June 4, 2014

Dear Local Government Coordinator,

We are sending you this e-mail because our records show that you currently have a Watershed Funded Grant.

Fiscal Year (FY) 14 is rapidly coming to a close, and our fiscal office will need to close FY 14 during August 2014.

This guidance will address the FY 14 closing process.

**Timeframe Reminders**

- Fiscal years 14 and 15 are within the 2013-2015 Biennium and cover the following time periods:
  
  - FY 14 - July 1, 2013-June 30, 2014
  - FY 15 - July 1, 2014-June 30, 2015

**Closing Grants**

If you have a grant that ends June 30, 2014-please note the following items that are needed in order to process your payment:

1. A Project Completion Report. The requirements are in the Special Terms and Conditions of the grant. A blank template is attached with this e-mail for your convenience.
2. Two hard copies and one electronic copy (CD) of all deliverables and products.
3. Final billing documents (billing forms and back-up documentation; including a fourth quarter – Quarterly Report).
4. The grant number should be on the front cover or title page of all documents produced under the grant.
5. Compliance with all Quality Assurance and Information Management requirements have been met as outlined in the Special Terms and Conditions section of the grant.
We will not make the final payment until the Project Completion Report has been received, along with the deliverables and products, and a fourth quarter – Quarterly Report.

All Grants- Final FY 14 Billing to Ecology

- Turn your final actual billings and quarterly reports into Ecology as soon as possible after June 30, 2014, but no later than July 21, 2014.

- All services/products must be received and be in hand by (not just ordered by) June 30, 2014. If goods or services are received July 1, 2014, or after they are a FY 15 expense and will be paid for out of your FY 15 allocation if you have one. You may have to absorb the cost if you receive no additional Ecology funding.

Final billings for FY 14 include all costs incurred by the jurisdiction, that is, when services or products are received, NOT when the jurisdiction pays the bill (which could be several months later).

If your grant is ending, we will not pay for any services that continue into FY 15-examples are web hosting, insurance, and rent.

- Contractor services, apply to services performed through June 30, 2014. This can be different from their invoice billing date. Please let your contractors know they need to submit their expenses incurred through June 30, 2014 as quickly as possible to you. Be sure the contractors’ invoices clearly show services provided through June 30, 2014. If it does not, we will request clarifying documentation that could delay your payment process.

- Be sure numbers add correctly and the appropriate backup documentation is provided with each billing. Improperly completed invoice requests could delay your payment. Be sure all of your billing invoice documentation and your Ecology reimbursement forms have the same timeframe dates that you have noted on your A-19 form.

EAGL is Coming!

EAGL (Ecology Administration of Grants and Loans) is taking flight! EAGL is our new web based grant and loan system. When fully implemented, you will be able to do several things on-line, including: applying for funding opportunities, submitting payment reimbursement, quarterly reports, and the final closeout report. Final grant deliverables are not submitted via EAGL and will still need to be sent to Ecology as described in your agreement.
EAGL is being phased in across the agency, so be sure to watch for information coming on programs you are interested in.

**Other Helpful Information**

A list of important information and calendar of important dates follows.

Thank you for your continued work in administering and managing watershed grants for our programs.

If you have questions please contact your Ecology Watershed Lead or one of the following Grant Administrators:

**Cathy Hubbard**  
Grants Administrator for WRIA’s 1-29a.  
360-407-6491

**Amy Krause**  
Grants Administrator for WRIA’s 29b-62.  
360-407-7107

**WA State Department of Ecology**  
Shorelands and Environmental Assistance Program  
PO Box 47600  
Olympia, WA  98504-7600

Physical Address:  
300 Desmond Drive SE  
Lacey WA  98503
FY 14 Closing Important Facts to Remember
for Watershed Grants

The following are important highlighted facts to remember in grant administration from both a project and financial perspective. Please share this with all who work on grants, especially those who work on the accounting side of the grants.

1. **Watershed grants are budgeted and funded on a fiscal year basis.**

   The current 2013-2015 Biennium includes the following fiscal years:

   FY 14 - July 1, 2013-June 30, 2014
   FY 15 - July 1, 2014-June 30, 2015

   It is in your best interest to budget accurately, carefully, and realistically. Unspent funds may be forfeited.

2. **Grants will be “closed-out” for FY 14.** All billings for FY 14 will need to be submitted as soon as possible after June 30, but no later than July 21, 2014.

   ALL expenses **incurred** through FY 14 must be submitted for reimbursement within this time frame.

   “Incurred expenses” are considered those in which products/goods/services were received or contracted services performed. **This is NOT when a jurisdiction pays the bill.**

3. **Cash flow monitoring/expenditure emphasis**

   We need to keep a close watch on how your projected/budgeted expenditures are aligning with your actual expenditures. We are placing an added emphasis on your expenditure status. We have included a section on the quarterly report to help capture this information. We encourage frequent personal contact to discuss your projected cash expenditures.

4. **Quality Assurance and Information Sharing Requirements emphasis**

   Quality assurance and information sharing requirements are outlined in the grant Special Terms and Conditions. Please adhere to these, or payment may be withheld. Please contact your Ecology Project lead for more information regarding these specific topics.
## Calendar of Important Dates

### For Transition to FY 15

<table>
<thead>
<tr>
<th>Date</th>
<th>Who Does</th>
<th>Task to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 4, 2014</td>
<td>Ecology</td>
<td>E-mail sent to Lead Agencies on FY 14 to FY 15 Transition</td>
</tr>
<tr>
<td>July 21, 2014</td>
<td>Lead Agency</td>
<td>Submit final FY 14 billing; quarterly reports; and project close-out materials</td>
</tr>
<tr>
<td>July-August 2014</td>
<td>Ecology</td>
<td>Process FY 14 billings and close out FY 14 projects</td>
</tr>
<tr>
<td>August-September 2014</td>
<td>Ecology/Lead Agency</td>
<td>Prepare additional amendments/grants as needed</td>
</tr>
</tbody>
</table>