

Financial Management Basics of Shoreline Master Program (SMP) Grants

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Overview

- Budget Basics
- Invoicing / Payment Requests
- Invoicing / Required Forms
- Quarterly Progress Reports
- Administrative Elements
 - Grant Amendments
 - Record Keeping
 - Challenges
 - The “Yellow Book”
 - EAGL – Ecology Administration of Grants and Loans
- Contacts: HQ Financial Managers and Regional SMP Planners
- Questions and Answers

Budget Basics

- Funding is legislatively appropriated (State Funds) and comes from the Environmental Legacy Stewardship Account (ELSA)
- Grant Budgets are set up per tasks over a three year period:

Years 1 & 2	Year 3
Awarded by and through the initial Grant Agreement	Awarded by and through a formal Grant Amendment
13-15 Biennium (FY14 & FY15)	15-17 Biennium (FY 16 only)
July 1, 2013 – June 30, 2015	July 1, 2015 – June 30, 2016

Invoicing/Payment Requests

- Grants are awarded on a cost reimbursement basis
- Payment requests are due to Ecology 30 days after the end of the quarter
- Payment requests can be submitted monthly, no less than quarterly
- Progress reports are required with each payment request
- Make sure your consultants are familiar with your tasks and budget – **over the 3 year period!**
- Provide adequate backup documentation for **all expenses you are claiming on your C2 form**
- Include deliverables, as appropriate



Invoicing / Required Forms

Contractor Participation (Form D)



Voucher Support (Form C2)



Running Budget Summary (Form B2)



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

Note: You can find grant-year-specific invoicing and progress reporting forms on our website at: <http://www.ecy.wa.gov/programs/sea/grants/smp/forms.html>.

Form D – Contractor Participation Report



Form D: Contractor Participation Report

Per Office of Minority and Women-Owned Business Enterprise reporting requirements, **this form must accompany any payment requests which includes payments to any private sector contractors.** It may be completed by the recipient or by the contractor.

Agreement No: **G1400XXX** Payment Request No: **3** Page **1** of **1**

Recipient: **City of Sandy Beach**

INSTRUCTIONS: ALL primary contractors under a grant or loan and all MINORITY or WOMEN-owned sub-contracts must be reported on this form

- (Column 1) Indicate each contractor and sub-contractor on a separate line, listing sub-contractors below the appropriate primary contractor
- (Column 2) Identify each contractor as primary (P) or sub (S)
- (Column 3) If the contract was sole source, enter Y, or otherwise enter N
- (Column 4) Enter the contractor's federal ID number
- (Column 5) Enter the amount invoiced by each (sub-) contractor in the current payment request
- (Column 6) Enter the task number under which the invoice amount was reported on the Form C1/C2

(1)	(2)	(3)	(4)	(5)	(6)
Contractor	P= Primary S= Sub	Sole Source Y/N	Federal Tax ID Number	Amount of Contractor Invoice on this request	Task / Phase Number

Form C2



DEPARTMENT OF
ECOLOGY
State of Washington

FORM C2: VOUCHER SUPPORT for PROJECTS with CASH EXPENDITURES ONLY

Use one form for each group of costs with the same eligibility requirements.

Agreement No.: **G1400XXX** Recipient: **City of Sandy Beach** Payment Request No.: **3** Page: **1** of **X**

(1) Phase No.	(2) Payee	(3) Item	(4) Invoice Number	(5) Date Cost Incurred	(6) Warrant Number (if any)	(7) Amount of Cash Expenditure
1	Jurisdiction	Project Coordination, (Wages)	123-XYZ	1/01/2014 - 3/31/2014	XYZ	\$771.86
					sub-total	\$771.86
3	Consultant Name (contractor)	Public Participation Plan	123-XYZ	1/01/2014 -3/31/2014	XYZ	\$950.00
					sub-total	\$950.00
4	Consultant Name (contractor)	Preliminary Shoreline Assmt	123-XYZ	1/01/2014 -3/31/2014	XYZ	\$712.50
					sub-total	\$712.50
5	Consultant Name (contractor)	Inv., Analysis, Characterization	123-XYZ	1/01/2014 -3/31/2014	XYZ	\$6,056.25
					sub-total	\$6,056.25
6	Consultant Name (contractor)	Draft Shoreline Master Program	123-XYZ	1/01/2014 -3/31/2014	XYZ	\$1,128.13
					sub-total	\$1,128.13
7	Consultant Name (contractor)	Pre. Cumulative Imp. Analysis	123-XYZ	1/01/2014 -3/31/2014	XYZ	\$1,128.13
					sub-total	\$1,128.13
8	Consultant Name (contractor)	Restoration Plan	123-XYZ	1/01/2014 -3/31/2014	XYZ	\$1,128.13
					sub-total	\$1,128.13
TOTAL BY PHASE / TASK						(8) \$11,875.00

Please conserve paper, use subtotals by task when possible. Thx!

Note: Billing backup documentation is required for all costs claimed on the C2 form.

Form B2

FORM B2: RUNNING BUDGET SUMMARY for PROJECTS with CASH EXPENDITURES ONLY

Use one form for each group of costs with the same eligibility requirements.



DEPARTMENT OF
ECOLOGY
State of Washington

Agreement No.: **G1400XXX** Recipient: **City of Sandy Beach** Payment Request No.: **3** Page: **1** of **1**

FOR PROJECTS WITH MORE THAN ONE GROUP OF ELIGIBILITY REQUIREMENTS: Group No.: **1** Fund Source(s): **ELSA**

(1) Task / Phase No.	(2) Cash Expenditures This Request	(See instructions)		(5) Cumulative Cash Expenditures on Prev. Form B2	(6) New Cumulative Cash Expenditures	(7) Total Budget (Years 1 & 2) <i>This will change after 3rd yr Amd</i>	(8) Eligible Cumulative Element Cost
		(3) Elig. %	(4) Elig. Am't				
1. Project Coordination	\$771.86	100%	\$771.86	\$1,543.72	\$2,315.58	\$5,000.00	\$2,315.58
2. Secure Consultant Services	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Public Participation	\$950.00	100%	\$950.00	\$1,900.00	\$2,850.00	\$7,000.00	\$2,850.00
4. Preliminary Shoreline Assessment	\$712.50	100%	\$712.50	\$1,425.00	\$2,137.50	\$5,000.00	\$2,137.50
5. Inventory, Analysis, Characterization	\$6,056.25	100%	\$6,056.25	\$12,112.50	\$18,168.75	\$48,000.00	\$18,168.75
6. Draft Shoreline Master Program	\$1,128.13	100%	\$1,128.13	\$2,256.26	\$3,384.39	\$10,000.00	\$3,384.39
7. Preliminary Cumulative Impacts Analysis	\$1,128.13	100%	\$1,128.13	\$2,256.26	\$3,384.39	\$10,000.00	\$3,384.39
8. Restoration Plan	\$1,128.13	100%	\$1,128.13	\$2,256.26	\$3,384.39	\$10,000.00	\$3,384.39
9. Final Draft SMP / Supporting Docs	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10. Local SMP Adoption Process	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	↑ \$11,875.00		\$11,875.00	↑ \$23,750.00	↑ \$35,625.00	\$95,000.00	(9) \$35,625.00

(10) For each fund administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%) at right.	Fund: SMA	Fund: _	Fund: _
	Share: 100 %	Share: %	Share: %
(11) Compute fund amounts. In each column, multiply box 9 above by the fund share (%) in line 10 and enter the result.	\$35,625.00		

ECY 060-07 (6/95)

This amount gets entered into row 13 (left column) of the A-19

This amount gets entered into row 12 (left column) of the A-19

This amount gets entered into row 11 (left column) of of the A-19

Invoice Voucher A-19

SANDY BEACH - SAMPLE															
*** PAY PAK B: For use by Recipients whose number starts with G1400XXX ***															
Form A-19-1A (Rev. 10/00) ECY 060-02			State of Washington  INVOICE VOUCHER			AGENCY USE ONLY									
AGENCY NAME						AGENCY NO.			LOCATION CODE			P. R. OR AUTH NO.			
Name 1. Ecology Project Officer			SEA Program:			3. Payment Request No. 3			4. Agreement No. G1400XXX						
Send To Send the A-19-1A Invoice Voucher, Forms B2, C2, D along with the quarterly Progress Report directly to your Project Officer as listed on page 1 of the grant agreement						Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.									
Recipient 2. Print name and address of grant Recipient above (Warrant to be payable to) City of Sandy Beach Planning Department PO Box 0 Sandy Beach, WA 98000						5. By: X Grant Recipient (sign in blue ink)			Type Name Title Date						
Federal ID No: 91-1001001						6 Prepared By: Tel. No.			Received by: Date Received						
7 Effect Date 7/1/2013 Expir. Date 6/30/2016			ECY Project Officer Approval for Payment / Performance Certification												
8 Billing Period From 1/1/2014 to 3/31/2014			X			Date:									
9 Biennium Fiscal Year(s)						7/1/13 - 6/30/15			7/1/15 - 6/30/16			Cumulative Total			
10 Amount of Grant / Loan from Fund						95,000.00			30,000.00			125,000.00			
11 Cumulative Amount Requested						35,625.00			-			35,625.00			
12 Previous Cumulative Amount Requested						23,750.00			-			23,750.00			
13 Current Request / Payment Due						11,875.00			-			11,875.00			
14 Grant / Loan Remaining in the fund						59,375.00			30,000.00			89,375.00			
All payments are made subject to federal and/or state audit.															
DOC DATE		PMT DUE DATE		CURRENT DOC. NO.			REF. DOC. NO.		VENDOR NO.		VENDOR MESSAGE		USE TAX		UBI NO.
REF	TRANS	M	FUND	MASTER INDEX	RS	RS	ORIG	WORKCLASS	COUNTY	CITY/TOWN	PROJECT	SUB	PROF	AMOUNT	INVOICE
DOC	CODE	Q			ORG	OBJ	INDEX					PROJ	PRAS		NUMBER
NO.		D		APPN				ALLOC	BUDGET	UNIT					
				INDEX											

Required fields:

- Ecology's Project Manager's name.
- Recipient's name and address.
- Payment number (to be entered on all forms).
- Grant Agreement number (to be entered on all forms).
- Signature of authorized official.
- Name and phone number of the person responsible for preparing the payment packet.
- Effective date of grant agreement.
- Billing period of payment request (to include dates as seen on C2 form).
- N/A (already filled in).
- N/A (already filled in).
- Cumulative amount (column 6 of B2 form).
- Previous payment amount (column 5 of B2 form).
- Current payment amount due (column 2 of B2 form)
- Remaining amount – per biennium.

Quarterly / Monthly Progress Reports

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

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



Recipient Name: _____ Grant No: G14 _____
Project Title: _____
Reporting Period: From: _____ To: _____
Ecology's Project Officer: _____ Progress Report #: _____
Reported by: _____ Date: _____
Recipient Signature

Ecology Review

Project Officer Date

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

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

Task 1: _____
Task 2: _____ (if applicable)
Task 3: _____
Task 4: _____
Task 5: _____
Task 6: _____
Task 7: _____
Task 8: _____
Task 9: _____
Task 10: _____

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: _____

Note: You can find grant-year-specific invoicing and progress reporting forms on our website at: <http://www.ecy.wa.gov/programs/sea/grants/smp/forms.html>.

Grant Amendments

- Formal amendments are required when there is a:
 - Substantial change to the scope of work
 - Change to the total project cost
 - Change to the start or end date of the grant
- Letter amendments* can be used when:
 - Shifting funds between tasks
- Budget deviations by task can be up to 10% of the total project cost
- Communicate with your Ecology project officer early and often!

*Letter amendments will no longer be a business practice of ECOLOGY's once EAGL is fully implemented.

Record Keeping

- Hold on to your:
 - Grant agreement
 - Grant amendments
 - Invoicing / Payment requests
 - Quarterly Progress Reports
 - Deliverables



Challenges

- Payment request deviates (significantly) from budget
- Request is not commensurate with work performed
- Missing quarterly progress report
- Forms aren't signed
- Forms are sent to HQ-Financial Manager instead of the Project Manager
- Work was done prior to effective date of grant
- Lack of backup documentation for task costs claimed on the C2 form
- Math errors on reporting forms

EAGL – Ecology Administration of Grants and Loans

An Ecology Grants and Loans lean effort has been underway, since November 2012, to:

- streamline processes
- improve efficiencies
- eliminate waste
- reduce overall financial management risk

As a result, a comprehensive web-based grants and loans management system has been created called EAGL-Ecology Administration of Grants and Loans.

Benefits of EAGL

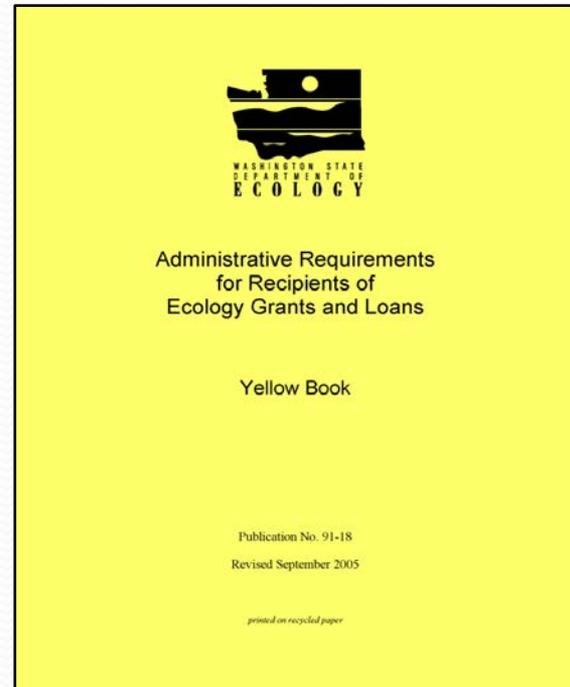
- Benefits – **To Clients**
 - Easier and quicker submission of applications
 - Track the status of applications/agreements
 - Easier creation and submission of reports
 - Automated system will eliminate payment request Forms A-C
 - The system will do the math for payment requests
 - Standardized format and process for progress and closeout reports

EAGL Timeline

- Implementation will be done in 6 waves
- Water Quality accepted their FY15 applications via the system in December 2013
- Remaining funding programs phased in through 2014
- **Agreements created outside EAGL will not be brought into EAGL (*This means the 13-15 Biennium SMP Grant Starters will not be entered into EAGL.*)**

The “Yellow Book”

- Official title: Administrative Requirements for Recipients of Ecology Grants and Loans, publication # 91-18
- Provides details on:
 - grant terms
 - eligible/ineligible costs
 - financial requirements
 - contracts/property/records
 - grant close-out



Note: Ecology’s Grants and Loans Group (EGG) in partnership with Ecology’s Fiscal office will be revising the name and content of this document in the coming months to include EAGL and non-EAGL requirements.



Questions / Answers

Questions?



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Questions?

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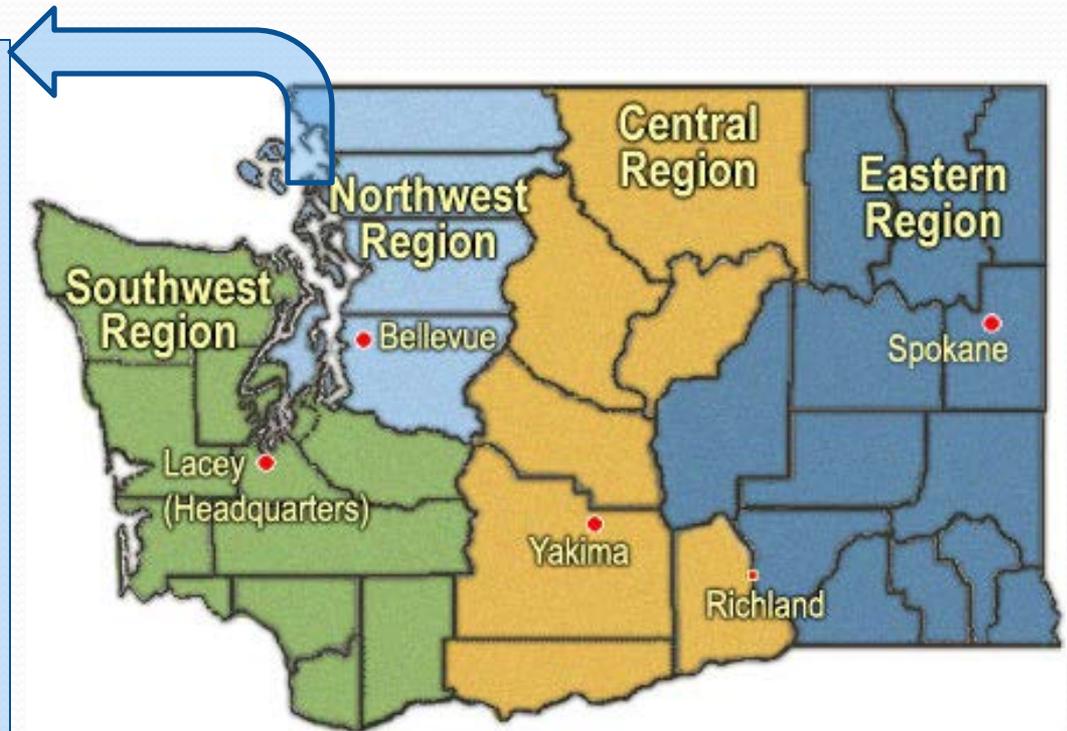
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