

# Shoreline Master Program Grants

**Jaime Short**  
**Shoreline Planner**  
**WA Dept. of Ecology**

# Overview

- Budget Basics
- Invoicing/Payment Requests
- Quarterly Progress Reports
- Grant Amendments
- Record Keeping
- Things to Avoid
- The “Yellow Book”
- EAGL



# Budget Basics

- State fiscal year runs July 1<sup>st</sup> – June 30<sup>th</sup> , budgets are organized accordingly.
- Funding comes from the Environmental Stewardship Legacy Account.
- Stick to budget within the biennium as closely as possible.
- **Will not** be able to roll unspent funds between biennia (limited exceptions can occur via horse-trading).
- Make sure your consultants are familiar with your tasks and budget!

# Invoicing/Payment Requests

- Grants are awarded on reimbursement basis – you incur costs, submit to Ecology for reimbursement.
- Requests due to Ecology 20 days after the end of the quarter.
- Requests can be submitted monthly, no less than quarterly.
- Provide adequate backup documentation for expenses.
- Include deliverables as appropriate (mark clearly!)
- Signed quarterly reports are required if you want to be paid 😊

# Invoicing Forms

Contractor Participation (Form D)



Voucher Support (Form C2)



Running Budget Summary (Form B2)



Invoice Voucher (Form A-19), sign in **BLUE** ink

# Quarterly Progress Reports

- Report on the following:
  - Progress by task
  - Budget spent by task
  - Deliverables submitted
  - Personnel changes
  - Difficulties encountered

**Quarterly Progress Report  
for the  
Shoreline Master Program Update**



Recipient Name: \_\_\_\_\_ Grant No: **G10**  
Project Title: \_\_\_\_\_  
Reporting Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
Ecology's Project Officer: \_\_\_\_\_ Progress Report #: \_\_\_\_\_  
Reported by: **X** \_\_\_\_\_ Date: \_\_\_\_\_  
Recipient Signature

Ecology Review  
**X** \_\_\_\_\_  
Project Officer Date

***This report must accompany all requests for payment and, as appropriate, will be accompanied by deliverables per the scope of work.***

Boxes below will expand to provide completion information; use F11 to get to the next field.

Compare actual accomplishments by task to the objectives established. List deliverables per the grant agreement due to Ecology by date of this progress report and their status.

Task 1:  
Task 2:  
Task 3:  
Etc.

Status of Project Schedule:

Are you submitting a payment request with this progress report?  Yes  No.  
If no, please explain:

Personnel changes:

Any difficulties encountered during the quarter:

Anticipated (environmental, recreational, etc.) benefits of the project:

# Grant Amendments

- Formal amendments required when:
  - Change to the scope of work
  - Change to total project cost
  - Grants will be amended when we cross the biennial line
- Budget deviations by task can be up to 10% of total project cost
- Communicate with your Ecology project officer early and often!

# Record Keeping

- Hold on to your:
  - Grant agreement
  - Grant amendments
  - Invoices/ Payment requests
  - Quarterly reports
  - Deliverables



Yes, Ecology will have copies too but you need to  
maintain your own records!

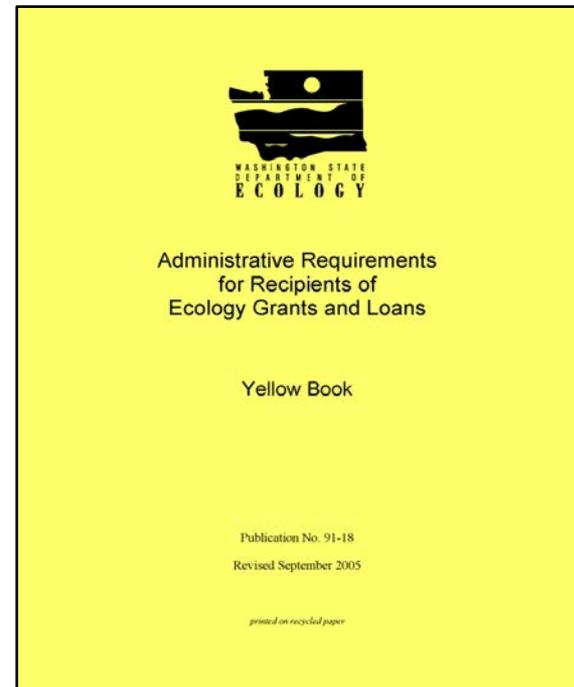
# Avoid...

- Payment requests that deviate (significantly) from budget
- Requests that are not commensurate with work performed
- Missing progress reports
- Working prior to effective date of grant
- Lack of documentation
- Math errors on reporting forms

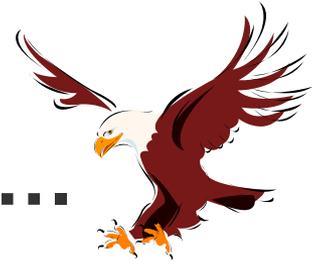
Most of these challenges can be avoided or mitigated through **communication!**

# The “Yellow Book”

- Official title: Administrative Requirements for Recipients of Ecology Grants and Loans, publication # 91-18 (<http://www.ecy.wa.gov/biblio/9118.html>)
- Provides details on:
  - grant terms
  - eligible/ineligible costs
  - financial requirements
  - contracts/property/records
  - grant close-out



# The EAGL has not yet landed....



- Ecology grants will all be transitioning to the new, online Ecology's AAdministration of GGrants and LLoans program.
- Benefits: automated forms, online submittal of payment requests, continuity between programs/grants
- Drawbacks: a new program, inevitable “quirks”, tenuous timeline with SMPs transitioning mid-update.

Training will be provided to all Ecology grant administrators and recipients in one form or another. Stay tuned!

# Questions?

Lennard Jordan

509-457-7125

Lennard.jordan@ecy.wa.gov



Amy Krause

HQ Administrator

360-407-7107

Amy.krause@ecy.wa.gov



Jaime Short

509-329-3411

Jaime.short@ecy.wa.gov

Jeremy Sikes

509-329-3426

Jeremy.sikes@ecy.wa.gov

