

ESCROW PAYMENT REQUESTS

Although Ecology grants operate on a reimbursement basis, Ecology can deposit money in an escrow account for a pending acquisition if the conditions below are met. Ecology requires a minimum of 30 days to process an escrow payment after it is requested, however it is strongly encouraged that applicants and recipients who anticipate needing an escrow payment communicate that need to funding program staff at the time of application to help prevent any last-minute issues.

Once an escrow payment is approved, it can take 3 to 7 business days for the funds to be received in escrow. Once Ecology deposits funding into the escrow account, closing must occur within 30 days or Ecology may request the money be returned. After the transaction is complete, a copy of the executed and recorded conveyance document (e.g., deed, easement, or lease), recorded Conservation Covenant or Assignment of Rights, and final title insurance policy, naming the recipient as legal owner, must be provided within 60 days of closing.

Contact the awarding program for additional and specific instructions.

Register for Payment

A recipient needs to start early to make sure the escrow company is registered to receive payments from the Washington State Office of Financial Management. The recipient must provide Ecology with the escrow company's statewide vendor number in order to process an escrow payment. If the escrow company does not have a statewide vendor number, it must contact the Office of Financial Management directly to register. This process can take up to three weeks. See the [Office of Financial Management's website](#) for more information on registering to receive payments and obtaining a statewide vendor number.

Electronic Funds Transfer

Once an escrow company is registered to receive payments for the State, Ecology will be able to issue a paper check for deposit. The escrow company will receive an electronic funds transfer if it already is an existing statewide vendor, has established electronic funds transfer with the State, and has used the electronic funds transfer within the past ninety days.

Escrow Instructions

The following statement must be included in the recipient's escrow payment instructions to the escrow company:

"Funds received from the Washington State Department of Ecology must be released within thirty days of receipt. If funds are not released within thirty days of receipt, Ecology may approve additional time for the pending transaction or request funds be returned."

Required Documents

A recipient must request an escrow deposit by submitting a Progress Report and Payment Request (PRPR) in EAGL and completing all screens required for an escrow payment and sending the wiring instructions from the title company to the awarding program manager.

The following documents must be uploaded in EAGL and associated with the property that is being billed:

- The Voluntary Acquisition Notice and the Just Compensation and Relocation Notice.
- Landowner donation statement, if applicable.
- legally binding agreement between the recipient and the landowner, typically a Purchase and Sale Agreement or an Option Agreement.
- A copy of the Buyer's Estimated Settlement Statement with evidence showing that the recipient's matching share has been deposited into the escrow account.
- Escrow payment instructions that include reference to recording OCB's Conservation Covenant or Assignments of Rights, as applicable.
- The draft transfer deed, easement, or lease.
- The draft Conservation Covenant (for fee simple acquisitions) or Assignment of Rights (for easements and leases).
- Baseline inventory.
- An updated preliminary title insurance report, if not previously provided.
- Appraisal and appraisal review.
- Hazardous Substances Certification and supporting checklist or environmental audit.