workflow system. The actions you are able to perform depend on your role and the current status of your document. The options available to you will change as a document progresses through the workflow.

Everyone from your organization who needs to do work in EAGL must:

- Have a Secure Access Washington (SAW) account.
- Be associated with the EAGL service in SAW.
- Register for EAGL and be granted access by Ecology (may take up to three business days).
- Be associated with your organization by an EAGL Administrator from Ecology (if working with multiple organizations).
- Be granted appropriate document access by the organization's Authorized Official.

Table 4 - EAGL Document Roles Cheat Sheet – Applications and Amendments.

What your role allows you to do in EAGL	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Control access to applications	X					
Read application forms	X	X	X	X	X	X
Edit forms when Application In Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel applications	X					
Initiate Amendments	X					

This table can also be found on p. 30 of the EAGL External Users' Manual.[47]

From the *EAGL External Users' Manual*, also see Appendix A – Quick Steps for EAGL Processes for:

- Updating Roles at the Organization Level.
- Managing Roles at the Organization Level.
- Managing Roles at the Document Level.

[47] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

Appendix D: Accessibility Requirements and Guidance

This appendix describes pertinent regulations, requirements and guidance on accessibility for all proposals seeking PSRSL funding. In addition, **all applicants and recipients are encouraged to identify communities who may be impacted by the proposal and have an open dialogue with them about the proposal and its potential impacts.**

PSRSL accessibility requirements

Civil Rights compliance

It is incumbent on the funding Recipient to ensure that all programs, activities, and materials are accessible to all people without discrimination based on any condition including race, nationality, language preferences, or disabilities. All communications with staff and the public about your funded project should be easily accessible and understandable. Access is about getting people the information and services they need in a form and language that works for them.

Language access

Language access ensures that people with Limited English Proficiency (LEP), or who are Deaf or Hard of Hearing, can communicate effectively and participate in programs and services. This includes providing access to the same services as English-speaking individuals and can involve the translation of written materials and interpretation of spoken words in communications pertaining to Ecology funded projects.

Recipients must provide language access services in the following situations:

- After receiving a direct request.
- When it makes sense for the goals of your communication.
- When a **four-factor analysis** indicates the need.

Examining **four factors** can help you decide what language services are appropriate. This analysis will help ensure your work is effectively reaching its audience and meeting the basic federal standards of language access.

Factor 1: *The number or proportion of people with limited English proficiency in the eligible service population*

Check demographic data to find how many people with limited English proficiency are impacted by your project and identify what language(s) they speak. This is your audience. Check the Resources section below or contact your grant manager as needed for assistance using demographic data tools.

Provide language services when 5% of your audience (or 1,000 people) speak a language other than English. This is the minimum compliance threshold provided in guidance from the EPA.

Factor 2: *The frequency with which people with limited English proficiency come into contact with the program*

Frequency can be how often you will be communicating with the audience, or it may be how often the public may want to contact you about the project. **Note**: if you don't get a response to your outreach, it might not mean that the population isn't interested. Instead, it may be a signal to try a different type of outreach.

Factor 3: *The importance of the service provided to the public*

The bigger the potential for impact that an activity, service, or program has on a group, the more important it is to provide language assistance. This decision is always context specific.

Consider what impacts the information you're providing could have on the populations in question. **When delivering information that could have a critical impact on the well-being of a person or their community, it is important to ensure language access.**

Factor 4: *The resources available to you*

Remember to look for methods to provide access that suit the project's resources. If you are required to provide language services, those services may take many forms. When cost substantially exceeds benefit, documents don't need to be translated in their entirety. A summary and contact information for follow up could work as well.

You are always welcome to reach out to the Ecology Project Manager with questions or a request for help strategizing your approach to language access.

How to determine language access needs

You can use demographic data to screen for language needs in a specific area. Several tools are available, but they vary in quality and utility. Table 5 shows which common tools have important features. We marked our top recommendations with an asterisk. We recommend using the following tools alone or in combination and validating those results with community research.

Table 5 - Language access data tools and features.

	Up to date data	Small geographic areas (where possible)	Simple user interface	No grouped languages
WA Military LEP Map*	√	√	√	
EJScreen*	√	√		
WA Health Disparities Map	√		√	

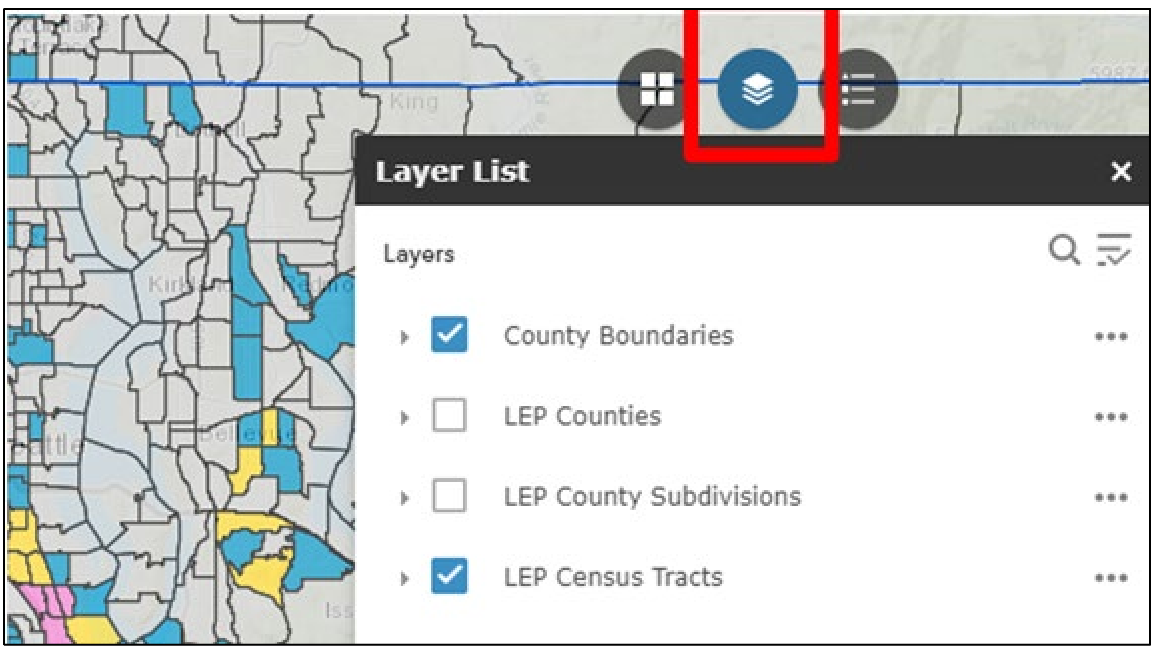
1. [Washington Military Limited English Proficiency Map][48]

This interactive map displays language information at the county, county subdivision, and census tract scale. It only provides information about languages or language groups that meet the 5% or 1,000-person threshold, and results may show groups of languages rather than individual languages (example: Other Indo-European languages).

How to use the Washington Military LEP Map

- Find the appropriate layer for your project area

With the location and area size of your project in mind, select the appropriate map layer by clicking the “Layer List" icon in the top left corner of the map.

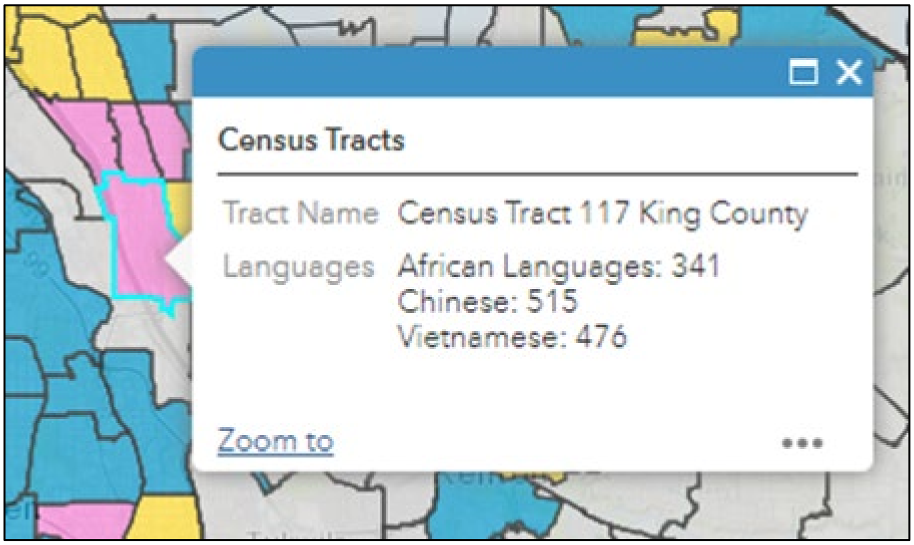


[48] https://waseocgis.maps.arcgis.com/apps/webappviewer/index.html?id=ffd638d41f7045fe97a27d1e2ccbe0af

- Select the county, county subdivision, or census tract that best represents your project area.

Click on your area of interest, then review the languages displayed. These are the languages (or groups of languages) spoken by people with limited English proficiency by at least 5% of the population, or 1,000 people in the area you selected.

- If needed, use other tools and community research to separate grouped languages.



This example shows individual languages and one group of "African Languages." To learn which of the thousands of African languages may be in this area, you can use community research to fill in gaps.

2. EJScreen: Environmental Justice Screening and Mapping Tool[49]
3. Washington Environmental Health Disparities Map[50]

Recommendations for accessibility for persons with disabilities

Accessibility involves providing supports and accommodations for people with disabilities to ensure they have equal access to employment opportunities, purchase goods and services, and participate in state and local government programs. Specific actions you can take include:

- Provide digitally accessible written communications about your funded project so everyone, including people who are sight impaired, receive your messages.
- Provide accommodations to people with low or no hearing so they can understand your verbal communications about your funded project.

[49] https://www.epa.gov/ejscreen
[50] https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map

The following tools can help you create digitally accessible presentations and documents:

    - Create accessible PowerPoint presentations[51]
    - Create accessible Word documents[52]
    - PDF Accessibility Overview[53]
- EPA How's my waterway?[54]
- Ecology Water Quality Atlas[55]
- Shellfish Safety Information – Department of Health[56]

Methods to identify and implement community involvement

Whenever possible, create mechanisms for the public to participate in meaningful ways to inform the design, implementation, and assessment of your project. Public engagement for the project itself should be part of the planning and application preparation. **You should include documentation of any completed community engagement that informed your proposal with your funding application.**

Consider the appropriate level of engagement: inform, involve, collaborate, co-create, or deferred decision-making (to communities) are all relevant and appropriate levels of engagement, depending on the proposal and how much it will impact the community.

Additional considerations:

- Ensure you understand the history of community concerns.
- Value and respect the expertise, perspective, and priorities of the communities potentially impacted by the action.
- Identify conflicting needs and interests in the project with non-judgement.
- Identify the specific barriers, both internal to the person or organization as well as external, such as lack of knowledge or conditions, and practical barriers to desired change. Tell us how you plan to remove these barriers.
- Notify the community early and solicit input - do not wait for community members to ask questions.

[51] https://support.microsoft.com/en-us/office/video-create-slides-with-an-accessible-reading-order-794fc5da-f686-464d-8c29-1c6ab8515465?ui=en-us&rs=en-us&ad=us
[52] https://support.microsoft.com/en-us/office/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d
[53] https://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html
[54] https://mywaterway.epa.gov/
[55] https://apps.ecology.wa.gov/waterqualityatlas/wqa/map
[56] https://fortress.wa.gov/doh/biotoxin/biotoxin.html

- Plan to pilot and field test your materials or activities with a small segment of your intended audience before “going big” and final.
- Determine resources you will use, including training materials, facilities, media, and a corresponding distribution strategy. Consider both printed and virtual tools, such as StoryMaps, mobile apps, project visualizations, DIY Videos, crowdsourcing tools, virtual town halls, ArcGIS. Conduct a regional search for existing materials before producing any new ones.
- Will you use volunteers and if so, how? How will you recruit and retain them?

The following community involvement resources can help you plan your community engagement efforts:

- Public Participation Best Practices[57]
- Ecology’s Community Engagement Guide for HEAL Act Implementation[58]

Questions on this topic

Accessibility contacts:

PSRSL funding – Michelle Quast at (564) 669-8549 or michelle.quast@ecy.wa.gov

[57] https://www.iap2.org/

[58] https://ecology.wa.gov/getattachment/10037f38-fbaa-4b3e-b659-27aaf62511cc/Community-Engagement-Process-Guide_V9-1-2023-accessible.pdf?lang=en-US

Appendix G. Cultural Resources Review Requirements and Guidance

Introduction

This section provides guidance on internal and external environmental and cultural requirements for PSRSL funded projects.

Grant recipients must complete certain internal and external environmental and cultural resources compliance requirements before disbursement of expenditures. It is important to coordinate with your Ecology Project Manager and Ecology Cultural Resources Contact (CRC) to ensure you fully understand these requirements.

When selecting a project site, recipients should consider sensitive features that may alter a design or require site-specific mitigation early in the planning or design phases. A meeting with the Ecology Project Manager and Ecology CRC will help address potential site issues and restrictions, saving time and money on project implementation. Please see Appendix A for a list of PSRSL grant contacts.

Important regulations that apply to PSRSL funded projects

PSRSL Historic and Cultural Resources Review Process

This section describes the cultural resources review process used by Ecology PSRSL grant staff. It includes information to help grant recipients prepare for review and consultation. Ecology provides a cultural resource contact (CRC) as a public service. Ensure you coordinate with your CRC and make sure they receive the information and support necessary to coordinate an effective and efficient review for your project.

Ecology's internal Policy and Guidance take into account any potential effect of the action on pre-historic and historic resources and ensure actions are taken to minimize those impacts. Cultural resources are defined in the Order as "archaeological or historic archaeological site, historic building/structure and cultural or sacred place."

The goal of review and consultation is to:

1. Identify cultural resources potentially affected by the proposed action.
2. Assess the effects.
3. Seek ways to avoid, minimize, or mitigate any adverse effects on historic properties and cultural resources.

The first step is to ensure Ecology is the lead agency. Understanding the lead agency helps direct the pathway for cultural resources review. Please note that while Ecology will coordinate with other funding or permitting agencies, Ecology does not delegate cultural resource review and consultation responsibilities to grant Recipients. Conditions may be required on a case-by-case basis, including coordinating virtual meetings with Department of Archaeological and Historic Preservation (DAHP), Tribes, and the Recipient, to discuss potential mitigation. General steps for Ecology cultural resources review process are as follows:

1. During project agreement development, the Recipient, Cultural Resources Contact and Ecology Project Manager discuss when cultural resources review are needed and if CRR waivers may be issued.
2. Recipient submits a completed Ecology Cultural Resources Review Form and Inadvertent Discovery Plan (IDP) to Ecology Project Manager.
3. Ecology Project Manager and Cultural Resources Contact (CRC) review forms for completeness and the Ecology CRC initiates consultation with a Preliminary Determination.
4. A 35-day comment period on preliminary determination is completed.
5. Ecology CRC issues a Final Determination.

Please note each project is unique and may require modification or additional steps. See section below titled "Adoption of Another Review" to learn more about how this process applies to project sites where a cultural resource review has been completed previously.

National Historic Preservation Act of 1966

The National Historic Preservation Act (NHPA) of 1966, as amended, embodies a long-standing national policy to protect historic properties from adverse impacts caused by activities undertaken directly, assisted in part, or funded by federal agencies.

Section 106 of the NHPA are the regulations for consultation regarding how to determine the effects on historic properties (See 36 C.F.R. Part 800 Protection of Historic Properties[59]). The procedures call for consultation between the agency and relevant state or tribal historic preservation officers (State Historic Preservation Officers, SHPOs and Tribal Historic Preservation Officers, THPOs, respectively) and other interested parties.

Determining whether an undertaking has an impact does not rely upon ground disturbing activities. Land acquisitions or trimming the branches of a culturally modified tree do not involve ground disturbing activities but may be a potential adverse effect. Determining whether an undertaking has an impact occurs early, during planning or design, when no disturbance is happening at all.

In addition, the Recipient must receive written notice from Ecology and is required before any reimbursable action may be taken on behalf of the Recipient during Design and Construction agreements. This is to ensure that Section 106 consultation is implemented at the correct time. Consulting parties must be given the opportunity to view the undertaking through the lens of

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[59] https://www.ecfr.gov/current/title-36/chapter-VIII/part-800?toc=1

cultural resources review and consultation prior to any action that may have the potential to effect historic or cultural resources not yet identified.

Ecology assumes lead agency status for all PSRSL projects unless other arrangements have been made. To prepare for Section 106 consultation, follow the steps below. Recipient should not initiate consultation and should not upload materials to the Department of Archaeology and Historic Preservation (DAHP) WISAARD database unless asked to. Ecology, as lead agency, will create the project in WISAARD. Do not upload any cultural resources information other than the Inadvertent Discovery Plan (IDP) to EAGL. EAGL does not protect confidential information.

If you have determined that your infrastructure is over 50 years in age, you may be required to complete an Historic Property Inventory (HPI) form for DAHP, if asked. Ecology will coordinate this process with you. Be aware this may require the hiring of a professional with appropriate qualifications, education and professional background, such as an architectural historian.

If the identification of direct or indirect adverse effects to a cultural resource occurs, the Recipient shall take all reasonable action to avoid, mitigate, and minimize such adverse effects. The Recipient shall work with consulting parties on avoidance strategies to minimize harm. Avoid first, before considering other mitigation options. If you avoid the potential impact, there is nothing to mitigate.

In addition, PSRSL grant Recipients are responsible for following all local, state, and federal laws, Ecology's terms and conditions, and this guidance. A number of local, state, and federal laws protect pre-contact, historic resources, cemeteries, or human remains. The following laws apply statewide, on public or private land, and apply whether Ecology funds a project or not:

- Libraries, Museums and Historic Activities, Title 27 RCW
- RCW 27.44 Indian Graves and Records
- RCW 27.53 Archaeological Sites and Resources
- DAHP, Title 25 WAC
- Chapter 25-48 Archaeological Excavation and Removal permit (references 27.53)
- Cemeteries, Morgues and Human Remains, Title 68 RCW
- RCW 68.50.645 - Skeletal human remains – Duty to notify
- RCW 68.60.050 – Protection of historic graves – Penalty
- RCW 68.60.055 – Skeletal human remains – Duty to notify
- RCW 68.60.060 – Violations – Civil liability

Cultural resources are also addressed and/or protected under the Forest Practices Act, Shorelines Management Act, Growth Management Act, Governors Executive Order 21-02, National Environmental Policy Act, and the State Environmental Policy Act, to mention a few. An Ecology Inadvertent Discovery Plan (IDP) is required as an Ecology requirement and must be onsite, at all times. You must upload a copy to the Ecology Administration of Grants and Loans (EAGL) system and provide a copy to your Ecology Project Manager.

Assess the location during planning

During project planning or early design stage, the Recipient should include a review of the project area for possible historical and cultural resources by using the Washington Information System for Architectural and Archaeological Records Data (WISAARD[60]) database and any other documentation. Integrate this information into your planning decisions.

Cultural review process

The Recipient will complete and submit an Ecology Cultural Resources Review Form[61] and Inadvertent Discovery Plan[62] to the Ecology Project Manager. Once received, the Project Manager reviews the form for completeness and forwards to the CRC. The CRC will also review and will return incomplete forms. The basic process of review and consultation follows these steps:

- **Preliminary determination**: An Ecology CRC will use the Ecology Cultural Resources Review form, the WISAARD[63] database, and any other documentation to identify the potential for any archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or burial sites within or directly adjacent to the Area of Potential Effect (APE). In some cases, a consultant archaeologist may assist with this preliminary determination. This preliminary determination is open for comment by all consulting parties. The format may be an electronic letter, paper, or digital correspondence.

- **Request for concurrence with preliminary determination**: The CRC initiates cultural resource review by requesting comments and concurrence on the preliminary determination. The CRC includes DAHP, consulting parties, Tribes, and any other identified parties. This correspondence includes a detailed project description, map, and Ecology's Cultural Resources Review form with a cover letter or email. The comment period is typically 35 days, but Ecology may extend it.

- **Final determination**: The Final Determination is based upon any comments or concurrence received and is issue by Ecology CRC.

Archeological survey: To address the risk of encountering cultural resources, a professional archaeological survey may be required. A survey often consists of both a pedestrian and subsurface investigation. A survey may be required for a number of reasons including, but not limited to, the following:

- A consulting party identifies the potential for cultural resources and requests a survey to identify any cultural resources within the Area of Potential Effects (APE);

[60] https://wisaard.dahp.wa.gov/
[61] https://apps.ecology.wa.gov/publications/SummaryPages/ECY070537.html
[62] https://apps.ecology.wa.gov/publications/SummaryPages/ECY070560.html
[63] https://wisaard.dahp.wa.gov/

- Cultural resources exist, and the boundary must be clearly identified;
- Cultural resources exist, the boundary is known, and this project will adversely impact them;
- A survey/investigation is required to determine the amount of modification to develop a Memorandum of Agreement before mitigation is discussed.

Monitoring: A professional archaeologist monitor may be required and present while ground disturbing work commences to help ensure the professional management of any discoveries. Archaeological monitoring requires ***a plan***, explaining the strategy for monitoring, and ***a report***, explaining the results of the monitoring. Both documents can help to inform future work in the area.

Multi-phased Projects or Acquisitions
Large multi-phased projects with multiple partners and permitting agencies can be complex, particularly if they include acquiring land. The completion of local environmental permits, approvals, and cultural resource review is required prior to expenditures for acquisition, demolition, or construction, for either state or federally funded projects. We encourage you to have a site stewardship plan or similar management plan ready prior to requesting cultural resource review, even if in draft form. If a stewardship plan has not yet been created, a written description of potential next phases and how and when cultural resource review will be included should be submitted. Understand all the phases of your project, who you will partner with, their role, and whether they may be a lead agency or a co-lead agency on a permit, approval or consultation. By grasping the big picture before you approach Ecology, you can save yourself and everyone else a lot of time. Suggested approaches include an agreement between all partners to guide everyone through the project phases or ensuring the tasks and deliverables stipulations of your funding agreements and title documents. Whatever route you take, communication and coordination are key to ensuring a streamlined approach.

Adoption of Another Review
Ecology's Cultural Resources Review form has a section that asks about previous reviews covering the project area. If you know of one, provide the documentation, including: any surveys completed that overlap with the proposed APE, a final determination provided by the agency that performed the review, any correspondence with DAHP and Tribes about the review, and documentation of Tribal consultation. If there is evidence of a cultural investigation/review less than 10 years old, Ecology CRC will review the documentation for applicability to the current agreement. Work with your CRC if you are unsure about where the documentation for a previously completed review might be stored or how to access it. Your CRC must examine the documentation and formally adopt the prior review and findings before work can begin.

Continuing a Previous Consultation
Did you complete a cultural resource review during your geo-tech phase and now you are ready for construction? Are you wondering if you must go through the entire process again? Good

news – with phased reviews, you can continue your consultation without starting over. Just inform your CRC of any new details, such as changes to your project area.

Batched Reviews
Batched reviews can be helpful when a project includes multiple locations. This allows for the entire project to move forward together rather than site by site approach. Please indicate on the Ecology cultural resources review form is your project includes multiple sites. Site specific information must still be provided for each site to be reviewed; however, consultation with DAHP and Tribes can be more efficient when multiple sites are submitted as a batch rather than individually.

Did you forget to complete cultural resource review?
Any expenses related to project work completed prior to cultural resource review are not eligible for reimbursement.

Inadvertent Discovery Plan

Ecology PSRSL Grant Program uses the agency's standard inadvertent discovery protocol for addressing the potential risk associated with any inadvertent, unanticipated discovery of human remains, archaeological sites, artifacts, or historic structures during excavations. Recipients of any funded agreement that involves ground disturbance must have an approved inadvertent discovery plan (IDP) onsite prior to starting the activity.

In the event of an unanticipated discovery of an archaeological and historic archaeological site, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, and/or human remains during construction on public or private lands, the protocol outlined in the IDP must be followed.

The IDP is separate from cultural resource review and is required whether the project underwent cultural resource review or not. An IDP is associated with activities that have the potential to encounter an unanticipated discovery. The IDP describes:

- Who to call first and who not to call.
- What steps to take and what not to do.
- How to obtain technical assistance and determine whether you have a significant find.
- What special measures to take if potential human remains are found.
- How to define the site and protect the area.

If potential human remains are discovered on private or public lands, RCW 27.44 procedures shall be followed. If a potential archaeological resource is discovered, RCW 27.53 applies.

Every person working on the project site must be familiar with the IDP procedures in case any cultural resources are discovered; training is encouraged. Ecology created a short, informative video on discovery protocol now posted on DAHP's website[64]. Please review as a training tool on discovery protocol and the importance of using an IDP.

Useful Resources and references

- National Preservation Act[65]
- Protection of Historic Properties[66] 36 CFR 800
- Archaeological and Historic Preservation Act[67] 16 USC 469a-1, as amended in 2014 (U.S. Code Title 54) – see page 40
- Advisory Council for Historic Preservation[68]
- National Register of Historic Places[69]
- WISAARD[70]
- Tribal cultural resources contact information[71]

Contact the DAHP[72] and the Governor's Office of Indian Affairs[73] (GOIA) for further information on areas of Tribal interest and for specific questions.

[64] https://dahp.wa.gov/archaeology/human-remains/recommended-inadvertent-human-remains-discovery-language
[65] https://www.nps.gov/subjects/historicpreservation/national-historic-preservation-act.htm
[66] https://www.ecfr.gov/current/title-36/chapter-VIII/part-800?toc=1
[67] https://www.law.cornell.edu/uscode/text/16/469a-1
[68] https://www.achp.gov/
[69] https://www.nps.gov/subjects/nationalregister/index.htm
[70] https://wisaard.dahp.wa.gov/
[71] https://goia.wa.gov/tribal-directory/tribal-chair-contact-information
[72] https://dahp.wa.gov/project-review/wisaard-washington-information-system-for-architectural-and-archeological-records-data
[73] https://goia.wa.gov/

Appendix I: Terms and Conditions

Special Terms and Conditions

EPA PROGRAMATIC TERMS AND CONDITIONS

Where the following Terms and Conditions require EPA correspondence or approval, CONTRACTOR will work with ECOLOGY to determine applicability and appropriate procedures for adhering to the requirements.

Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

EPA's Substantial Involvement

EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination as requested or needed by the recipient; and (4) review and approve technical deliverables, including 30-day pre-award review of sub-award agreements to ensure consistency with the collaborative intent of the National Estuary Program.

Quality Assurance Requirements (2 CFR 1500.11)

Acceptable Quality Assurance documentation must be submitted to the EPA Project Officer within the dates below or another date as negotiated with the EPA Project Officer. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the EPA Project Officer, in concert with the EPA Quality Assurance Manager, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website:

https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial

Instructions to Submit Quality Assurance Documents for Review

Grantees must submit the quality assurance project plan (QAPP) to his/her EPA Project Officer and the EPA Project Officer forwards the new/revised QAPP to "R10 QA Support" via internal email group.

R10 Quality Assurance Team Contact: Cindy Fields (fields.cindy@epa.gov).

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in 2 C.F.R. § 1500.12 Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement the Quality Assurance (QA) planning documents in accordance with this term and condition; and ensure sub-award recipients implement all applicable approved QA planning documents.

1. Quality Management Plan (QMP)

a. Prior to beginning environmental information operations, the recipient must:

i. Submit a previously EPA-approved and current QMP.

ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the QMP is acceptable for this agreement.

b. The recipient must submit the QMP within 60 days after grant award.

c. The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's Quality Management Plan (QMP) Standard.

2. Quality Assurance Project Plan (QAPP)

a. Prior to beginning environmental information operations, the recipient must:

i. Submit a previously EPA-approved QAPP proposed to ensure the collected, produced, evaluated, or used environmental information is of known and documented quality for the intended use(s).

ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the previously EPA-approved QAPP is acceptable for this agreement.

or

i. Provide EPA a copy of the recipient-approved QAPP if the recipient has an EPA-approved Quality Management Plan and a current EPA delegation to review and approve QAPPs.

b. The recipient must submit the QAPP 90 days after grant award, and/or no more than 180 days after grant award.

c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.

d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur.

For Reference:

Quality Management Plan (QMP) Standard and EPA's Quality Assurance Project Plan (QAPP) Standard contains quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.

EPA QA/G-5: *Guidance for Quality Assurance Project Plans*.

EPA's Quality Program website has a list of QA managers, and Non-EPA Organizations Quality Specifications.

The Office of Grants and Debarment Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance.

Annual Conferences

The recipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the EPA Project Officer. The purpose of this requirement is to provide recipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference (https://wp.wwu.edu/salishseaconference/) and local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Recipient will be allowed to use award funds to pay for travel and lodging. Recipient should include anticipated costs for attending conferences in their proposed budget.

Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-

Funded Assistance Agreements, recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at https://www.epa.gov/sites/default/files/2015-03/documents/competency-policy-aaia-new.pdf or a copy may also be requested by contacting the EPA Project Officer for this award.

Federal Assistance Agreement Funds Up to $200,000. Recipient agrees that if the total federal funding obligated on this award exceeds $200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement.

Federal Assistance Agreement Funds Exceed or Expect to Exceed $200,000. Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Recipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

R10 Quality Assurance Team Contact: Cindy Fields (fields.cindy@epa.gov).

WQX Requirement (Updated STORET Condition – Water Quality Exchange Replaces STORET)

Recipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Water Quality Portal (WQP) using either WQX or WQX web. Water quality data appropriate for the Water Quality Portal (WQP) include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the Water Quality Portal structure. WQX web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at https://www.epa.gov/waterdata/water-quality-data.

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in the Water Quality Portal or some other database). Recipients are encouraged to develop a cross walk between any non-WQX database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date -

February 4, 2013) and April 9, 2013 (stamp received date – April 16, 2013), or the October 28, 2013 guidance. Grantees shall confirm in writing projects' consistency with the Recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area support water quality and salmon recovery. Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

International Travel (Including Canada) - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your EPA Project Officer as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your EPA Project Officer listed on the front page of the Award Document.

Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

Copyrighted Material and Data - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of: the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or; termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

Light Refreshments and/or Meals - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved workplan, the recipient agrees to obtain prior approval from EPA for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The recipient must send requests for approval to the EPA Project Officer and include:

(1) An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);

(2) A description of the purpose, agenda, location, length and timing for the event; and,

(3) An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for recipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Recipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the recipient's EPA Project Officer; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the recipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.

(41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT RECIPIENTS EXCLUDING STATE UNIVERSITIES:

If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

Cybersecurity Grant Condition for Other Recipients, Including Intertribal Consortia - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient’s network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the recipient’s connections as defined above do not go through the Environmental Information Exchange Network or EPA’s Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate.

This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA’s regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient’s network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA’s Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on

behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

Infrastructure Investment and Jobs Act (IIJA) Signage Required Term and Condition (Updated May 11, 2023)

This Term & Condition applies to (1) construction and infrastructure projects funded in whole or in part by the Infrastructure Investment and Jobs Act (IIJA) and (2) construction and infrastructure projects funded in whole or in part by the Inflation Reduction Act.

1. Signage Requirements

a. Investing in America Emblem: The recipient will ensure that a sign is placed at construction sites supported under this award displaying the official Investing in America emblem and must identify the project as a “project funded by President Biden’s Bipartisan Infrastructure Law” or "project funded by President Biden's Inflation Reduction Act" as applicable. The sign must be placed at construction sites in an easily visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.

The recipient will ensure compliance with the guidelines and design specifications provided by EPA for using the official Investing in America emblem available at: https://www.epa.gov/grants/investing-america-signage-required-term-and-condition.

b. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to translate the language on signs (excluding the official Investing in America emblem or EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable, provided the costs are reasonable.

2. Public or Media Events

EPA encourages the recipient to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction projects as a result of this agreement and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days’ notice.

General Federal Conditions (As Of 04/01/2022)

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.

2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.

4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.

7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.

8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

· Receives more than $30,000 in federal funds under this award.

· Receives more than 80 percent of its annual gross revenues from federal funds.

· Receives more than $25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in **www.SAM.gov** within 30 days of agreement signature. The FFATA information will be available to the public at **www.usaspending.gov <http://www.usaspending.gov/>.**

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

Procure or obtain;

Extend or renew a contract to procure or obtain; or

Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) exclusion list.

Ecology General Terms and Conditions (03/11/2026 Version)

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) March 2026)
b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
d) RECIPIENT’s activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (https://ocio.wa.gov/policy/accessibility) as it relates to “covered technology.” This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology’s public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT’s project funded under this Agreement.

RECIPIENT shall:

a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

• Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.

* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

• For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

• Keep the IDP at the project site.
• Make the IDP readily available to anyone working at the project site.
• Discuss the IDP with staff, volunteers, and contractors working at the project site.

• Implement the IDP when Cultural Resources or human remains are found at the project site.

c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

• Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

• Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/ Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.

c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.

d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.

e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.

f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.

g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, Statewide Registration Services - Office of Financial Management. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email SupplierRegistration@ofm.wa.gov.

h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.

i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.

b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.

c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.

d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.
RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.
ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES
When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

a) RECIPIENT notifies the funding program of an appeal request.

b) Appeal request must be in writing and state the disputed issue(s).

c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.

d) ECOLOGY reviews the RECIPIENT's appeal.

e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

• Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
• Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
• Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: http://www.ecy.wa.gov/eim.
c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work. To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.
Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:
a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.

b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.

c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.

c) RECIPIENT shall use ECOLOGY's provided progress report format.

d) 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. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

a) Be kept in a manner which provides an audit trail for all expenditures.

b) Be kept in a common file to facilitate audits and inspections.

c) Clearly indicate total receipts and expenditures related to this Agreement.

d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY’s satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.
c) For more suggestions visit the Washington State Procurement Manual web page, Green Purchasing, Green Purchasing | Department of Enterprise Services (DES).

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY’s ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY’s reimbursement exceed ECOLOGY’s total responsibility under the Agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT’s obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

Appendix J: Reach-Scale Planning and Outreach Requirements and Guidance

Reach Scale Planning

There is no single approach to developing a reach-scale plan. Each watershed or set of stream reaches has a different combination of conditions that need to be accounted for in a strategic approach to protection and restoration of riparian zones. Landowner composition and community perception of restoration differ greatly across Puget Sound areas. There are existing planning efforts (e.g. salmon recovery plans) and programs that are in place that may be leveraged for greatest benefit. Each stream reach or watershed is at a different stage of readiness for applying implementation related funds strategically and effectively.

The general characteristics of a good reach-scale plan are listed below. This is not an all-inclusive list. Generally, using maps and qualitative/quantitative analyses, a reach-scale plan proposed for grant funding should document:

- Current riparian buffer conditions across the focus reaches, shoreline or small watershed. Including:
  - Existing land uses, zoning, and ownership at a parcel scale;
  - Existing high quality riparian habitat;
- Existing sources and locations of water quality impairment;
- Areas essential to riparian and in-stream habitat processes, structure, and function;
- Priority areas that support salmon recovery objectives;
- Characteristics of the land use practices in the reach and how these impact, whether positively or negatively, riparian habitat;
- Current and potential pressures from development activities in the reach;
- Existing and relevant planning coverage that should fit into the reach-scale strategy (e.g. Shoreline Master Programs, Critical Areas Ordinance regulations, Voluntary Stewardship Planning – VSP applies only in San Juan, Skagit, Mason, and Thurston counties at this time);
- Current and planned protection and restoration programs that can complement and be leveraged by focusing on the reach or small watershed;
- Existing infrastructure within the riparian zone that may impact or shape protection and restoration opportunities;
- Protection (easement and fee-simple) and restoration (e.g. buffer planting) opportunities at a parcel-scale of specificity identified through landowner outreach activities. Ideally the opportunities and “gaps” in opportunity are captured comprehensively across the focus reach or small watershed;

- Likely stream movement and channel migration over time that should be accounted for in project design considerations;
- Reach-scale monitoring scheme for habitat and water quality parameters to establish baseline conditions off of which to track benefits of project outcomes over time;
- Prioritization scheme and alternatives for protection and restoration that can guide implementation activities in future phases of work;
- Incorporation of likely future impacts on reach or watershed scale processes and strategies for adaptation and/or mitigation of impacts;
- Plans for periodic review of progress and strategies as new information is available or dynamics shift in the watershed.

Please see Appendix N for guidance on mapping focus areas for reach-scale planning and proposals.

Social science or Community Based Social Marketing study requirements

Proposals that include funding for completion of a CBSM or social science study must:

- Receive initial approval of the study plan from Ecology Project Manager and Technical Lead before launching the study;
- Provide updates on study progress within quarterly PRPRs;
- Submit a detailed final report of the study to include, at a minimum:
    - Background or situation statement;
    - Statement of purpose and study goals;
    - Detailed description of data collection methods;
    - Data and results;
    - Key findings;
    - Recommendations for next steps to reach desired behavior change;
- When included in the scope of work, submit a detailed final campaign plan based on the report findings, to include, at a minimum:
    - Summary of target audience(s);
    - Summary of trusted messenger(s);
    - Audience preferred language or messaging;
    - Summary of points of conflict, if any, and recommendations;
    - Description of recommended tools and outreach approaches to achieve desired behavior change;
    - Proposed actionable timeline for next steps.

Social science or CBSM study guidance

In general, CBSM involves the following five steps:

1. Selecting the behavior to be promoted.
2. Identifying the barriers and benefits associated with the selected behavior.
3. Designing a strategy that utilizes behavior-change tools to address these barriers and benefits.
4. Piloting the strategy with a small segment of a community.
5. Evaluating the impact of the program once it has been implemented broadly.

Each of the five steps is eligible for PSRSL funding under the Reach Scale Planning and Outreach Category.

Social science or CBSM study helpful resources

There are many informative trainings, courses and resources available to inform social science research and resulting outreach campaigns. The following optional resources may be helpful to Recipients working on social science or CBSM studies:

- Fostering Sustainable Behavior: Beyond Brochures[74] by Doug McKenzie-Mohr.
- Community Based Social Marketing pdf[75] provided by EPA.

Outreach

The following resources can be referred to by applicants when developing public communication and education project proposals. The PSRSL program aims to help in the design of projects that are effective at changing behaviors and achieving environmental results.

Outreach and education requirements

Outreach requirements apply to any outreach activities related to activities funded by the PSRSL program, including email event announcements, social media postings, mailers, etc. In addition to the requirements listed in Chapter 2.2, proposals with public outreach and education components must:

- Submit sign-in sheets for in-person events;
- Submit photos from in-person events;
- Submit outreach materials and/or tools created or distributed with PSRSL funds;
- Include an Ecology and EPA funded reference (see EPA Programmatic Terms and Conditions, Recognition of EPA Funding) or logo on all outreach materials and/or tools created with PSRSL funds (Ecology Project Manager will provide logos on request);
- Meet accessibility and language requirements (more information in Appendix D).

[74] https://www3.uwsp.edu/cnr-ap/UWEXLakes/Documents/ecology/shoreland/marketing/3_07_ijsc_practice_dmm.pdf
[75] https://www.epa.gov/sites/default/files/2017-06/documents/2.pdf

Outreach materials created and/or distributed using PSRSL funds must be reviewed and approved by the Ecology Project Manager prior to distribution to be eligible for reimbursement. Recipients have the option to submit an Outreach Plan that outlines the scope, intent, and messaging of the outreach materials. Upon review and approval of the Outreach Plan, the Recipient may distribute related outreach materials without needing further review from Ecology for each individual material. Outreach Plans should also include the following information:

- Summary of outreach scope and purpose;
- Summary of target audience(s);
- Summary of trusted messenger(s);
- Audience preferred language or messaging;
- Summary of points of conflict, if any, and recommendations;
- Description of recommended tools and outreach approaches and materials to achieve desired behavior change;
- Proposed actionable timeline for next steps.

Accessibility helpful resources

All education and outreach materials created with public funds must meet accessibility requirements to ensure all people can access the information. Please see Appendix D for accessibility requirements. The following optional resources may be helpful to Recipients developing new or updating outreach and education materials:

- WebAIM – A comprehensive website that shows web content writers and designers how to make accessible content. Non-profit organization associated with Utah State University.
    - Introduction to web accessibility (including many links to helpful articles at the bottom of the page): http://webaim.org/intro/
    - Alternate text guidance: http://webaim.org/techniques/alttext/
    - Guidance for creating tables: http://webaim.org/techniques/tables/
    - PDF Accessibility: http://webaim.org/techniques/acrobat/acrobat
- The National Center on Disability and Access to Education[76] – This resource provides quick cheat sheets on multiple different software programs on how to design or remediate documents for accessibility, including the following common programs:
    - Microsoft Word
    - Microsoft PowerPoint
    - Microsoft Excel
    - Adobe Acrobat XI
    - Adobe InDesign
    - YouTube

[76] http://ncdae.org/resources/cheatsheets/word-mac.php

Appendix K. Native Plant Materials Requirements and Guidance

Activities funded under this category will provide support for Puget Sound partners and Tribes to cultivate and/or propagate native plants at holding sites until mature enough to be used in riparian restoration projects.

Applicants are encouraged to collaborate with other regional partners and Tribes to identify one holding site or nursery for proposed native plant materials activities.

Additional requirements

Recipients must:

- Possess expertise in cultivating and propagating woody plant materials, or request funding to engage this expertise;
- Own or rent/manage secured land;
  Or,
- When partnering with entities who have existing greenhouses or land where plants can be cultivated and/or propagated, provide either a signed agreement or a signed letter indicating commitment to developing an agreement, prior to funds being awarded. The agreement must include the following, at a minimum:
    - Agreement that PSRSL funded plants will be clearly marked as sold and belonging to the Recipient;
    - Agreement that PSRSL funded plants will be set aside from other plants at the facility, or provide a description/map that describes how stock associated with PSRSL funds is to be identified (example: % of a given bed);
    - Agreement that PSRSL funded plants will be cared for until they are ready to be picked up by the Recipient or designated partner, when ready to be used in a riparian restoration project, or provide a schedule/plant production timeline that indicates pickup windows;
- Follow Ecology's Cultural Resource Review Requirements (See Appendix G) when proposals include any on-the-ground practice implementation or facility construction/modification/repairs that may include soil disturbance. Recipients must receive a final determination and Ecology approval before on-the-ground work can begin. Any work completed prior to receiving Ecology approval and submitting the final determination will not be eligible for reimbursement.
- Track plants cultivated and propagated with PSRSL funds, to include:
    - Species;
    - Seed source;
    - Number of plants;
    - Container size at maturity;

    - Date of delivery to implementation partner or date of installation;
    - Name of implementing partner, if not used by the Recipient;
    - Name of final destination project;
- Include an estimate of plant production per year by species. Recipient will promptly notify Ecology of any significant deviations in anticipated production. Additional follow up may be requested and support may be offered.
- Provide a planting plan to describe installation of riparian cutting blocks

Oversight

As a part of required site visits, the Project Manager or Technical Lead may inspect cultivation or propagation sites to ensure that work is underway or has been completed and that the location is secure with reasonable protection against theft. The Project Manager or Technical Lead may also inspect the plants to make sure they are being tended and are healthy.

Appendix L. Riparian Restoration Implementation Requirements and Guidance

The following documents provide optional guidance in developing a riparian restoration project proposal:

- Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications[77]
- Riparian Ecosystems, Volume 2: Management Recommendations[78]
- Ecology's Restoring Wetlands in Washington: A Guidebook for Wetland Restoration, Planning & Implementation[79]

Conditions of the funding agreement

All restoration activities must be consistent with the Stream Habitat Restoration Guidelines[80] and the requirements below.

Riparian buffer minimum width requirements

The PSRSL funding program minimum buffer widths are consistent with Ecology's Voluntary Clean Water Guidance for Agriculture[81], the Combined Water Quality Funding Program[82], and the EPA Term and Condition for riparian buffers in agricultural areas (see Appendix I for the full Terms and Conditions language). PSRSL will fund riparian buffers at and above the Core Zone buffer widths, as displayed below in Table 6. Core Zone widths are based on stream hydrology and bankfull width. Buffer widths must be measured starting from the ordinary high-water mark and apply to both sides of the stream where accessible.

[77] https://wdfw.wa.gov/sites/default/files/publications/01987/wdfw01987.pdf
[78] https://wdfw.wa.gov/sites/default/files/publications/01988/wdfw01988.pdf
[79] https://fortress.wa.gov/ecy/publications/SummaryPages/93017.html
[80] https://wdfw.wa.gov/publications/01374
[81] https://ecology.wa.gov/About-us/Accountability-transparency/Partnerships-committees/Voluntary-Clean-Water-Guidance-for-Agriculture-Adv
[82] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/water-quality-combined#cycle

Table 6 - Three-zone buffer widths and minimum buffer width requirements for western Washington

Stream Category	**Ephemeral**	**Intermittent & Perennial**			
Bankfull Width	**All widths**	**<5 ft**	**5-30 ft**	**30-150 ft**	**>150 ft**
Minimum Buffer Width (Core Zone)	35 ft	65 ft	80 ft	100 ft	125 ft
Inner (Middle) Zone Width	0-25 ft	0-25 ft	0-25 ft	0-25 ft	0-25 ft
Outer Zone Width	155-180ft	125-150 ft	110-135 ft	90-115 ft	65 – 90 ft
Total RMZ Width	215 ft	215 ft	215 ft	215 ft	215 ft

Three-Zone Riparian Management Zone (RMZ)

The minimum buffer widths are consistent with the three-zone RMZ approach, where the Core Zone width requirements are met and activities in the Inner and Outer Zone of the RMZ are assessed and determined to be protective of water quality. At sites where the Inner or Outer Zones of the RMZ are not also planted with riparian vegetation, recipients will be asked to provide basic site-specific information about the activities expected to take place within the RMZ and will call out the protective BMPs in place or to be installed as a part of the proposal (i.e. livestock exclusion fencing, filter strips, etc.).

Ecology recommends that the following more intensive agricultural infrastructure and activities should not be located in the RMZ. If permanent infrastructure is already located in the RMZ, we recommend moving it outside the RMZ if feasible. If it cannot be moved, additional BMPs may need to be implemented to prevent pollution from being discharged.

- Roads
- Animal waste storage
- Animal confinement areas
- Winter feeding areas for livestock
- Off-stream water facilities
- Barns and other buildings

These requirements ensure that Ecology funded buffers are in compliance with state water quality law and are protective of participating landowners. Applicants are encouraged to propose buffer widths beyond the Core Zone width to the extent possible. There is no set maximum buffer width for PSRSL funds. Ecology staff will communicate with recipients if there are any concerns or questions about proposed buffer widths that go beyond one site potential tree height (SPTH).

As a part of the PSRSL program's effort to learn and adapt to the challenges faced by recipients, Ecology staff will collect information about the reasons behind buffer widths selected and other barriers faced while proposing buffers to landowners and implementing funded proposals.

EPA buffer width requirements

Under these guidelines, streams less than 30ft wide (<5 ft and 5-30 ft columns in Table 5) could require a narrower or wider width buffer than the EPA Term and Condition language. Where proposed riparian buffer widths are less than those prescribed by EPA but consistent with the Core Zone widths in Table 3, Ecology will provide Recipients with a simple template form to submit the necessary information to EPA for approval of the buffer width. Table 6 below describes the EPA Terms and Conditions minimum widths for agricultural areas based upon stream class.

Note: PSRSL staff are available to support applicants and Recipients with determining if proposed buffer widths are eligible for funding.

Additional buffer width guidance

To assist with determining which minimum Core Zone buffer width applies to a water body, EPA and Ecology developed a mapping tool[83]. As site-specific information is made available, PSRSL staff will reference this tool when evaluating proposals for compliance with minimum width requirements. If a proposed site's bankfull width is different than indicated on the map, the applicant should note this deviation and submit site-specific details to confirm the bankfull width and minimum buffer width requirements. This information can also be ground truthed by technical staff during a site visit. Please review the guidance below for additional buffer width considerations:

- If surface water is present on a property but not shown on the mapping tool, grant recipients should determine the bankfull width and whether the waterbody is ephemeral, intermittent, or perennial to determine the appropriate buffer width.
- The minimum buffer width for constructed ditches is 35 feet.
- To maintain fully functional riparian ecosystems and provide sufficient habitat to meet the needs of fish and wildlife, applicants are encouraged to propose riparian buffers that are one SPTH in width as recommended by Washington Department of Fish and Wildlife, where possible.
- Core Zone buffers should consist of diverse native riparian vegetation and species selection should be consistent with site-specific growing conditions. Grass filters strips are not sufficient to satisfy minimum buffer width requirements and will not be funded in the Core Zone.

[83] https://waecy.maps.arcgis.com/apps/webappviewer/index.html?id=a099d5b1cd404306896c153661abeea5

When the project establishes buffers in forested areas, the buffer width must also be consistent with Forest Practices Rules[84].

- Buffers established as part of a PSRSL grant may not violate county Critical Area Ordinances, county Shoreline Rules, or other state and local regulations.

Ecology may allow a conditional exemption from the minimum buffer width requirements described in Table 5 where the presence of a structure, property line, or topography impedes the ability to meet the conditions. The recipient must submit an adequate justification as to why these cannot be met and provide an alternate written plan to Ecology's Project Manager for review and written approval.

Table 7 - Environmental Protection Agency Term and Condition minimum riparian buffer widths for agricultural areas.

NMFS Channel Type[i]	**Channel Types**	**Habitat Functions/Composition**	**Buffer – Minimum Default Width**[ii]
Class I Constructed ditches; fishless streams.	Constructed Ditches, Intermittent Streams and Ephemeral Streams that are not identified as being accessed and were historically not accessed by anadromous or ESA listed fish species Perennial waters that are not identified as being accessed and were historically not accessed by anadromous or ESA listed fish species	Water quality protection; shade; sediment filtration	35' 50'
Class II Fish bearing, modified natural channel, entrenched or spring fed watercourses that do not move	Modified or highly entrenched perennial, intermittent and ephemeral waters that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, large wood debris (LWD) for cover, complexity and shade	100' supporting site assessment recommended to increase buffer width
Class III Fish bearing	Unconfined perennial, intermittent and ephemeral waters that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, large wood debris (LWD) for cover, complexity and shade	100' supporting site assessment recommended to increase buffer width

[84] https://www.dnr.wa.gov/about/boards-and-councils/forest-practices-board/rules-and-guidelines/forest-practices-rules#:~:text=The%20rules%20give%20direction%20on,maintaining%20a%20viable%20timber%20industry.

Class IV. Diked, permanently fixed[iii]	N/A	N/A	N/A
Class V [iv] **Fish bearing, intertidal/estuary**	Perennial, intermittent and ephemeral waters that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species in intertidal and estuarine streams and channels	Site potential vegetation (salt water) sedges, shrubs, etc.	35' – 75' Supporting site assessment of adjacent land use recommended to increase buffer protections needed to meet all applicable water quality standards.

[i] Fish presence based on Washington's Integrated Fish Distribution database. Fish presence includes all classes of presence of anadromous or ESA listed fish. Where no fish distribution data is available, fish presence must be determined by contacting local WDFW or Tribal biologist.
[ii] Buffer widths are required minimums, however, if a landowner believes that the buffers called for by the table significantly interfere with his/her ability to reasonably use their property, there is a process to identify alternative buffers that are smaller. Please see FAQs for more information.
[iii] Generally, buffer vegetation is required between the watercourse and dike, based upon the criteria of the corresponding channel type. However, levee vegetation requirements are subject to U.S. Army Corps of Engineers (Corps) guidance which can be found in Engineering Technical Letter No. 1110-2-571, "Engineering and Design: Guidelines for Landscape Planting and Vegetation Management at Levees, Floodwalls, Embankment Dams, and Appurtenant Structures", as well as in the USACE Levee Owner's Manual for Non-Federal Flood Control Works.
[iv] Estuarine channels are defined as stream channels having direct, daily tidal influence such that the vegetation is adapted to saltwater or intertidal conditions.

Invasive species removal and treatment requirements

- All chemical applications must be performed by staff holding a current Washington State pesticide license[85] and follow appropriate application methods and rates indicated on the label.
- Staff must have the Safety Data Sheets (SDS) available for all chemicals being applied.

[85] https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification

- The following websites provide SDS and chemical safety resources:
  - http://www.ilpi.com/msds/index.html
  - http://www.osha.gov/web/dep/chemicaldata/#target
  - http://www.cdc.gov/niosh/npg/

Recipients are encouraged to control invasive/noxious plant species through non-chemical means. Chemical weed/pest management should be limited to prescriptions identified within a management plan as being necessary to support ecological functions; use of pesticides included in the National List of substances allowed under the National Organic Program (7 CFR 205) is highly encouraged.

Riparian planting requirements

- Recipients must develop a site-specific "Riparian Planting Plan" for all restoration sites prior to implementation which includes a description of site prep activities needed, invasive control efforts and plan (or reference to organizational integrated pest management plan or invasive control BMPs), species selected and general placement (template available on the PSRSL resources webpage[86]).
- Recipients must only plant species that are native to the proposal focus area where the buffer is being established and will thrive in the riparian zone. Species diversity is encouraged to support a biodiverse riparian zone that will enhance habitat for wildlife, pollinators and fish and aquatic species, and support the establishment of culturally significant plants.
- Recipients must consider the origin of the genetics of native plant materials used, aiming to use plant materials collected from the primary or secondary watershed where the buffer is to be established, or following a provided assisted migration plan.

Streambank protection requirements

- Streambank protection projects must not stand alone but be part of a larger riparian buffer or stream restoration project. The project must meet the buffer and planting requirements listed above whether fully or partially funded by the grant. Streambank protection projects primarily intended for structure or property protection are not eligible.
- Rock or concrete may not be used to fully armor a bank against the erosive forces of a stream, river, or marine waters. In any situation where rock is to be used, the recipient must submit the design to Ecology's Project Manager for an evaluation.

[86] https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources

Streambank protection designs must be consistent with the Aquatic Habitat Guidelines Program's, Integrated Streambank Protection Guidelines[87].

Agroforestry planting requirements

When site plans include an agroforestry planting in the Inner or Outer Zone, the Recipient must develop site-specific plans for all agroforestry plantings. The plans must meet the specifications described in Chapter 12 of the Clean Water Guidance[88].

[87] http://wdfw.wa.gov/publications/00046/
[88] https://apps.ecology.wa.gov/publications/parts/2010008part6.pdf

Appendix M. Permanent Protection of Riparian Habitat Requirements and Guidance

The purchase of real property and conservation easements is eligible for funding under this solicitation. Acquisitions can be for the following purposes:

- Riparian area preservation and protection;
- Protection of areas directly contributing to riparian processes, habitats, and function;
- Protection of areas that are planned for riparian restoration.

Recipients will need to work closely with their Ecology Project Manager and Technical Lead to be granted approval on a number of preliminary activities that lead to land purchase. Recognizing that each project will be different this guidance does not intend to capture all review steps that will be necessary to a final implementation scope of work. However, the following are likely review steps that would be outlined for acquisition tasks in a given scope of work:

- Draft monitoring plan as outlined in approved QAPP for monitoring related activities;
- Buffer widths and location to be subject of a baseline survey, appraisal and/or review appraisal for easement acquisition;
- Draft restoration plans (e.g. planting plan) both on and off of eased lands;
- Draft easement terms negotiated with a landowner;
- Appraisal and/or review appraisal determining the market value for individual acquisitions prior negotiating closing with a landowner. **Appraisals must be performed to Ecology Yellow Book[89] and Uniform Standards for Federal Land Acquisitions[90] (USFLA);**
- Draft Stewardship Plans.

The following is a list of deliverables, adapted from Washington Recreation and Conservation Office (RCO) guidance, that are likely to be required for easement acquisition tasks in an implementation scope of work. Ecology uses a deliverables-based payment approach. Funds are reimbursed as grant deliverables are submitted and approved. In general, provide the completed deliverables with the corresponding invoice request when it is submitted to Ecology. Unless otherwise negotiated with Ecology, documents may be rejected if they do not follow the requirements generally outlined in RCO Manual 3[91], Acquisition Policies and Procedures.

[89] https://apps.ecology.wa.gov/publications/UIPages/documents/2601001.pdf
[90] https://www.justice.gov/d9/enrd/legacy/2015/04/13/uniform-appraisal-standards.pdf
[91] https://rco.wa.gov/wp-content/uploads/2019/07/Manual3.pdf

Generally required deliverables for easement/acquisition tasks:

- Preliminary title report and insurance documentation;
- Notice of Voluntary Transaction letter;
- Appraisal (USFLA);
- Review Appraisal;
- Notice of Just Compensation letter;
- Baseline Inventory and Stewardship Plan;
- Hazardous Substances Certification;
- Environmental Site Assessment;
- Relocation Plan, if eligible displaced persons are on the property;
- Signed and recorded deed or conservation easement;
- Signed and recorded Conservation Covenant (Notice of Federal Participation) for fee-simple purchases;
- Signed and recorded Conservation Easement (Notice of Federal Participation must be included) and Assignment of Rights with project boundary map;
- Purchase agreement;
- Final title insurance policy;
- Final Ecology inspection (may be on site or desk review);
- Three maps of varying scale, from small to large scale, including location within the state, specific location map, parcel or plat map;
- GIS Shapefile for each property acquired.

The following requirements may be applicable to your project on a case-by-case basis. Consult with your Ecology Project Manager if you are unsure of whether these deliverables are included in your project agreement:

- EZ 1 form and cultural resources survey;
- Recorded legal survey;
- Boundary line adjustment.

A Conservation Covenant or Conservation Easement and Assignment of Rights is required to be recorded with the local government where the property is being acquired. The purpose of this document is to guarantee protection of riparian areas on the property in perpetuity. Prior to being recorded, a draft of the Covenant or Easement/Assignment of Rights must be reviewed and approved by Ecology. A template of these documents will be provided. Upon request, the grant recipient may adapt their own versions for use in their project. This will require review and approval by Ecology and the Attorney General's Office.

The following are two templates for typical acquisition, organized by Due Diligence related activities and the purchase of a property through fee-simple transaction or easement. The following may be adapted to the specific project being proposed in your application.

Due Diligence Task Template

Task Number: X Task Cost: $ XXX

Task Title: Permanent Riparian Easement/Purchase Due Diligence

Task Description:

The RECIPIENT will:

A. Perform Due Diligence activities on XXX properties in accordance with the 2025 Funding Guidelines, Appendix M. The RECIPIENT will obtain Ecology Approval on Draft due diligence deliverables prior to obtaining an appraisal (e.g., draft CE terms, maps, and any restoration or long-term stewardship plans).

B. Prior to accessing funds for the purchase of a property, the RECIPIENT must document market value by appraisal in accordance with the Appraisal Foundation's "Uniform Appraisal Standards for Federal Land Acquisitions" (Yellow Book). If a hypothetical condition is needed, request for legal instruction must be submitted to ECOLOGY and ECOLOGY and EPA must be used as intended users in the appraisal and review. Both the appraisal and review appraisal must agree on the final valuation and be submitted to ECOLOGY for approval before funds may be used to acquire the subject property.

C. Additionally, Section 106 cultural resources review is required for any project site acquisition or land disturbance. To initiate cultural resources review, the RECIPIENT will:

    1. Complete and submit by email to ECOLOGY PM an ECOLOGY Cultural Resources Review Form for each site and any supplemental cultural resource documentation, including surveys; and if available, a cultural resources report completed by a licensed professional to ECOLOGY of the Area of Potential Effect (APE). Due to confidentiality, do NOT upload to EAGL.

    2. Complete and submit into EAGL an ECOLOGY Inadvertent Discovery Plan (IDP). The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site.

    3. Complete all cultural resource review requirements as required by ECOLOGY and receive a Final Determination by ECOLOGY prior to any site disturbing work or acquisition.

D. The RECIPIENT will present the landowner with a Notice of Just Compensation that informs the landowner of the approved, appraised value of the property and offers tenant relocation assistance if eligible. The Notice must be signed by the landowner and a copy uploaded to EAGL. A Notice of Voluntary Acquisition will be provided to the landowner.

E. The RECIPIENT shall obtain and submit to ECOLOGY a Phase I hazardous substance assessment for each property to be acquired, prior to purchase and use the Hazardous Substances Certification and Assessment Checklist from the Recreation and Conservation Office Manual 3. Nothing in this provision alters the RECIPIENTS' duties and liabilities regarding hazardous substances as set forth in RCW 70A.305. The RECIPIENT will defend, protect, and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, costs, attorneys' fees, and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.
F. Acquisition Projects: Long term management for conservation properties acquired will include periodic real property reports to be submitted to ECOLOGY. Frequency and format as requested by ECOLOGY and/or EPA (see 2 CFR 200.330) and specified in Task 7.

Task Goal Statement:

The primary goals of the permanent riparian easements are the following:

1. Perform preliminary Due Diligence activities that will lead to the protection of XX sites.

Task Expected Outcomes:

The RECIPIENT will produce the following outcomes:

1. Successful Due Diligence approved by ECOLOGY for the purchase of XX properties and/or Conservation easements.

Recipient Task Coordinator: XXX

Task Number	Deliverable Description	Due Date
X.1	Approved Yellow Book appraisal and review appraisal for each property that agree of value conclusion. Appraisal and review appraisal are to be approved by ECOLOGY prior to purchase. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.2	ECOLOGY Cultural Resources Review Form, and any supplemental cultural resource docs and surveys. Due to confidentiality, do not upload to EAGL. Email to ECOLOGY PM.	Within 6 months of easement

		closing; before [Date].
X.3	Inadvertent Discovery Plans for subject properties. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.4	ECOLOGY Cultural Resources Review Waiver or Section 106 Final Determination. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.5	Notice of Just Compensation for each property to be acquired. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.6	Notice of Voluntary Acquisition provided to landowner. Acknowledge completion of deliverable within corresponding PRPR.	Within 6 months of easement closing; before [Date].
X.7	Hazardous substance assessment and certification for each property to be acquired. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.8	Acquisition Projects: Periodic real property reports (Monitoring Reports) to be submitted after agreement Expiration Date. Email to ECOLOGY PM.	Upon request by ECOLOGY and/or EPA

Property Purchase Template Task

Task #: XX Task Cost: $XXX

Task Title: 7. Permanent Riparian Easement/Fee-simple Acquisitions

Task Description:

The RECIPIENT will:

A. Secure permanent protection of XX sites by purchasing through fee-simple and/or obtaining Conservation Easements (CEs) along priority streams and rivers in XXX area. These riparian purchases will protect riparian habitat in priority watersheds in XX area. These acquisitions/CEs will be held by XX. The general terms of riparian CEs will be consistent with the conservation purposes established in the Funding Guidelines Appendix M and approved by ECOLOGY prior to reimbursement. Per compliance and ECOLOGY guidelines procedures will include long-term monitoring, maintenance, and stewardship support for landowners. Working with partners to establish long term monitoring agreements will aid in supporting long term ecosystem function and environmental resilience. (Where applicable) any additional deed restriction or easement terms that secure interest in non-riparian area values (e.g., agricultural soils protection) will be funded with alternative sources procured by the RECIPIENT, and terms of those easements will meet requirements of those fund sources and not conflict with ECOLOGY's requirements for the riparian CE.

   1. The RECIPIENT understands that the purchase price of the easement/acquisition shall not be reimbursed by ECOLOGY prior to receipt of documentation of sale, but funds may be requested to be transferred directly into escrow to go towards the property closing. This must be requested at least two weeks in advance of the estimated closing date and is contingent upon completion of all required forms and documentation as required by ECOLOGY.
   2. If funds will be transferred directly into escrow, confirm the title company has an active statewide vendor number and provide information to ECOLOGY including title company's Wire Transfer Request with routing number and wire transfer instructions for specific easement referenced.

B. Conduct CE/acquisition due diligence.

   1. The draft CE and Assignment of Rights (AOR for easements only) documents must be reviewed and approved by ECOLOGY prior to recording the CE.
      a. Upload the Draft CE for review and approval and the Final recorded CE. Any property purchased shall be identified as having ECOLOGY and Federal interest. The CE will contain the required elements of a Notice of Federal Participation (NOFP) and recorded to ensure that the land will be managed in perpetuity in a manner consistent with the goals and objectives of this grant and the Funding Guidelines.

   b. Upload the Draft Assignment of Rights (AOR) for review and approval and the Final recorded AOR in favor of ECOLOGY.
2. Attain a preliminary title report and upload prior to closing.
3. Once property has been acquired, upload a final insurance policy.
4. Upload recorded legal survey and boundary line adjustment (if necessary).
5. Complete baseline inventory and upload prior to closing (if applicable).
6. Prepare and upload Property Management/Stewardship Plans (if applicable).
   a. Conduct CE monitoring.
7. Upload signed settlement statement which verifies purchase price and date of sale.
8. Provide three maps of varying scales from small to large scale, including location within the state, specific location map, parcel, or plat map. In addition, upload a GIS Shapefile for each easement acquired.

Task Goal Statement:

The primary goals of the permanent riparian easements are the following:

1. Permanently protect X properties with ….
2. Secure the legacy of past investments that have been made into riparian restoration.
3. Other…

Task Expected Outcomes:

The RECIPIENT will produce the following outcomes:

1. Establish riparian easements along reaches XXX
2. Increased miles of streambank protected by easement acquisitions.
3. Other…

Recipient Task Coordinator:

X. Permanent Riparian Easement Acquisitions

Deliverables

Task Number	Deliverable Description	Due Date
X.1	Draft CE/Deed Restriction for review and approval prior to finalization. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of

		easement closing; before [Date].
X.2	Draft AOR for review and approval prior to finalization. Upload to EAGL and notify ECOLOGY PM. (easements only)	Within 6 months of easement closing; before [Date].
X.3	Signed and recorded CE for any property purchased which includes the NOFP. Upload to EAGL and notify ECOLOGY PM.	Within 2 months after the easement closing; before [Date].
X.4	Final AOR. Upload to EAGL and notify ECOLOGY PM. (easements only)	Within 6 months of easement closing; before [Date].
X.5	Preliminary title report due prior to closing, and final insurance policy after property has been acquired. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.6	Recorded legal survey and boundary line adjustment (if necessary). Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.7	Baseline inventory completed prior to closing. Property management/stewardship plan prepared. Upload to EAGL and notify ECOLOGY PM. (if applicable)	Within 6 months of easement

		closing; before [Date].
X.8	Acquisition Projects: Periodic real property reports (Annual Monitoring Reports) to be submitted prior to agreement Expiration Date. Upload to EAGL and notify ECOLOGY PM. (if funding annual monitoring during grant period)	December 31 of each year, starting one year after easement closing through end of the grant.
X.9	Signed settlement statement to verify purchase price and date of sale. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].
X.10	Three maps of varying scales and GIS Shapefile for each easement acquired. Upload to EAGL and notify ECOLOGY PM.	Within 6 months of easement closing; before [Date].

Appendix N. Spatial Data Requirements and Guidance

Spatial data standards

Data produced during sub-award projects and submitted for reporting should be compliant with state and federal data standards in an effort to maintain consistency of the data being produced within the state. Any data submitted to Ecology is subject to public dispersal and use, if requested a privacy notice can be collaborated on where needed.

Data submitted to Ecology should be in ESRI shapefile, ESRI Personal Database, or File Geodatabase format. The agency uses the following data storage and import standards:

Horizontal datum: NAD 83 HARN[1]
Vertical datum: NAVD-88[2]
Project system: Lambert Conic Conformal
Coordinate system: Washington State Plane Coordinates
Coordinate zone: South (or zone-appropriate is not statewide)
Coordinate units: U.S. Survey Feet
Accuracy standard: +/-40 feet or better
Vector import format: ArcExport E00 file, Shapefile, File Geodatabase, Personal Geodatabase
Raster import format: TIFF, BIL/BIP/BSQ, ESRI Grid, ERDAS Imagine
Metadata: Federal Geographic Data Committee (FGDC), Metadata Content Standards[3]

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1. More information is available on the Washington State Geospatial Program Office[92].
2. Read more information about Ecology's vertical datum standard[93]
3. More information about FGDC Metadata Content Standards[94]

Drone use and data collection

PSRSL grant recipients must follow federal regulations for drone use, which may include restrictions on purchasing, maintaining and/or operation of foreign drones. Please consult with your PSRSL project manager and Grant GIS Analyst to discuss any planned use of drones for your project.

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[92] https://ocio.wa.gov/programs/geospatial-program-office
[93] https://fortress.wa.gov/ecy/gispublic/DataDownload/documents/ECY_GIS_NAVD88Policy.pdf
[94] https://www.fgdc.gov/metadata

Mapping in EAGL

Applicants will be required to submit a spatial data component within the EAGL Editor Map that illustrates the extent of the proposed focus area. Applicants may upload a shapefile of their focus area within the EAGL Editor Map or create their own feature polygon by drawing or editing existing polygons available within the mapping application.

Requirements for uploading data into EAGL Map Editor:

- The Editor Map only allows for ESRI shapefile (.shp) to be uploaded within the application. Shapefiles must be compressed and zipped in order to be uploaded and can only be uploaded one at a time.
- Max upload file size of 200MB.

Note: if the compressed shapefile of an applicant's focus area is larger than the max upload file size, please contact the program's GIS Analyst to submit your data via an alternative process.

Application mapping guidance

This section provides basic guidance and examples on how Ecology would like to see maps created for application section 6a, and what information should be included when proposals request funding. Applications should include informative maps that take a 'nested' approach of mapping a proposal's location at three levels of focus encompassing a broader 'Focus Area' map that includes the entire area of the proposal, a reach scale map that breaks down your focus area into 'Focus Reaches', and a highly focused map within your 'Focus Reaches' that targets key areas at the parcel or property level.

Broadest view - Provide a Focus Area Map that includes all of the focus reaches and or small watersheds that you propose for your riparian program. Things to consider in this map are:

- Jurisdictional boundaries (City UGA boundaries, Tribal boundaries, etc.);
- Watershed boundaries (ie. HUC 12);
- Mapped stream information (ie. NHD stream order, local data, etc.);

This map can be an aggregate of boundaries including watershed boundaries large and small dissolved into a single boundary (ie. a HUC boundary combined with multiple NHD HR Catchments adjacent to the HUC boundary). The primary purpose of this map is to provide an overview of the entire proposed project area while demonstrating knowledge and consideration of jurisdictional overlap and landscape position.

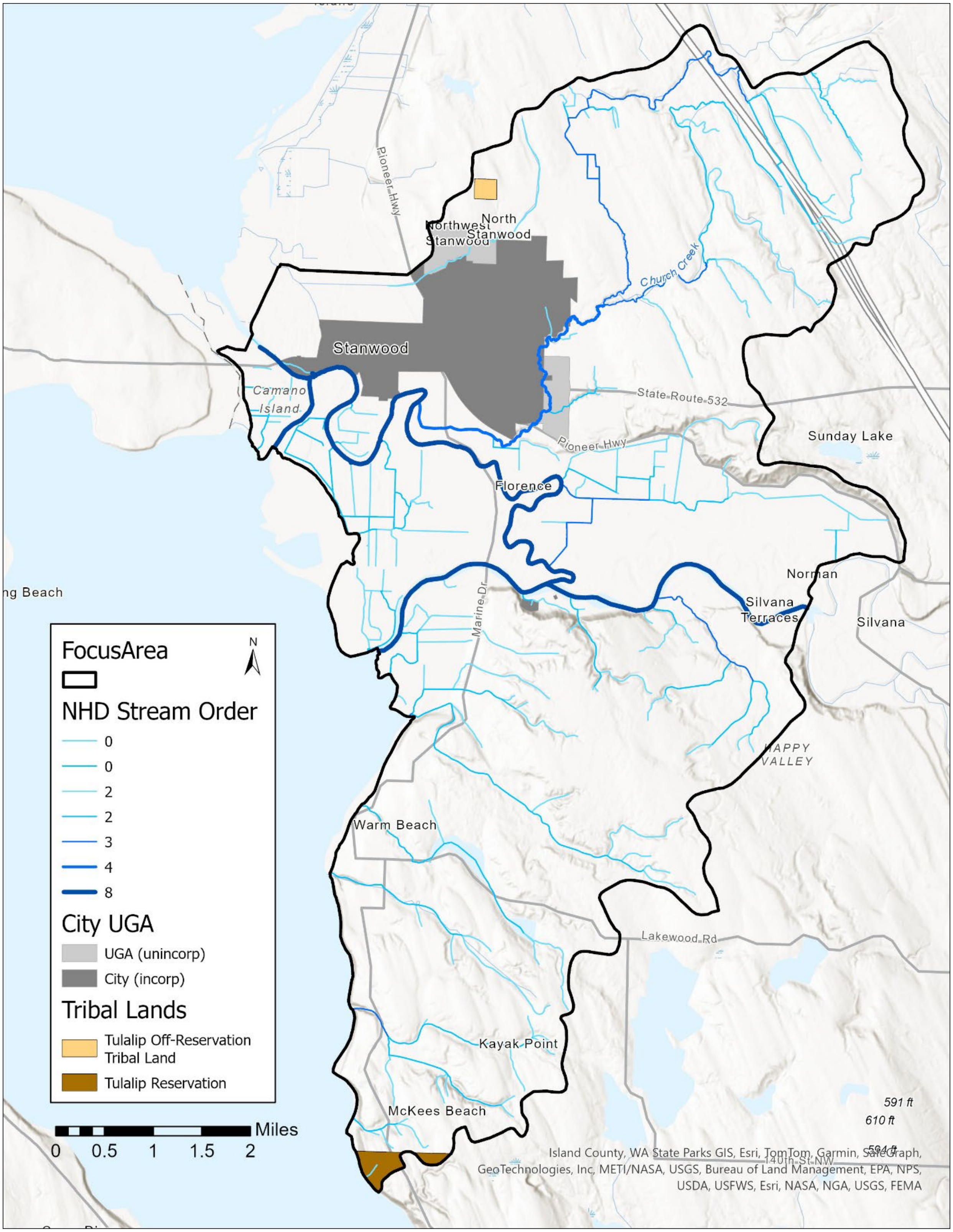

Figure 2 - Example broadest view focus area map.

Medium view - Provide a Focus Reach(es) map(s) of each focus reach or small watershed within your Focus Area with enough detail to illustrate at a minimum:

- Water Quality Impairment Information;
- Salmon presence;
- Areas of Impervious Surface;
- Major Land Uses (e.g. Agricultural Lands, Urban areas);
- Other major contextual information that your reach-scale strategy will account for (e.g. areas of existing restoration project efforts, salmon recovery priority areas);

This map, or series of maps, is intended to help provide justification for which stream reaches within the focus area of a proposal are being targeted as high priority, and why. During application review, maps will be evaluated based on considerations of environmental, land use, and social/demographics that have been illustrated. The maps in figures 3 and 4 below are an example of what a series of maps informing water quality impairment may look like for a given focus reach(es).

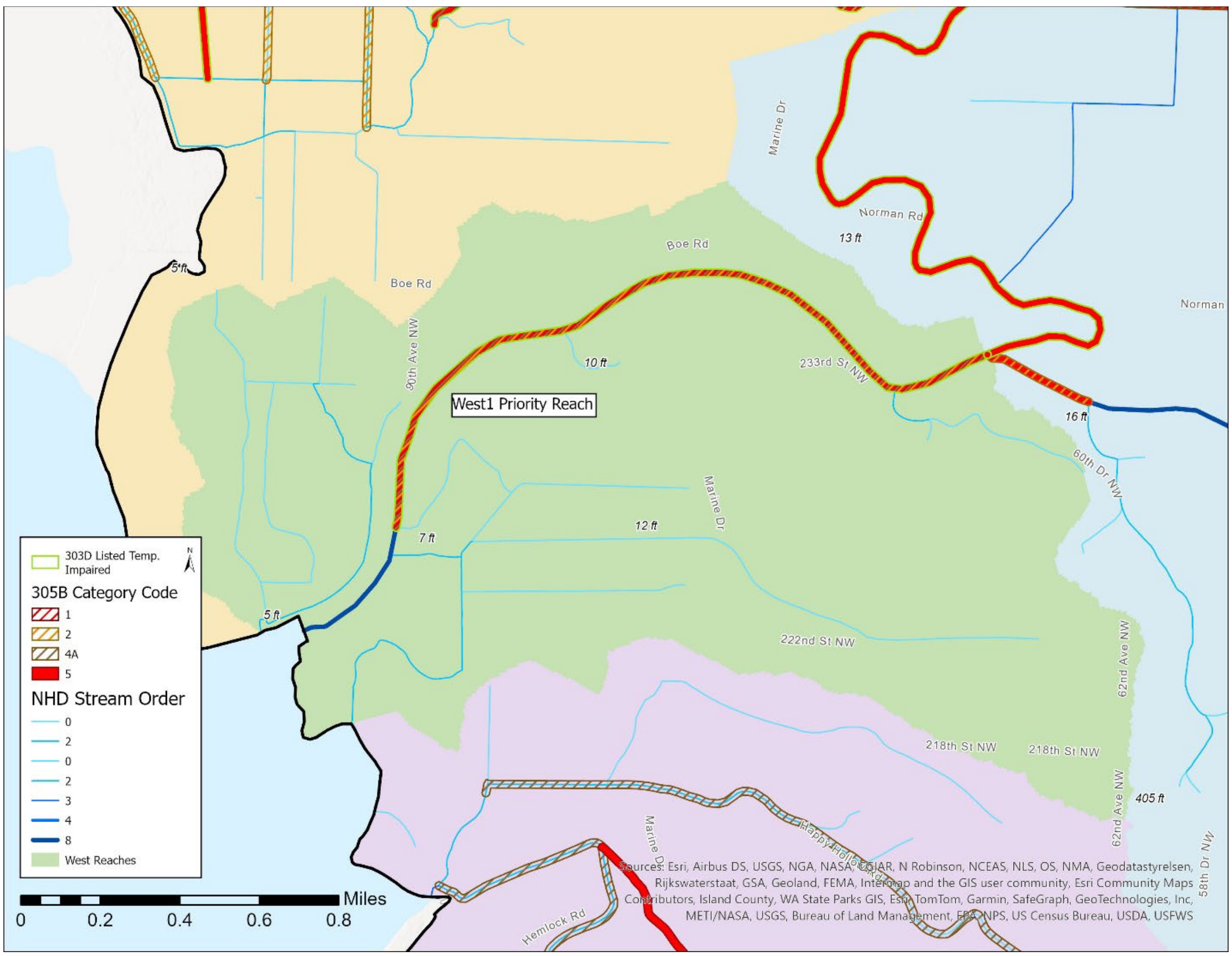

Figure 3 - First example medium view focus reach map illustrating 305B water quality impairment information.

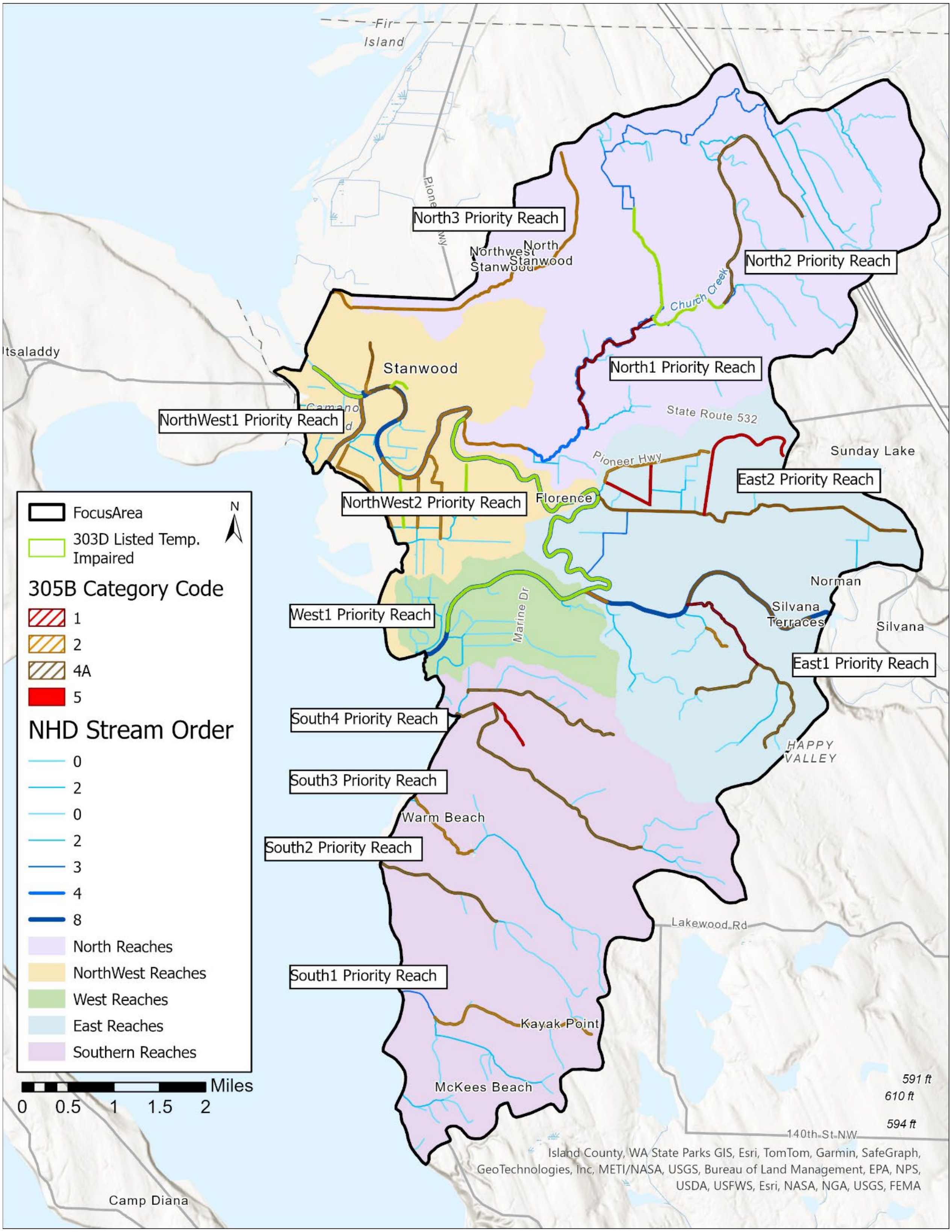

Figure 4 – Second example medium view focus reach map.

Small Scale (Local View) - Within a given Focus Reach or small watershed, highlight key areas to a multiple “parcel or property level” (e.g. neighborhood) that will be the focus of your reach-scale strategy and where early opportunities may exist. Within these maps, where possible illustrate:

- Landowners that have already been engaged by partners and may be interested in restoration or protection activities. If possible, provide documentation of these (e.g. Landowner Acknowledgement Forms) in your application.;
- Previously restored, in-progress, or proposed restoration project locations;
- Areas of existing riparian area that are in good functional condition;
- Areas of potential riparian area that are in need of restoration;

This small-scale mapping does not need to be an exhaustive inventory of landowners across all of the Focus Area. This is intended to illustrate where key areas and opportunities are at the time of application. Weight will be given to applicants that can document and describe landowners already engaged to some degree and have a sense of the opportunities for restoration and protection activities.

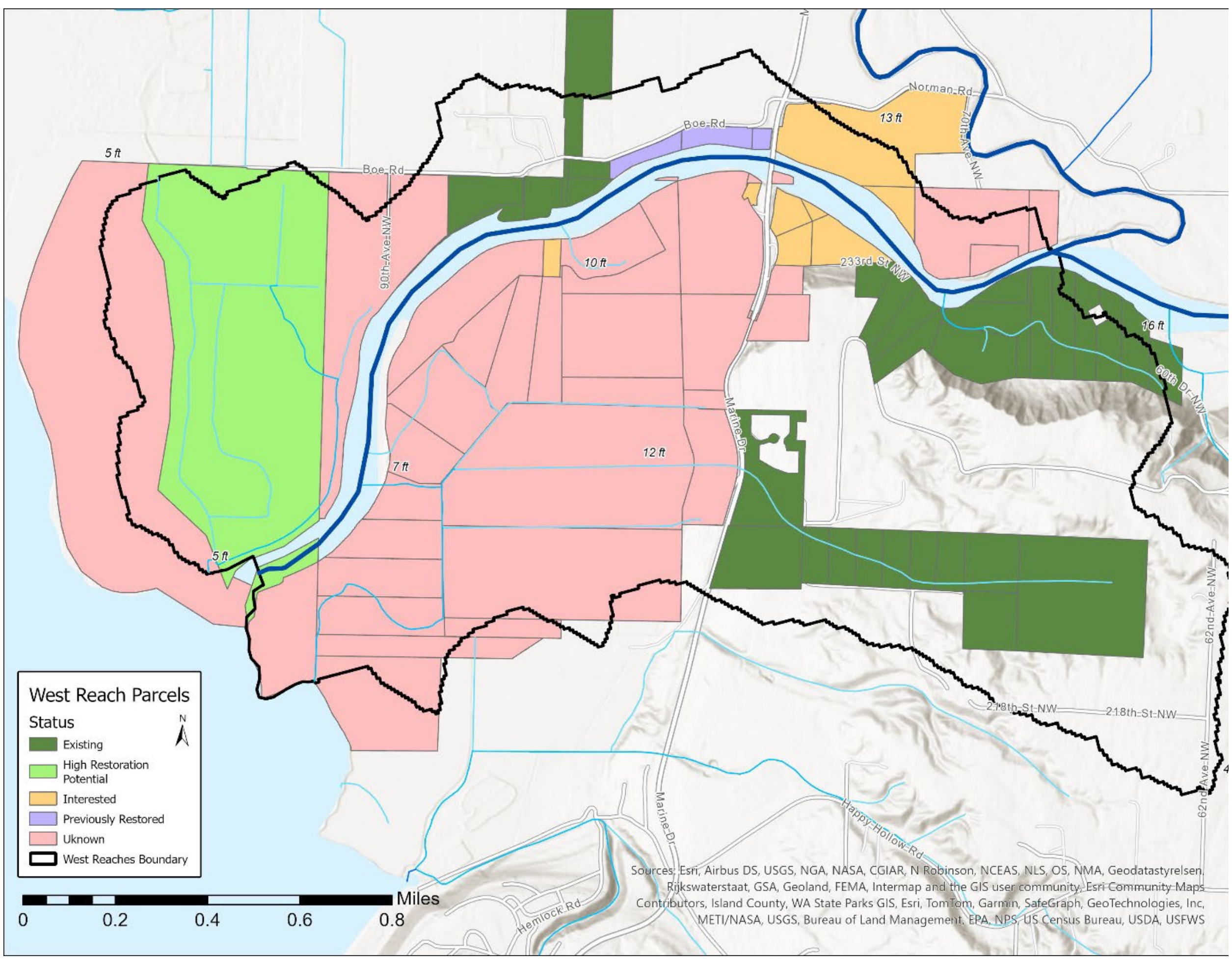

Figure 5 - Small scale view example focus map at neighbor to parcel scale.

Application resources web map data overview

An Application Resources web page[95] is available which will house various resources that will aid in submitting a successful application. Among them will be an embedded web map viewer that allows applicants to view data that is highly encouraged to consider during the application process. Local sources of data that are not shown on the PSRSL Application Resources web map are also highly encouraged to be used by applicants, as they are often more accurate and up to date with the on the ground conditions and demonstrate a high level of understanding of the proposed focus area. Applicants are not required to use the web map viewer for the mapping components of their applications and may utilize their own geospatial mapping software to produce the maps requested in that section of the application. Many of the layers represented in this map are publicly available authoritative data sets at either the State or Federal level.

These layers include:

- Boundary Layers
    - Current Parcels with Ownership
    - City and UGA Boundaries
    - PSRSL Program Boundary
- Hydrology Layers
    - National Watershed Boundary Dataset (WBD): Hydrologic Unit Code 8-Digit Basins of Washington State
    - National Watershed Boundary Dataset (WBD): Hydrologic Unit Code 12-Digit Basins of Washington State
    - National Hydrography Data set – NHD Flowlines
- Habitat Layers
    - NOAA WCR Salmon & Steelhead Freshwater Critical Habitat
    - NOAA WCR Salmon & Steelhead Saltwater Critical Habitat
- Water Quality Layers
    - Ecology Water Quality Assessment 303(d) List (current)
    - Ecology Water Quality Assessment 305(b) List (current)
    - Ecology Water Quality Assessment – Temperature Impaired TMDL
- Land Use/Land Cover Layers
    - Statewide Ecopia Vector Land cover with Canopy Overlap (2021-2022) - Hosted View

[95] https://ecology.wa.gov/water-shorelines/puget-sound/helping-puget-sound/riparian-restoration/grant-application-resources

Custom layers created by Ecology for use by applicants include layer names that begin with 'PSAU' and use polygons from the Puget Sound Watershed Characterization Assessment Units (AU) to define hydrologic boundaries.

Layer descriptions:

- PSAU Percent Impervious: 2016 CCAP land cover data was converted to polygons, and polygons attributed as 'High Intensity Developed', 'Medium Intensity Developed', 'Low Intensity Developed', and 'Developed Open Space' were selected and extracted. These polygons were then dissolved into a single Impervious Surface aggregate. This impervious surface aggregate was then used to calculate the percent of each AU polygon that was considered Impervious Surface.
- PSAU Percent Agriculture Aggregate: 2016 CCAP land cover data was converted to polygons, and polygons attributed as 'Cultivated' and 'Pasture/Hay' were selected and extracted. Parcel zoning as Agriculture were also selected and extracted. These polygons were then combined and dissolved WSDA crop sections to create a single Potential Agriculture aggregate.
- PSAU Temperature Impairment: Ecology Water Quality data including temperature impaired TMDLs, temperature impaired 303-d listed streams and rivers, temperature impaired 305-b listed streams and rivers were extracted and then polygons that intersect with these features were attributed as positive for temperature impairment (Y), and all other polygons were attributed as negative for temperature impairment (N).
- PSAU Salmon Presence: NOAA Fisheries NMFS West Coast Region Endangered Species Act critical habitat geodatabase (published July 17, 2023) was queried for salmon and steelhead species, and AU's that intersected with these selected features were then attributed as positive for salmonid presence (Y), all other AU's were attributed as negative for salmonid presence (N).
- PSAU Salmon Presence & Temperature Impairment Bivariate: Layers 'PSAU Salmon Presence' and 'PSAU Temperature Impairment' are symbolized concurrently. Polygons that do not have salmon presence or temperature impairment are symbolized as 'Low-Low'. Polygons that have both salmon presence and temperature impairment are symbolized as 'High-High'. Polygons that only have salmon presence are symbolized as 'High' (green), while polygons that only have temperature impairment are symbolized as 'High' (purple).
- CCAP 2016 Impervious Aggregate: is the dissolved layer of impervious classes described in 'PSAU Percent Impervious'.
- Potential Agricultural Aggregate: is the dissolved layer of agriculturally attributed polygons described in 'PSAU Percent Agricultural Aggregate'.

The web map viewer also allows for a range of functional options for end users to explore and export maps. Functionality of the PSRSL Application Resources web map includes:

- View and export attribute tables utilizing the table icon. Within the attribute table you can filter, sort, and select multiple features to be highlighted within the map.
- Search for a specific location or address utilizing the magnifying glass icon in the upper right-hand corner of the map viewer.
- Use measurement tools utilizing the ruler icon in the upper right-hand corner of the map viewer.
- Export an image with an included legend utilizing the image icon in the upper right-hand corner of the map viewer.
- Export a .pdf of the current map view with an included legend utilizing the PDF icon in the upper right-hand corner of the application banner.

Additional data resources

Riparian Data Engine

The Riparian Data Engine[96] (RDE) is a decision-support tool that stores a vast amount of riparian data and allows users to filter and display data to develop and share insights about where and what type of riparian restoration projects are needed. Datasets include variable width riparian management zones, high-resolution land cover, high-resolution change detection, salmon distribution, fish passage barriers, stream temperature, land use (parcel-scale), jurisdictional boundaries (counties, cities urban growth areas), and others. This tool is a great information hub that can provide statistics to bolster a project narrative and help explain why a particular project, reach, or restoration initiative is important. A brief summary of the tool's features include:

- Multiscale summary statistics at the watershed (or County) and reach scale.
    - At Watershed Scale:
        - Find estimates on percentages of riparian vegetation cover, change (overall), and change (human driven)
        - Summary statistics of:
            - WRIA Acres
            - Reach Acres
            - Riparian Acres
            - Stream miles
            - Percent Tree cover, vegetated, non-vegetated, etc.
            - Percent change overall, natural, human driven, tree loss (acres and human causes)
            - Number of impassable fish barriers
    - At Reach Scale:
        - Provides a number of statistics about the chosen reach as well as the

[96] https://npariandata.wdfw.wa.gov/

upstream and downstream statistics surrounding that reach. Parameters include:

    - Acres
    - Percent tree cover, and vegetated
    - Miles of stream
    - Temp impairment category/miles of temp impaired stream
    - Number of fish passage barriers
    - Salmonid species present

- The tool offers fine scale breakdowns of parameters such as percent of vegetation classes, percent of salmon species documented/presumed, and land use adjacent in the riparian corridor.
- It has a unique feature that summarizes stream statistics both upstream and downstream of a chosen reach

Appendix O: Metrics Guidance

The information below provides basic guidance on how Ecology may assess proposed metrics when evaluating funding applications and the requirements for reporting metrics for funded projects for each of the eligible funding categories (Reach-Scale Planning and Outreach; Native Plant Materials; Riparian Restoration Implementation; Monitoring and Adaptive Management; Landowner Incentives, Permanent Protection of Riparian Habitat).

Why are metrics essential in the funding application and agreement?
Metrics information is used in the application evaluation and scoring process and for reporting for fund source accountability. Metrics help:

- Make sure the proposal will have a meaningful impact towards achieving watershed goals and that it will complement other efforts in the area
- Determine how much work will be accomplished and that the cost is realistic
- Measure project progress and success

Applications should include detailed information about what the proposal will accomplish, including the work and the environmental benefits. Proposals that receive funding will be expected to establish and report on metrics throughout the life of the grant, from application through close-out.

When and how report metrics

Scope of Proposed Work - FOR THE APPLICATION: The description of each task should explain to the evaluator (1) what the work is, (2) who will be doing the work, and (3) where the work will be done and use numeric quantities. Evaluators will consider the amount of work and the associated costs when scoring the application.

Scope of Work – FOR RECIPIENTS (funded proposals): The final scope of work will be listed in the signed agreement after negotiations between the Recipient and the Project management team. Ecology's Project Manager and Technical Lead will work with Recipients to confirm required reporting metrics during agreement negotiations.

Progress reports. Quarterly progress reports should include updates on the work completed during that quarter, based on the metrics identified in the Tasks and Deliverables. More information will be provided to sub-awardees during the contract negotiation process. Applicants will have an initial meeting with the Puget Sound Institute to identify metrics that are appropriate for the proposal as well as a walk-through of the tracking and reporting process. Applicants will meet intermittently through the award to report and discuss findings with the Puget Sound Institute and/or PSRSL admin. This process is described in greater detail in awarded applicants' workplans.

Close out reports. Funded proposals will have follow-up reporting (quarterly progress reports, annual progress reporting on agreed-upon metrics, and a Final close out Report) to track project success at achieving the targets identified in the scope of work agreement. A template of the close out reports will be provided to grant recipients by the Puget Sound Institute.

Potential metrics to report for each Investment Priority category

Tables 7-11 below show potential required metrics to report for grant activities. These are useful for the application (see question 7) as a starting place to quantify activities proposed. They will also be used as a part of the work performed under required Task 2 (Final Report), where Recipients will work with Puget Sound Institute and members of the PSRSL team to establish, track, report on periodically, and summarize key metrics at grant closeout.

Not all activities or metrics are required under each category; applicants should use the tables below to identify which metrics might be required for their reporting based on their proposed activities. These metrics will be updated and additional metrics may be added to these tables at a later date. Recipients will be notified of changes in metrics prior to any reporting deadlines. Note that some metrics apply to multiple categories, and some activities should report more than one metric.

Table 8 - Monitoring/Riparian Restoration/Native Plant Materials Project Categories

Activity
Number of stream feet/river miles surveyed
Number of stream feet/river miles surveyed for knotweed (prior to removal)
Number of stream feet/river miles/acres of knotweed and/or other invasives removed
Acres/stream feet/miles planted or restored in riparian areas
Number of noxious weeds managed/invasives managed/monitored
Percent of plant survival for riparian plantings (if applicable during project period)
Percent of canopy cover restored (if able to be measured during project period)
Number of native plantings grown
Percent of waterbody covered or not covered with aquatic emergent plants pre- and post-treatment
Number of trees per acre installed (if applicable)
Stream feet of instream habitat in which non-planting restoration activities have occurred (e.g. installation of LWD, channeling, etc.)

Table 9 - Permanent Protection of Riparian Habitat Project Categories

Stream feet, miles and/or acres of riparian habitat permanently protected through easements, acquisitions, transfer of development rights, or other mechanisms
Acres of floodplain or estuary restored or reconnected
Acres of acquired agricultural land (direct or easement) and protected for agricultural uses (if different than metric below)

Acres of non-agricultural land or easement purchased that will result in the prevention of development, improvement of flood safety, and reduced flood risk
Acres of improved flood protection, drainage, irrigation, or other agricultural productivity improvements

Table 10 - Other Ecological Metrics

Number of structures removed from floodplain (e.g., homes, barns, roads, culverts, levees fully removed)
Description and/or number of other agricultural productivity improvements or stewardships activities conducted (e.g. off-stream water installations, BMPs)
Number of new or improved public access areas as a result of this project (for example, number of river access sites maintained or improved for boating and fishing)
Description of other benefits, such as water quality or water quantity measures of success (if applicable during grant timeline)
Estimated cost savings for prevented damage or maintenance costs (e.g., estimated cost savings of annual levee maintenance). Estimate flood response, flood damage, levee/road maintenance and repair, water treatment, and other future cost savings if applicable during grant timeline

Table 11 - Outreach and Engagement Metrics

Number of volunteer events and attendees at volunteer events (virtual, in-person, or hybrid)
Number of meetings held for community members/the public (in-person and/or webinar/virtual, or hybrid) and number of attendees
Number of digital outreach materials created and/or distributed (e.g. number of e-newsletters and open rate; video posts and number of views/downloads; social media posts and number of views; new website creation and number of views; number of fact sheets created)
Number of physical outreach materials created and distributed (e.g. brochures, mailers, posters, pamphlets, etc.)
Number of workshops/focus groups (in-person, virtual or hybrid) and number of attendees (workshops are those with subject matter experts ex. riparian practitioners, farmers, plant nursery staff, crew, etc.)
Number of landowners contacted through phone calls and emails and response rate
Number of landowners/households provided with technical, permitting and/or financial assistance
Number of volunteers engaged and number of volunteer hours
Number of student/youth education events
Number of riparian-focused courses or training curriculum or syllabi developed/created
Number of existing riparian-focused jobs in 0.1 FTE increments funded

Number of new riparian-focused crew jobs in 0.1 FTE increments funded (new jobs created and funded may include internships)
Number of workforce development metrics (e.g. temporary staff hired)

Table 12 - Potential Programmatic Metrics/Project Completion Metrics

Number of reports produced reviewing or analyzing policies at the local, state or federal level
Number of toolkits developed and utilized
Number of studies (feasibility studies, marketing studies, etc.) produced
Number of assessments, restoration, watershed planning and/or reach-scale plans developed
Number of outreach/education plans (ex. landowner outreach plans, fact sheets, messaging guides) developed
Number of decision support tools developed and distributed
Number of preliminary and final designs or supporting engineering studies necessary for permitting and project implementation.
Number of Riparian Planting and Maintenance plans completed
Number of experimental restoration study plans developed
Number of new monitoring or data analysis protocols developed
Number of manuscripts prepared for submission to a peer-reviewed journal
Number of field or survey sites where data was collected during course of the project
Number of technical reports completed that describe the methods, results, and interpretation of research
Number of databases and/or tracking documents created
Number of maps or similar spatial awareness product delivered (ex. Implementation planning map)

**note that Programmatic Metrics/Project Completion Metrics will likely be reported at conclusion of project*

Appendix P: Project Monitoring and Oversight for PSRSL Grants

Purpose

To establish a policy to implement project monitoring and oversight of Recipients (this includes sub-Recipients defined as a Recipient who receives federal monies and/or federal matching monies from Ecology).

Application

The policy applies to all PSRSL Recipients.

Project monitoring and oversight

- Each project receiving PSRSL funding assistance will have a Project Management Team. This team includes the Project Manager, Financial Manager, Technical Lead, and Recipient. The Project Manager is the primary contact for the Recipient and is responsible for coordinating the team regarding the funding agreement and its requirements. This may include coordination with the Technical Lead.
- Ecology will provide Recipient training on grant administration with an emphasis on payment requests, eligible costs, backup documentation, and progress reporting requirements.
- Ecology reimburses the funding Recipient based on documented eligible costs incurred. Backup documentation and progress reports are required with every payment request. The Project Manager, Financial Manager, and Technical Lead will review documentation to verify eligibility and may request further documentation, as necessary.
- The Project Manager and Technical Lead will conduct at least one field site visit and complete a site visit form for every project where on-the-ground work is being performed, or document why a site visit was not conducted. A collection of photographs and observations, where applicable, is highly recommended to augment the written portion of the site visit form. For other types of projects, the Project Manager and Technical Lead may opt to conduct an alternative site visit, such as an office visit, a conference call, or other methods of verifying progress and performance.
- The Financial Manager may also make site visits when necessary or when the Recipient requests additional assistance with eligibility, payment requests, financial documentation, or other financial management issues. The Financial Manager will document the review by completing a site visit form.

Risk Assessment and Remedies

The project management team will consider the following factors in determining whether any additional conditions or monitoring will be applied.

- First-time Recipient.
- A Recipient of hardship grant assistance.
- Change in key Recipient staff.
- Recipient whose last loan or grant ended more than three (3) years prior to the current loan or grant offer.
- First-time implementation project.
- Audit findings.
- Poor or inadequate performance on existing or past projects.
- Innovative or unusual pilot project or a complex project, including projects with multiple funding sources.
- Results of the financial capability assessment or change in Recipient's financial condition.

If the project management team determines that there is a need for additional conditions or increased monitoring, the following options may be implemented, as appropriate:

- The inclusion of additional requirements in the scope of work or a special grant or loan condition.
- A requirement for more documentation.
- Additional monitoring, including more frequent site visits or performance verifications, utility rate reviews, or fiscal management reviews.
- More extensive photo documentation.
- Required prior approvals to initiate specific work and to incur costs.
- Require the Recipient to obtain technical, financial, or project management assistance.

If a Recipient fails to meet the conditions of the financial assistance agreement, the project management team will determine which of the following remedies are appropriate:

- Withhold payment until acceptable performance is evident.
- Disallow all or part of the cost of the activity or action not in compliance.
- Suspend or terminate the award, in whole or in part.
- Recommend suspension or debarment proceedings be initiated by the federal awarding agency.
- Reduce past performance points on evaluations for future funding.
- Deny or condition future funding awards.
- Take other remedies that may be legally available.

Appendix Q: EAGL Role Management

How it works

EAGL is a workflow system. The actions you can perform depend on your role and the status of your document (if applicable). The options available to you will change as a document progresses through the workflow.

- Everyone in your organization who needs to do work in EAGL must:
- Have a Secure Access Washington (SAW) account.
- Be associated with the EAGL service in SAW.
- Register for EAGL and be granted access by Ecology (may take up to three business days).
- Be associated with your organization by an EAGL Administrator from Ecology (if working with multiple organizations, for example contractors.)
- Be granted appropriate document access by the organization's Authorized Official.

NOTE: Your staff cannot continue to use or reuse a single member's account. For example, if a member of your staff leaves your organization, do not edit the account to update it with a new person's name. New employees must get their own SAW account and EAGL access. For auditing purposes, never share SAW or EAGL accounts.

System roles

System roles control what you can do in the system. The first person who registers your organization for EAGL must be an Authorized Official. Ecology highly recommends having at least two Authorized Officials so a backup is in place when staff are unavailable or leave the organization.

The Authorized Official will assign all other users from your organization the most appropriate role for their job duties. There is no limit to the number of people from your organization who can access EAGL, but it is a good practice to limit users to only those who need access.

Each organization should review their grant administration processes and practices and determine the appropriate roles for their staff. System roles include:

Authorized Official: Allows a user to manage organization information; assign organization user roles; and initiate, edit, and submit applications, payment requests, amendments, and reports. This role is typically for users who need to do everything during the lifetime of a grant. This role receives regular email notifications from EAGL about the grant and related activity.

NOTE: Contractors may not hold the Authorized Official role.

Contractor: Allows a user to initiate and edit applications. This role is typically assigned to people outside of your organization who you authorize to do work on your behalf. An Authorized Official must contact Ecology at eagl@ecy.wa.gov to request assignment of a Contractor with an existing EAGL IGX account to your organization.

Reader: Allows a user to only view applications and subdocuments. This role is typically assigned to the organization's authorized signatory such as a mayor or director. In other cases, this role is used for those who serve strictly in an advisory capacity that do not administer the grant. This role does not receive any system notifications.

Recipient Financial Officer: Allows a user to initiate and submit payment requests and reports. This role is typically assigned to users who serve strictly in a financial management role. They may complete Payment Request forms but cannot enter any information on the Progress Report form. This role can only submit the PRPR after an Authorized Official or Recipient Project Manager fills out the Progress Report form.

Recipient Project Manager: Allows a user to edit applications and initiate and submit payment requests, reports, and equipment purchase reports. This role is typically for users who serve strictly in a project manager capacity for a grant or loan. This role cannot enter any information on the Payment Request form of a PRPR and can only submit it after an Authorized Official or Recipient Financial Officer fills out the Payment Request form.

Writer: Allows a user to edit applications and subdocuments. This role is typically assigned to users who will help with the application, payment requests, or provide support during the lifetime of the agreement. This role does not receive system notifications. This role does not allow the user to create or submit documents. Writer is the best role for people in organizations that have strict accounting protocols.

EAGL Roles Cheat Sheets

Table 13 - Document role permissions for applications and amendments

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when	X	X				

Application in Process						
Initiate Applications	X					
Submit Applications	X					
Cancel Applications	X					
Initiate Amendments	X					

Table 14 - Document role permissions for payment request/progress reports (PRPR)

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate PRPRs	X		X	X		
Read PRPRs	X	X	X	X	X	X
Edit PRPRs	X		Progress Report Only	Payment Request / Form D Only	X	
Submit PRPRs	X		X	X		
Cancel PRPRs	X		X	X		

Table 15 - Document role permissions for equipment purchase reports (EPR) & close our report

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate EPRs & Close Out Reports	X		X			

Read EPRs & Close Out Reports	X	X	X	X	X	X
Edit EPRs & Close Out Reports	X		X		X	
Submit EPRs & Close Out Reports	X		X			
Cancel EPRs & Close Out Reports	X		X			

Frequently Asked Questions

What are organization level roles and what do they do?
Organization level roles determine who may initiate new applications (parent documents) and also serve as the default role assignments on newly initiated applications (parent documents). Authorized Officials at the organization level may also update your organization's profile.

What are document level roles and what do they do?
Document level roles control the level of access on a specific document. They determine who may edit a document, change the status, and initiate sub documents. The document level roles do not need to match the organization level roles.

What happens when a sub document is initiated?
All assigned users will have their role assignments from the parent document copied to the sub document. In other words, the sub document (child) will inherit the roles from the parent document.

What should I do when a new user is added to our organization?
When a new application (parent document) is initiated, all existing organization members are automatically assigned to the parent document with the same role they have at the organization level. **If a user is added to an organization after a parent document has been initiated, an Authorized Official on the parent document must manually assign the user to the document.** The new user must also be manually assigned on existing sub documents if you wish to grant them access.