

FY 2021 RECIPIENT TRAINING

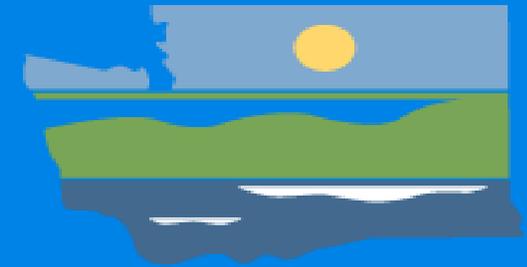
Wastewater Facilities Projects

State Revolving Fund

Loans & Centennial Grants

WATER QUALITY PROGRAM
Sean Mellon





Welcome and Introductions

Welcome to Ecology's Water Quality Funding Recipient Training

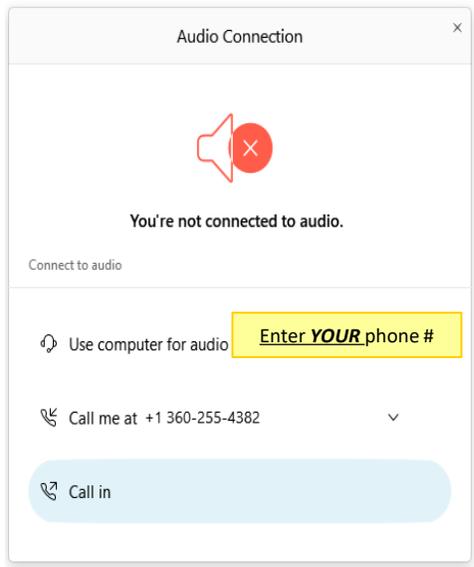
Technical Problems?

Can't hear the Panelists?

Try an alternate audio connection.

1) Move your cursor to the bottom of the Web-Ex and select the  icon. If you don't see the phone icon, click the  to reveal additional icons.

2) Next, choose an audio option

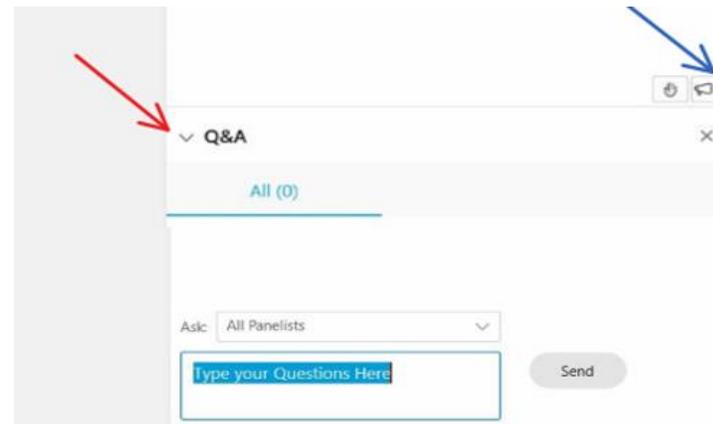


- A. Use computer for audio
- B. Call me at (enter your phone number)
 - WebEx calls you.
 - You listen through your phone
- C. Call in using your phone. There may be several different numbers that you can try.

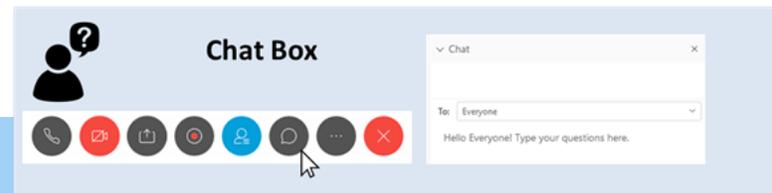
Questions for the Panelists?

To ask a question about the presentation, use the [Q&A Box](#) located in the lower right portion of your Web-Ex window.

Use the  to provide feedback to the panelists.



To communicate with the Web-Ex meeting host, open and use the Chat Box.

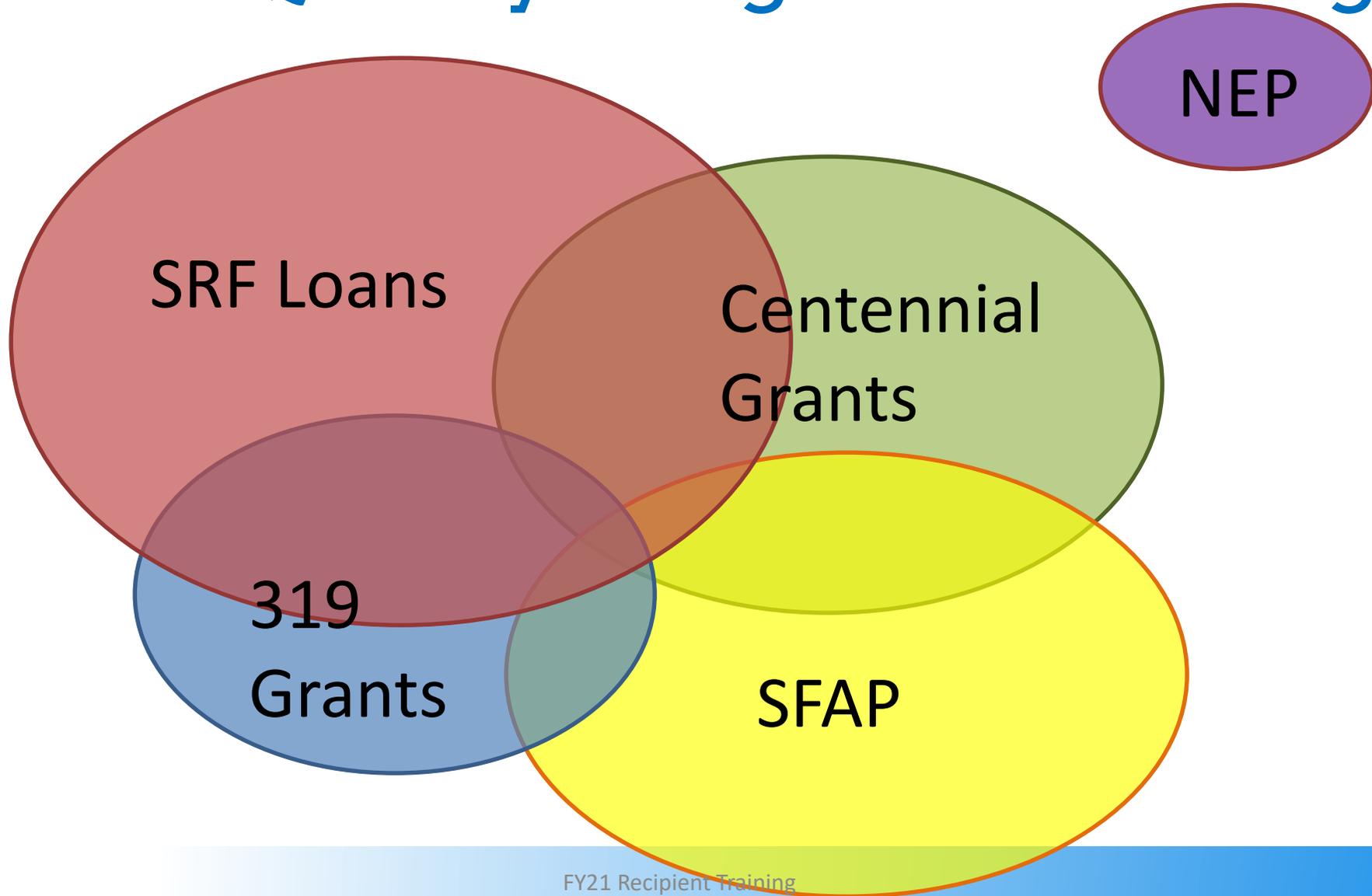


Outline

- Negotiation Process
- Components of an Agreement
- EAGL Basics and Login
- Managing Roles in EAGL
- Document Management and Uploads
- Getting Paid (Payment Request/Progress Reports)
- Amendments and Closeout
- Resources



Water Quality Integrated Funding





Agreement Development & Negotiation Process in a Nutshell

Negotiation Process

1. It all starts with the original Funding Application in EAGL.
2. **Recipient, Project Manager, Financial Manager** work to update application information and answer questions. Changes documented in DRAFT Agreement Template. Verifying:
 - Scope of Work (changed to Ecology Template/Format)
 - Budget
 - Dates
 - Form of Repayment (LOANS)



Negotiation Process

3. **Recipient** completes documents necessary for Ecology to sign a LOAN agreement:
- Financial Capability Assessment Documentation or follow-up requests
 - CWSRF Federal Reporting Information Form (EAGL)
 - Cost and Effectiveness Analysis Certification Form (EAGL)
 - Fiscal Sustainability Plan Certification Form (EAGL)



Negotiation Process

Prerequisite forms and documentation cont.:

- Opinion of Legal Counsel Form (Ecology Website-upload to EAGL General Uploads)
- Ordinance or Resolution Authorizing Loan (Upload to EAGL General Uploads)
- FFATA Form (Equivalency Projects Only)



4. **Ecology** complete an preliminary internal review
5. **Ecology** puts the DRAFT agreement into EAGL
6. **Ecology** shares the DRAFT agreement with Recipient & starts 2nd internal review
7. **Recipient** should review & share the DRAFT AGREEMENT with legal counsel



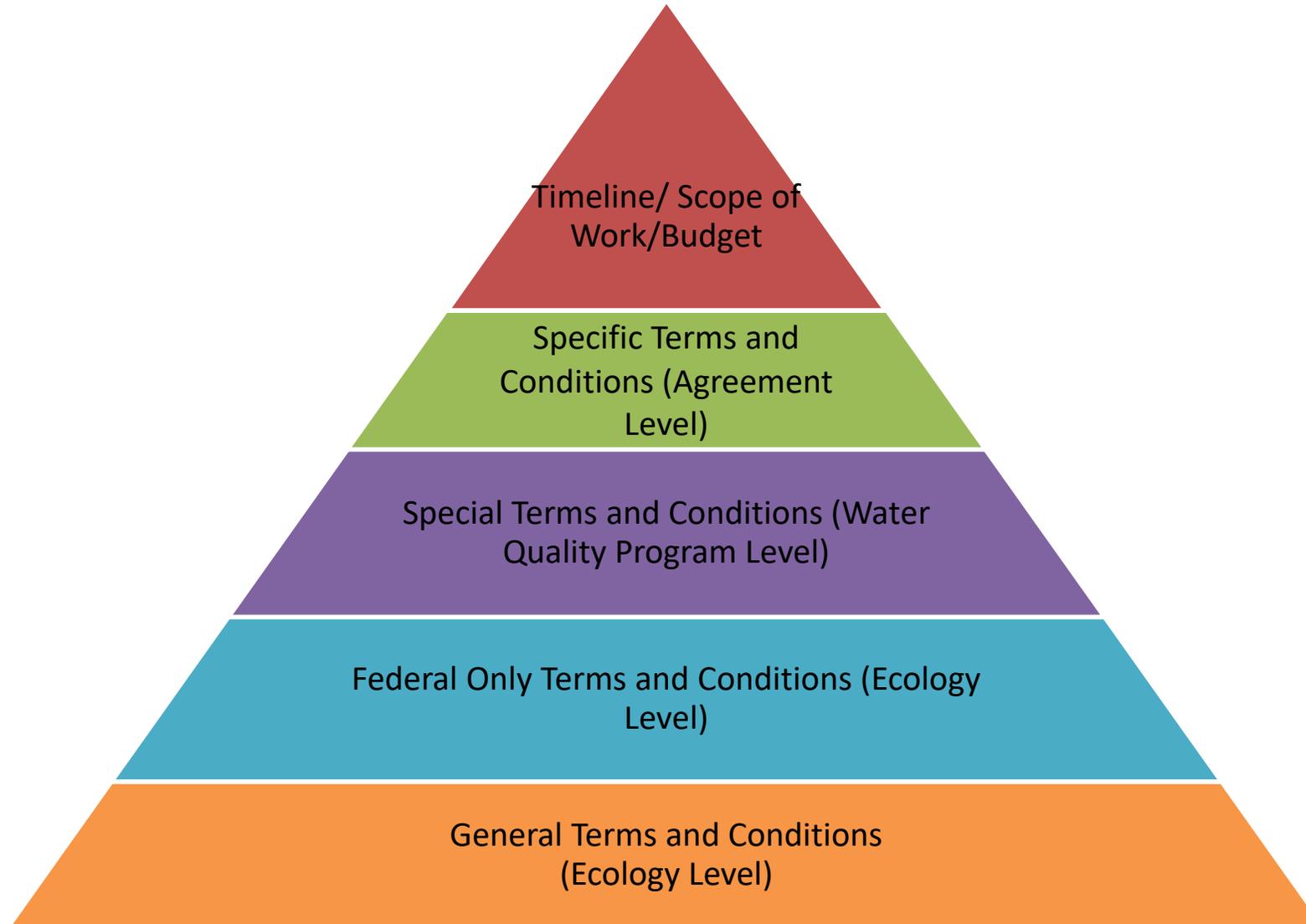
4. **Ecology** finalizes agreement in EAGL & changes status to “Signatures Required” and provides instructions for signing
5. **Recipient** signs, dates and returns two signed originals and ensures all prerequisite documents have been completed/uploaded
6. **Ecology** signs, dates, sends recipient a copy, uploads copy to EAGL, and changes the status to “Agreement Executed”
7. **Ecology’s Fiscal Office** changes the status to “Agreement Active”





Funding Agreement

Agreement Structure





Ecology Administration of Grants and Loans (EAGL) Basics



 Home

Air & Climate

Water & Shorelines

Waste & Toxics

Spills & Cleanup

SCROLL DOWN

I want to...

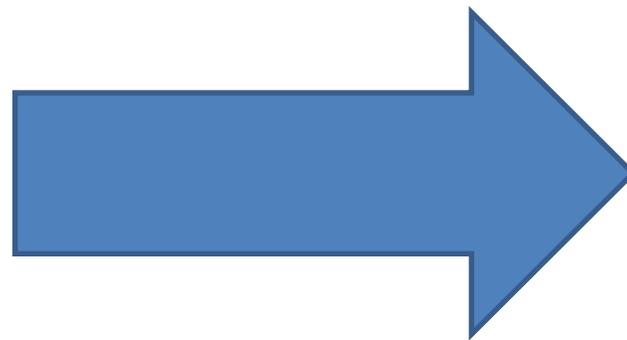
-  Report a spill
-  Apply for a permit
-  Get information on wells
-  Search for recycling services 
-  Find out about beach closures
-  Report illegal burning/smoke

Welcome to the Department of Ecology

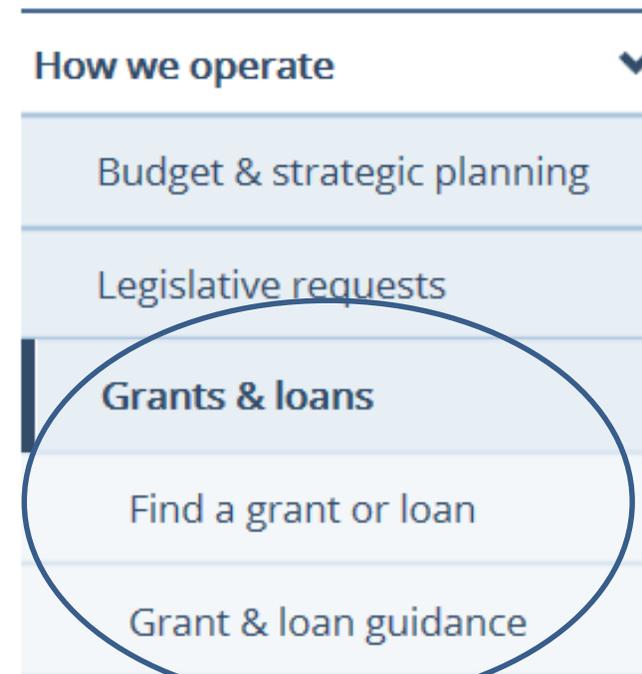
We're proud to protect, preserve, and enhance Washington's environment for current and future generations.

Accessing Grant & Loan Resources

- Scroll down to bottom of home page and click **Grants & loans.**



[About us](#) > [How we operate](#) > [Grants & lo](#)



Accessing Grant & Loan Resources



Regulations & Permits

Research & Data

Blog

Contact Us

Search

Home

Air & Climate

Water & Shorelines

Waste & Toxics

Spills & Cleanup

Applying for or managing a grant or loan

You can apply for and manage most grants and loans in EAGL, Ecology's Administration of Grants and Loans system. To use EAGL, you must:

1. Have a Secure Access Washington (SAW) account
2. Register as an EAGL user

See the options below to set up a SAW account and register in EAGL.

If you manage a grant or loan that is not in EAGL, please visit our page for [guidance and links to information not in EAGL](#).

Current EAGL users

New EAGL users with a
SAW account

New SAW and EAGL users

[Log in to your Secure Access Washington \(SAW\) account here](#) , and you will be directed to EAGL.

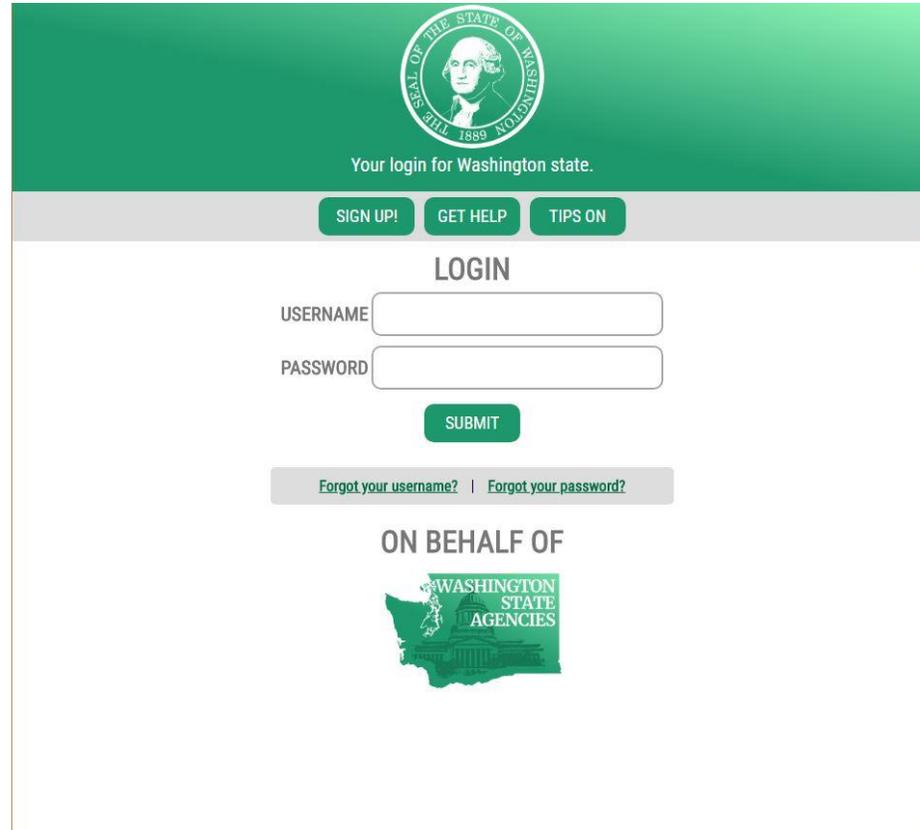
Top



Accessing EAGL

Link to EAGL through Secure Access Washington (SAW)

<http://secureaccess.wa.gov/ecy/eagl/>



The screenshot shows the login interface for EAGL. At the top, there is a green header with the Seal of the State of Washington and the text "Your login for Washington state." Below this, there are three buttons: "SIGN UP!", "GET HELP", and "TIPS ON". The main section is titled "LOGIN" and contains two input fields: "USERNAME" and "PASSWORD". Below these fields is a "SUBMIT" button. At the bottom of the login section, there are two links: "Forgot your username?" and "Forgot your password?". Below the login section, it says "ON BEHALF OF" followed by a logo for "WASHINGTON STATE AGENCIES" which features a map of Washington state.

Tip: Internet Explorer is the most EAGL-friendly browser.



Access your Application

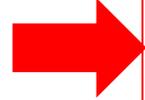
DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home **My Applications** My Reports & Payment Requests

My Reports | My Training Materials | My Organization(s) | My Profile

Welcome Sean
Financial Manager
[Change My Picture](#)



Hello Sean, please choose an o

My Inbox
You have **0** new messages.
Select the **Open My Inbox** button below.

[OPEN MY INBOX](#)

My Tasks
You have **2** new tasks.
You have **2** tasks that are critical.
Select the **Open My Tasks** button below.

[OPEN MY TASKS](#)

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types

Application Name

Person

Status

Organization

Year

Ecology Program

[SEARCH](#) [CLEAR](#)

Search Results

Export Results to Sort By ASC

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Water Quality	Spokane city of	WQC-2016-Spokan-00016	Agreement Active	2016
<input type="checkbox"/>	Water Quality	Spokane Valley city of	WQSWGRS-2016-SpoVal-00016	Application Funded	2016
<input type="checkbox"/>	Water Quality	Spokane city of	WQC-2017-Spokan-00016	Fund Coordinator Review	2017



Application Menu/My Training Materials

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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SHOW HELP

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Application Menu

Document Information: [WQC-2016-Wapato-00093](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wapato city of	Financial Manager	Amendment Requires Signature	N/A - N/A 11/07/2014 11:59PM PST



Application Menu

Application	Wapato city of	Financial Manager	Amendment Requires Signature	N/A - N/A 11/07/2014 11:59PM PST
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View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)



Accessing the Forms Menu



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State of Washington

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Application Menu

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[Details](#)

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[VIEW FORMS](#)



Forms Menu

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State of Washington

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Application Menu - Forms

Please complete all required forms below.

Document Information: [WQC-2016-Wapato-00093](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	SFY 2016 Water Quality Combined Financial Assistance Guidelines			
	SFY 2016 Scoring Guidance			
	SFY 2016 Contact Information			
	SFY 2016 Application Instructions			
Application Forms				
	General Information		Mr. Menglou Wang 10/8/2014 8:15:25 AM	Sean Mellon (ECY) 6/8/2020 4:56:19 PM
	Project Characterization		Grant System 9/25/2017 2:10:23 PM	
	Mapping Information		Grant System 11/1/2017 1:04:47 PM	
	Recipient Contacts		Mr. Menglou Wang 10/8/2014 8:27:26 AM	Sean Mellon (ECY) 6/8/2020 4:57:30 PM
	Scope of Work - Task 1 Project Admin		Mr. Menglou Wang 10/8/2014 8:32:10 AM	Bill Hashim (ECY) 1/29/2016 9:36:10 AM
	Scope of Work - Additional Tasks (3)			
	Scope of Work Summary		Mr. Menglou Wang 10/8/2014 8:32:10 AM	Bill Hashim (ECY) 2/25/2016 2:02:52 PM



Forms Menu (continued)

 Uploads	Daniel Thompson (ECY) 11/30/2017 3:24:59 PM	Cynthia H Wall (ECY) 6/5/2020 1:40:35 PM
Screening/Evaluation/Offer		
 Screening, Eligibilities, and Additional Requirements Checklist	Shelly D McMurry (ECY) 10/30/2017 12:07:26 PM	
 Application Modification Comments		
 Evaluation Scorecard		
 Offer Form	Daniel Thompson (ECY) 2/13/2018 4:08:57 PM	
 Evaluation Scorecard Report		
 Evaluation Summary	Grant System 12/19/2017 6:57:27 AM	Daniel Thompson (ECY) 2/13/2018 4:08:17 PM
Agreement		
 Ecology Contacts	Sean Mellon (ECY) 12/18/2018 11:03:09 AM	
 Agreement Information	Sean Mellon (ECY) 12/18/2018 11:27:19 AM	Sean Mellon (ECY) 12/19/2018 3:55:19 PM
 Funding Distribution (2)		
 Funding Distribution Summary	Sean Mellon (ECY) 12/18/2018 11:26:41 AM	Sean Mellon (ECY) 12/19/2018 10:57:14 AM



General Information Form

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

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Document Information: [WQC-2016-Wapato-00093](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

GENERAL INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

Project Title	<input type="text" value="North Wapato Sewage Lift Station Replacement"/>
Project Short Description	<p>The RECIPIENT will design and construct a new lift station to replace the existing North Wapato Lift Station, the largest lift station in the RECIPIENT's sewer system. If the lift station fails, the RECIPIENT will face significant risks and liability for sewage backup and environmental pollution into the groundwater. To address the backup power issue, a new generator will be installed.</p> <p>389 of 500</p>
Project Long Description	<p>The RECIPIENT will design and construct a new lift station to replace the existing North Wapato Lift Station, the largest lift station in the RECIPIENT's sewer system. If the lift station fails, the RECIPIENT will face significant risks and liability for sewage backup and environmental pollution into the groundwater. To address the backup power issue, a new generator will be installed.</p> <p>The North Wapato Lift Station is responsible for pumping the wastewater generated from the service area north of the BNSF railroad tracks. The lift station was constructed in 1953 and is a dry/wet well configuration. It is approaching the end of it's life. It has many operational problems and risk of structural and mechanical failure in recent years because of the aging equipment. The RECIPIENT has identified structural issues with the wet well, when the pumps are off and the water level in the wet well rises to a certain elevation, sewage</p> <p>1926 of 4000</p>
Total Cost	<input type="text" value="\$604,600.00"/>
Total Eligible Cost	<input type="text" value="\$184,750.96"/>
Effective Date	<input type="text" value="07/01/2015"/>
Expiration Date	<input type="text" value="06/30/2019"/>



Scope of Work Task

Task Number

1

Task Title

Project Administration/Management

Task Cost

\$1,000.00*

Task Description

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).

B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcomes

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

Recipient Task Coordinator

Linda Hayes, Clerk-Treasurer

Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	(ex c
1.1	Quarterly Progress Reports		<input type="checkbox"/>			
1.2	Recipient Closeout Report		<input type="checkbox"/>			
1.3	Project Outcome Summary Report		<input type="checkbox"/>			



Funding Distribution Form

FUNDING DISTRIBUTION

Instructions:

- Please fill in the appropriate fields.
- Required fields are marked with an * .
- When done, click the **SAVE** button.
- To add a new Funding Source or Task row , enter a Funding Source or Task and click the save button. After Save, a new row will appear. Repeat for each Funding Source and Task

Funding Number EL190275 ?

* **Funding Title** State Revolving Fund Standard Loan ?

* **Funding Type** Loan ▾

* **Funding Category** Water Quality Combined Funding ▾

* **Recipient Match %** 0.00 %

* **InKind Interlocal Allowed** Yes No

* **InKind Other Allowed** Yes No

* **Agreement is match for a Federal Grant?** No ▾

* **Indirect Rate**

Federal Funding

Approved Federally Recognized Indirect Costs Rate per 2 CFR Part 200 Appendix IV and V ?

De Minimis Rate per 2 CFR §200.414 ?

Approved Rate Negotiated Between ECOLOGY and RECIPIENT ?

State Funding

Approved State Indirect ?

* **Rate** 30 %

Funding Source

* CWSRF-SFY19 ▾	100.00 %
* ▾	%



Funding Distribution(s) Summary Form

FUNDING DISTRIBUTION SUMMARY

Instructions:

Please fill in the appropriate fields.
 Required fields are marked with an *
 When done, click the **SAVE** button.

By Task Funding Distribution

Task Title	State Revolving Fund Standard Loan	State Revolving Fund Forgivable Principal	Total
Project Administration/Management	\$500.00	\$500.00	\$1,000.00
Facility Planning	\$65,000.00	\$65,000.00	\$130,000.00
Total	\$65,500.00	\$65,500.00	\$131,000.00

Recipient/Ecology Share

Funding Distribution	Recipient Match %	Recipient Share	Ecology Share	Total
State Revolving Fund Standard Loan	0.00%	\$0	\$65,500.00	\$65,500.00
State Revolving Fund Forgivable Principal	0.00%	\$0	\$65,500.00	\$65,500.00
Total		\$0	\$131,000.00	\$131,000.00

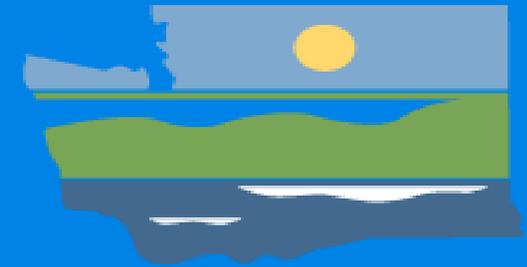
Total Eligible Costs	Ecology Share	Recipient Share
\$131,000.00	\$131,000.00	\$0



Important Dates

- Agreements should be signed by both parties within **6 months** of the publication date of the combined Final Offer and Applicant List
- Work on the project must begin within **10 months** after the publication date of the combined Final Offer and Applicant List
- Final PRPR and all deliverables must be completed/uploaded to EAGL within **30 days** of project completion/agreement expiration date
- The project must be completed within **5 years** of the publication date of the combined Final Offer and Applicant List





Managing Roles in EAGL

What is your role?

- A role gives you access & various abilities within EAGL
- Your organization decides who has what role
- Roles are different than Recipient Contacts
- Every contact and anyone assigned a role must first have a SAW account and EAGL access
- Roles must be assigned/changed by an Authorized Official within your organization



Recipient Contacts v. EAGL Roles

RECIPIENT CONTACTS

Instructions:
Please select an individual from your organization. Required fields are marked with an *. When done, click the SAVE button.

Project Manager: *
Matt Carlson
Stormwater Coordinator

PO BOX 160
Asotin, Washington 99402
(509) 243-2074
mcarlson@co.asotin.wa.us

Authorized Signatory: *
Jim Jeffords
Asotin County Commissioner

PO Box 250
Asotin, Washington 99402
(509) 243-2070
(509) 243-2005
jjeffords@co.asotin.wa.us

Billing Contact: *
Barbara Cook
Office Admin. Manager

Asotin County Public Works
PO Box 160
Asotin, WA 99402
Asotin, Washington 99402-0160
(509) 243-2074
bcook@co.asotin.wa.us

Current People Assigned

Person	Organization(s)	Role	Active Dates
<input checked="" type="checkbox"/> Mr. Matt Carlson Email	Asotin County - Public Works Department (Authorized Official), Asotin city of (Authorized Official), Clarkston city of (Authorized Official)	Authorized Official	10/7/2014 - Grant System
<input checked="" type="checkbox"/> Barbara Cook Email	Asotin County - Public Works Department (Recipient Financial Officer)	Recipient Financial Officer	1/25/2016 - Mr. Ma Carlso

- **Contacts** are accessed from the **Forms Menu**:

Application Forms

- [General Information](#)
- [Project Characterization](#)
- [Mapping Information](#)
- [Funding Request- Wastewater Project](#)
- [Recipient Contacts](#)

- **Roles** are accessed from the **Application Menu**:

 **Access Management Tools**

Select the **View Management Tools** button below to see tools and options available for an amendment. You can review status history, role assignments, check for errors,



EAGL Levels

1. Organization



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Organization - Longview city of - Public Works Department

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

2. Document- “Parent Document” (Application)



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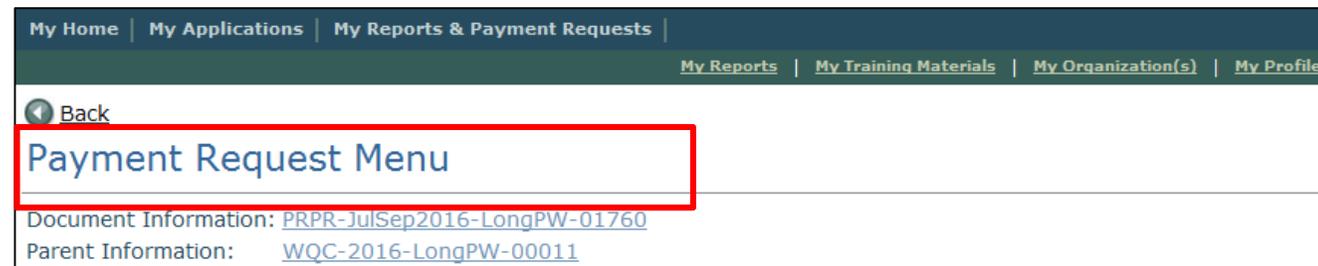
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Application Menu

Document Information: [WQC-2016-LongPW-00011](#)

[Details](#)

3. Subdocument (example: PRPR or Closeout Report)



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Payment Request Menu

Document Information: [PRPR-JulSep2016-LongPW-01760](#)

Parent Information: [WQC-2016-LongPW-00011](#)

Roles at different levels

- **Organization:** Staff are added to your organization during SAW/EAGL registration.
- **Parent Document (Application):** Roles must be assigned to staff by organization.
- **Subdocuments (Payment Requests/Progress Reports):** Roles are automatically inherited by new sub-documents created under the parent document.



Best Practices for EAGL Roles

- EAGL Authorized Official(s) should reassess roles at various stages (Application, Agreement Initiated, Agreement Active)
- Always have at least **2 Authorized Officials** at the organization level and for each project.
- Manage **Active Dates** for new or former employees.
- Assign consultants role of **Writer** not Authorized Official.



Role Access

- **Authorized official:** manages other roles within EAGL and has access to all functions. Contractors must not be assigned this role.
- **Recipient Project Manager:** Initiate/complete/submit PRPR, access to edit progress report.
- **Recipient Financial Manager:** Initiate/complete/submit PRPR, access to edit payment request.
- **Contractor:** Read/Edit/Initiate an application.
- **Writer:** Edit a PRPR but can't initiate or submit.
- **Reader:** Can read everything but can't edit/initiate/submit.



Role Permissions

What my role allows me to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
1) Applications & Amendments (Parent Documents)						
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					
2) Payment Requests & Progress Reports (Subdocuments)						
Initiate Payment Request or Progress Report	X		X	X		
Read Payment Request or Progress Report	X	X	X	X	X	X
Edit Payment Request or Progress Report	X		Progress Report Only	Payment Request/ Form D Only	X	
Submit Payment Request or Progress Report	X		X	X		
Cancel Payment Request or Progress Report	X		X	X		
3) Equipment Purchase Reports & Closeout Reports (Sub-documents)						
Initiate Sub-documents	X		X			
Read Sub-documents	X	X	X	X	X	X
Edit Sub-documents	X		X		X	
Submit Sub-documents	X		X			
Cancel Sub-documents	X		X			
Change the Status of Sub-documents	X					

- ONLY an Authorized Official can edit roles. **Assign 2+ Authorized Officials.**
- After agreement is in Active status in EAGL an Authorized Official should change those in the **Contractor** role to a **Writer** if they want their contractor or consultant to fill out payment requests or progress reports.



How to verify, and add/edit roles

Application Menu

Document Information: [WQC-2015-KCoNRP-00001](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	P	D
	Application	King County - Natural Resources and Parks Department	Reviewer	Agreement Active	N	12

View, Edit and Complete Forms
 Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and document's current status and your role determines which forms are editable.
[VIEW FORMS](#)

Change the Status
 Select the **View Status Options** button below to change the status of your application, if you have not yet submitted your application and request amendments through the status options.
[VIEW STATUS OPTIONS](#)

Access Management Tools
 Select the **View Management Tools** button below to see tools and options available for your application, amendment. You can review status history, role assignments, check for errors, create print versions, and
[VIEW MANAGEMENT TOOLS](#)

Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. detail.

Document Information: [WQC-2015-KCoNRP-00001](#)
[Details](#)

Management Tools

CREATE FULL PRINT VERSION
 Select the link above to create a printable version of the document.

CREATE FULL BLANK PRINT VERSION
 Select the link above to create a blank printable version of the document.

ADD/EDIT PEOPLE
 Select the link above to perform actions such as adding people, changing a security role, or removing people from the document.

STATUS HISTORY
 Select the link above to view the status history of this document.

CHECK FOR ERRORS
 Select the link above to check the entire document for errors.

<input checked="" type="checkbox"/>	Steve Baruso Email	King County - Natural Resources and Parks Department (Authorized Official)	Authorized Official	10/14/2013	-	Grant System
<input checked="" type="checkbox"/>	Ms. Debi Walker Email		Writer	10/16/2013	-	Steve Baruso
<input checked="" type="checkbox"/>	Mark Henderson Email	Department of Ecology (Project Manager)	Evaluator	12/16/2013	-	Alissa Ferrell
<input checked="" type="checkbox"/>	Ms. Pam	King County - Natural Resources and Parks Department	Authorized	11/8/2013	-	Steve



Payment Request Menu - People

The functionality on this page will allow you add, delete or edit people on this document.

Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.

Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.

After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [PRPR-JanMar2016-Burlin-00953](#)

Parent Information: [WQC-2016-Burlin-00286](#)

[Details](#)

Person Search

Enter a name or partial name:

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Mr. John Abenroth Jr. Email	Burlington city of (Authorized Official)	Authorized Official	4/26/2016 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	Mr. Marv Pulst Email	Burlington city of (Writer)	Authorized Official	4/26/2016 - <input type="text"/>	Grant System

For former staff or contractors:

Enter Active *end* date and click SAVE.

Don't delete Active *start* date.

Don't uncheck the box on the left.

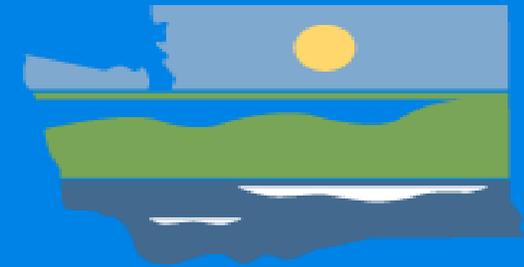
For new staff:

Have them register with EAGL/SAW.

Wait for confirmation email from Ecology.

Check the box on the left and enter Active start date and click SAVE (upper right corner).





DOCUMENT MANAGEMENT AND UPLOADING GUIDANCE

Document Management and Uploading Guidance

- What do you upload?
 - Deliverables
 - Backup for payment requests
- Where should you upload docs?
 - Deliverables: General “Uploads” Form
 - Payment Request/Progress Report (PRPR) backup for a specific PRPR: “Uploads” under that specific PRPR
 - Backup that applies to multiple PRPRs: upload to general uploads or to each PRPR it applies to



Document Management and Uploading Guidance

- What should I name my files?
 - Descriptive names that identify content
 - Your agency name is not necessary
 - The EAGL number is not necessary
 - Avoid Spaces
 - DO NOT USE SYMBOLS (~, &, etc.)



Best practices for uploading documents

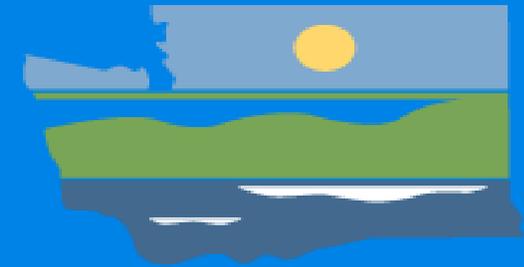
- Start deliverable names with the task letter and deliverable number, for example: D.1
- Email your Ecology PM/FM. Let them know you uploaded the file
- Upload from the bottom of the uploads form to avoid overwriting previous uploads
- Don't attempt to delete uploads



DOE Approval Letter	Browse...	<input type="checkbox"/> DELETE
	6485-12.02.13.WRichlandAmend.pdf	
SERP Approval	Browse...	<input type="checkbox"/> DELETE
	6485 2-12.02.13.WRichlandSERP.pdf	
SERP Checklist	Browse...	<input type="checkbox"/> DELETE
	6485 3-12.02.13.WRichlandSERPChecklist.pdf	
Offer Letter	Browse...	<input type="checkbox"/> DELETE
	6485-2015-00061WRichlandBiosolidsProcessingFacilityOfferLetter.pdf	
Financial Capability Assessment	Browse...	<input type="checkbox"/> DELETE
	6485-WQC-2015-WeRiPW-00061--FinancialCapabilityAssessment.xlsx	
Estimated Project Life	Browse...	<input type="checkbox"/> DELETE
	6485 2-EstimatedProjectLife.xlsx	
Face Sheet	Browse...	<input type="checkbox"/> DELETE
	6485 3-WQC-2015-WeRiPW-00061 FaceSheet.pdf	
Signed Router	Browse...	<input type="checkbox"/> DELETE
	6485 4-WQC-2015-WeRiPW-00061 SignedRouter.pdf	
NOTICE OF AWARD	Browse...	<input type="checkbox"/> DELETE
	6485 5-NOTICEOFAWARD.pdf	
BID TABULATIONS	Browse...	<input type="checkbox"/> DELETE
	6485 6-BIDTABULATIONS.pdf	
ADVERTISEMENT AND AFFIDAVIT	Browse...	<input type="checkbox"/> DELETE
	6485 7-ADVERTISEMENTANDAFFIDAVIT.pdf	
CONTRACT DOCUMENTS	Browse...	<input type="checkbox"/> DELETE
	6485 8-CONTRACTDOCUMENTS.pdf	
PRE-CONSTRUCTION CONFERENCE	Browse...	<input type="checkbox"/> DELETE
	6485 9-PRECONSTRUCTIONCONFERENCEMINUTES.pdf	
PRE-CONSTRUCTION SIGN IN SHEET	Browse...	<input type="checkbox"/> DELETE
	6485 10-PRECONSIGNINSHEET.pdf	
NOTICE TO PROCEED	Browse...	<input type="checkbox"/> DELETE
	6485 11-NoticetoProceedSigned.pdf	
	Browse...	



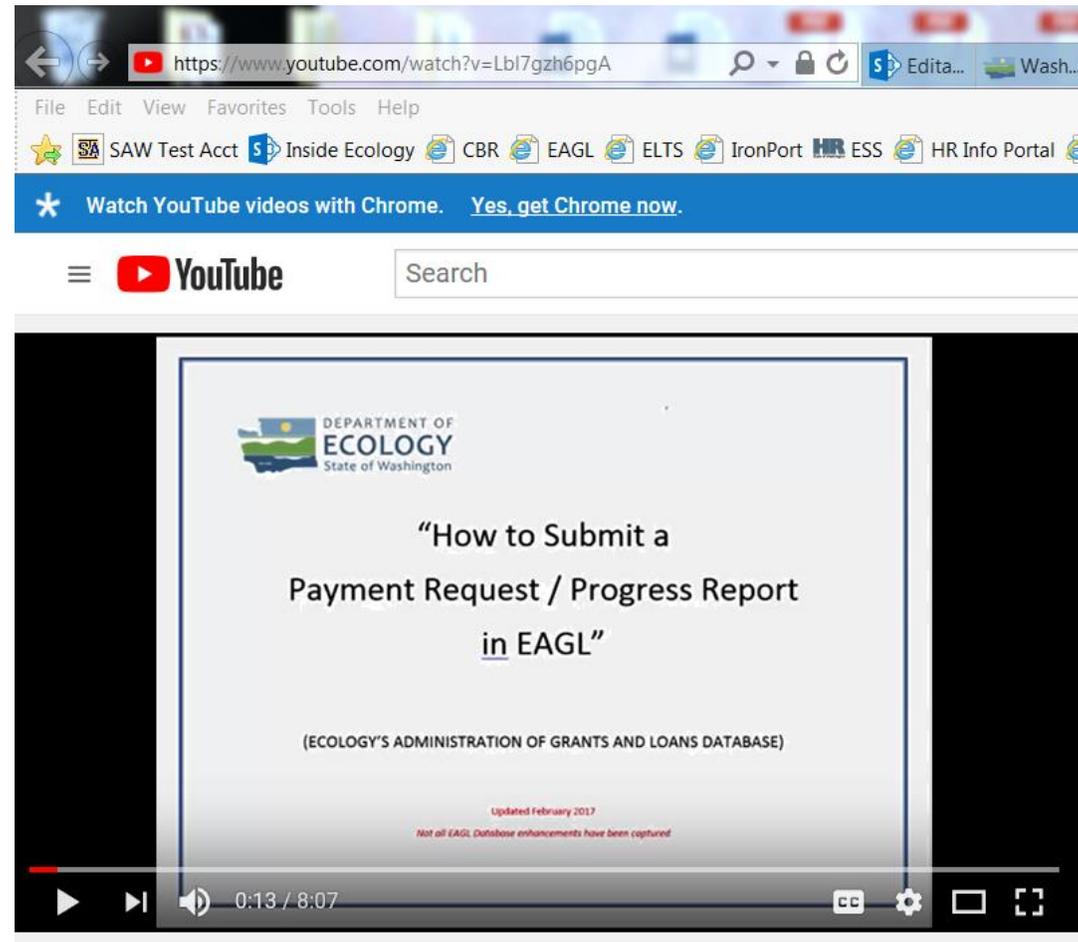
BREAK



GETTING PAID: PAYMENT REQUEST /PROGRESS REPORT (PRPR)

YouTube Video:

<https://www.youtube.com/watch?v=Lbl7gzh6pgA>



The screenshot shows a web browser window displaying a YouTube video. The browser's address bar shows the URL <https://www.youtube.com/watch?v=Lbl7gzh6pgA>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows several bookmarks, including SAW Test Acct, Inside Ecology, CBR, EAGL, ELTS, IronPort, HR ESS, and HR Info Portal. A blue banner below the browser reads "Watch YouTube videos with Chrome. Yes, get Chrome now." The YouTube interface shows the YouTube logo and a search bar. The video player displays a slide with the following content:

 DEPARTMENT OF
ECOLOGY
State of Washington

**"How to Submit a
Payment Request / Progress Report
in EAGL"**

(ECOLOGY'S ADMINISTRATION OF GRANTS AND LOANS DATABASE)

Updated February 2017
Not all EAGL Database enhancements have been captured

The video player controls at the bottom show a play button, a progress bar at 0:13 / 8:07, and icons for closed captions, settings, and full screen.



EAGL TIPS: Before starting PRPR

- “Active” agreement status.
- Previous PRPR must be “Active” prior to submitting new PRPR.
- Verify role.
- **PRPR’s can be submitted monthly or at least quarterly.**
 - Due 30 days after the end of the quarter.

“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.”

Who initiates the PRPR?

- Authorized Official, Recipient Project Manager, or Recipient Financial Officer.

Progress Report	Payment Request
Recipient Project Manager	Recipient Financial Officer
Writer	Writer

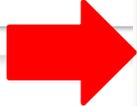
Initiate a PRPR

Application Menu

Document Information: [WQC-2016-Burlin-00286](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status
	Application	Burlington city of	Financial Mana	



View, Edit and Complete Form

Select the **View Forms** button below to view, edit, and complete your document's current status and your role determines which forms are available.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to change the status, submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to see tools and management options. You can review status history, role assignments, check status, and request amendments.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view status history, Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

Document Type	Name	Current Status	Period Date	Date Due
Payment Request	Initiate a/an Apr - Jun 2014 Payment Request / Progress Report			
Payment Request	Initiate a/an Apr - Jun 2015 Payment Request / Progress Report			
Equipment Purchase Report	Initiate a/an Equipment Purchase Report			
Payment Request	Initiate a/an Jul - Sep 2014 Payment Request / Progress Report			
Payment Request	Initiate a/an Oct - Dec 2014 Payment Request / Progress Report			
Recipient Close Out Report	Initiate a/an Recipient Close Out Report			
Equipment Purchase Report	EPR-2014-AppOrq2-00043	Equipment Purchase Report In Process	N/A - N/A	05/01/2025 12:00PM
Payment Request	PRPR-AprJun2014-AppOrq2-00109	Payment Request/Progress Report Cancelled	N/A - N/A	N/A



Initiate a PRPR

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests | My Reports | My Training Materials | My Organization(s) | My Profile

SHOW HELP

[Back](#)

Payment Request Menu

Note: Subdocument number is created

Document Information: [PRPR-JanMar2015-SeqPW-00041](#)

Parent Information: [WQC-2015-SeqPW-00008](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Sequim city of - Public Works Department	Financial Manager	Payment Request/Progress Report Screening	N/A - N/A 04/30/2015 5:00PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

FY21 Recipient Training



Review Payment History Status

PAYMENT HISTORY

Cumulative Approved Expenditures

NOTE: Any expenditures not yet approved are not included in the table below.

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
SFAP [EG160053]	Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	\$0.00
SFAP [EG160053]	Construction Management	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
SFAP [EG160053]	Design Plans and Specs, Environmental Review	\$0.00	\$0.00	\$0.00	\$0.00	\$135,000.00	\$135,000.00	\$0.00
SFAP [EG160053]	Project Administration/Management	\$695.00	\$0.00	\$0.00	\$695.00	\$15,000.00	\$14,305.00	\$695.00
SFAP [EG160053]: Distribution Total		\$695.00	\$0.00	\$0.00	\$695.00	\$500,000.00	\$499,305.00	\$695.00
Grand Total		\$695.00	\$0.00	\$0.00	\$695.00	\$500,000.00	\$499,305.00	\$695.00

Disbursement History

NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
1	\$521.25	Payment Request/Progress Report Active
2	\$0	Payment Request/Progress Report In Process



Progress Report

Document Information: [PRPR-JanMar2015-SeqPW-00041](#)

Parent Information: [WQC-2015-SeqPW-00008](#)

[Details](#)

You are here: [Payment Request Menu](#) > [Forms Menu](#) > [Payment Request](#)

Forms

Status	Page Name
	Payment Request / Progress Report Forms
	Payment Request
	Payment History
	Form D: Contractor Participation Report
	Progress Report
	Payment Request Progress Report Modification Comments

PROGRESS REPORT

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an * .
When done, click the **SAVE** button.

Progress Report Number: 4

*Final: Yes No 

Report Period End Date: 03/31/15

* By Task Progress

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Project Administration/Management	10 %	Reporting Period 11/1/2014 to 3/31/2015 Completed progress report and billing. Coordinated team meetings and time accounting.

FY21 Recipient Training

130 of 2000



Progress Report

- Enter % work completed for each task.
- Enter reporting period timeframe.
- Enter activities and deliverables completed.
- Enter quantitative info, if applicable.
- Include verification statement in general comments.
 - We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:
 - The Davis-Bacon Act, 29 CFR (If applicable)
 - Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
 - The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33 (Pertaining to recipients that had a signed funding agreement(s) with Ecology on or after August 26, 2010)
- Upload associated files (ex., site photos).
- Click “Save” & Save often



Payment Request

Document Information: [PRPR-JanMar2015-SequPW-00041](#)
Parent Information: [WQC-2015-SequPW-00008](#)
[Details](#)

You are here: > [Payment Request Menu](#) > [Forms Menu](#) > Pay Request Progress Report forms

PROGRESS REPORT

Payment Request Menu - Forms

Please complete all required forms below.

Document Information: [PRPR-JanMar2015-SequPW-00041](#)
Parent Information: [WQC-2015-SequPW-00008](#)
[Details](#)

Forms

Status	Page Name
	Payment Request/Progress Report Guidance
	Form D: Contractor Participation Report Instructions
Payment Request / Progress Report Forms	
	Payment Request
	Payment History
	Form D: Contractor Participation Report
	Progress Report
	FY21 Recipient Training Progress Report Modification Comments

PRPR Payment Request

Payment Request

Please fill in the appropriate fields.

Required fields / columns are marked with an *.

To add a row, click the **Add Row** button below the expenditures grid.

After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.

To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.

Save your work often by clicking the **Save** button at the top of the form.

[Expenditures](#) | [Uploads](#) | [Download Expenditures Report](#) | [Download Modifications Report](#)

Payment Request Number: 4 * Final: Yes No

Billing Period Start Date: 12/1/2016 * Billing Period End Date: 2/28/2017

Cumulative Expenditure Entered: \$1,857.39 Cumulative Expenditure Approved:

Ecology Project Manager Approval:

* Do you have expenditures to report? Yes No

Expenditures

	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
<input type="checkbox"/>	1	44897	Stormwater Financial Assistance	Design Plans and Specs, Environ	Contracts	Consultant Services	Riedesel Engineering
<input type="checkbox"/>	2	44898	Stormwater Financial Assistance	Project Administration/Managemer	Salaries/Benefits	Administrative Services	Asotin County Public W

Invoice #	* Date Incurred Start	* Date Incurred End	* Amount	* Expenditure Type	* Approved / Denied / Modified	* Authorized Amount	Comment
11343	12/13/2016	12/13/2016	\$1,822.50	Cash			
06006	12/1/2016	12/31/2016	FY21 Recipient Training	Cash			

Payment Request

- Recipient enters expenditure details:
 - Funding Distribution (budget)
 - Task Title
 - Item Category and Description
 - Let us know what we are reimbursing for.
 - Payee
 - Invoice #
 - Start and End Dates of Cost Incurred
 - Amount
 - Expenditure Type (Cash)

Expenditures

Page 1 of 1

	Item Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee	
<input type="checkbox"/>	1	10299	Centennial Grant	Project Administration/Management	Salaries/Benefits	Bob's Time	Nisqually
<input type="checkbox"/>	2	10300	Buffer Revegetation	Buffer Revegetation	Goods and Services	Cobble Natives Plants	Cobble



Payment Request

- Payment request back-up documentation

Payment Request

Please fill in the appropriate fields.
Required fields / columns are marked with an *.
To add a row, click the **Add Row** button below the expenditures grid.
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.
Save your work often by clicking the **Save** button at the top of the form.

[Expenditures](#) | [Uploads](#) | [Download Expenditures Report](#)

Uploads

Upload Backup Documents

Name of Document * Upload *



Payment Request (cont.)

- Payment Request Backup Documentation Should Be:
 - Legible - if you can't read the numbers, neither can we
 - Organized
 - Include Any Reason Why Amounts Requested Are Different From Backup
 - SAM Reports (General Uploads-Why?)
 - The Clearer the Backup the Faster the Reimbursement



Form D

Next, open Form D.

Document Information: [PRPR-JanMar2015-SequPW-00041](#)
Parent Information: [WQC-2015-SequPW-00008](#)
[▶ Details](#)

You are here: [Payment Request Menu](#) > [Forms Menu](#) > [Payment Request](#)



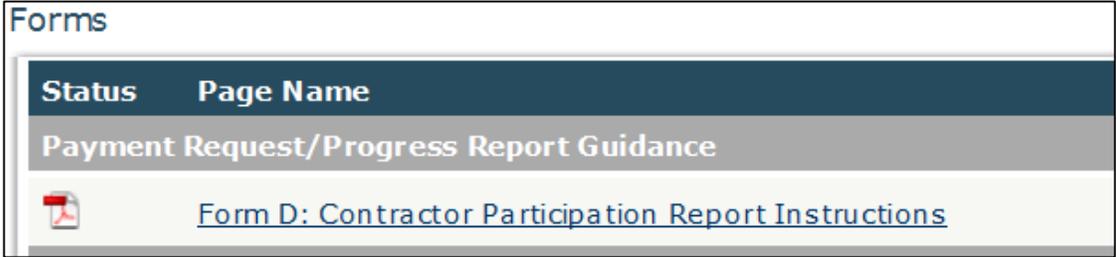
Forms

Status	Page Name
Payment Request / Progress Report Forms	
	Payment Request
	Payment History
	Form D: Contractor Participation Report
	Progress Report
	Payment Request Progress Report Modification Comments



PRPR Form D

- Instructions are in EAGL.



- Submit for all prime contractors or subcontractors.

FORM D: CONTRACTOR PARTICIPATION REPORT

Does this payment request include reimbursements for any private sector contractor or subcontractor?*

Yes No

Please complete the table. All fields are required.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Contractor*	Contractor Type*	Contractor Address*	Contractor Phone No.*	Contractor Amount in this Request*	Expense Category*	Certification Type*
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> N/A

FY21 Recipient Training

Payment History

Review payment history **again**.

Document Information: [PRPR-JanMar2015-SequPW-00041](#)
Parent Information: [WQC-2015-SequPW-00008](#)
 [Details](#)
You are here: [Payment Request Menu](#) > [Forms Menu](#) > Payment Request



Status	Page Name
	Payment Request / Progress Report Forms
	Payment Request
	Payment History



Review Payment History

Task 4

Task 3

Task 2

Task 1

PAYMENT HISTORY

Cumulative Approved Expenditures
NOTE: Any expenditures not yet approved are not included in the table below.

SAVE

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
SFAP [EG160053]	Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	\$0.00
SFAP [EG160053]	Construction Management	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
SFAP [EG160053]	Design Plans and Specs, Environmental Review	\$0.00	\$0.00	\$0.00	\$0.00	\$135,000.00	\$135,000.00	\$0.00
SFAP [EG160053]	Project Administration/Management	\$695.00	\$0.00	\$0.00	\$695.00	\$15,000.00	\$14,305.00	\$695.00
SFAP [EG160053]: Distribution Total		\$695.00	\$0.00	\$0.00	\$695.00	\$500,000.00	\$499,305.00	\$695.00
Grand Total		\$695.00	\$0.00	\$0.00	\$695.00	\$500,000.00	\$499,305.00	\$695.00

Disbursement History
NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
1	\$521.25	Payment Request/Progress Report Active
2	\$0	Payment Request/Progress Report In Process

- Payment History won't reflect current request until PRPR is approved by Ecology.

Final Check Before Submission. Are my uploads in the right place?

- Payment Request:
 - Backup documentation and invoices
- Progress Report:
 - Project photos, press releases. (Not deliverables!)
 - Verification statement in general comments
- Form D: Contractor Participation Report:
 - Include all prime & sub contractors regardless of their MBE/WBE/DBE participation
- General Uploads:
 - SAM search results for contractors
 - Deliverables (upon completion)



Submitting your PRPR

Document Information: [PRPR-JanMar2015-SequPW-00041](#)

→ Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

- Click “Apply Status” under Payment Request/Progress Report Submitted.
- Everything accurate? Click “I Agree”.
- Status changed to “Payment Request/ Progress Report Submitted”.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Applicant Organization 2	Authorized Official	Payment Request/Progress Report Submitted	N/A - N/A N/A

PRPR Modifications

- Ecology may send PRPR back for modifications if:
 - Need additional backup
 - Corrections need to be made
 - Expected deliverables have not been uploaded
 - Progress report is not informative or complete
- EAGL will send a notification email to Authorized Official(s)
- Check the Payment Request Progress Report Modification Comments form for explanation
- Make edits and resubmit





Amendments

Amendments Needed for:

- Change in scope of work.
- Time extension.
- Budget Changes (i.e., reduce/increase funds)
- Close out the loan and put into repayment.
- Must be initiated by an Authorized Official or Ecology.



Requesting an Amendment

1. Change status on the Agreement menu:

Document Information: [WQC-2015-SequPW-00008](#)

→ Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

- Click “Apply Status” under Amendment Requested.

2. Access the Amendment Request form on Agreement menu:

📄 View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Amendment		
 Amendment Request	Mr. MattSAW Alexander	Matthew Alexander
	3/6/2015 11:22:19 AM	3/12/2015 9:05:23 AM
 Amendment Information (2)		
 Amendment Signed Documents and Dates (2)		



Amendment Request

* Describe the type and reason for amendment.

[Amendment Request: #]
[Date of Request:]
[The reason for the amendment and why it's needed
(Ecology will base our decision to approve or deny the
request on the information provided).]

Ecology Comments



Amendment Tips

- Make sure you don't have any PRPRs in process. This will stop you from completing the amendment process.
- Amendment approval determination:
 - Reviewed on a case by case basis and Ecology Project Manager and Financial Manager must agree that the amendment is warranted.
 - If amendment is approved it goes through a process similar to agreement development and must be signed by your Authorized Signatory.





Project Close Out

Project Close-out

- Final payment requests and all deliverables, including a final project summary report must be completed/uploaded within **30 Days** after the funding agreement expiration or project completion date.
- A final amendment along with a final amortization schedule will be completed for all loans.



Initiate a Recipient Close Out Report

Document Information: [WQC-2015-SequPW-00008](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment F
Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

Document Type	Name
Recipient Close Out Report	Initiate a/an Recipient Close Out Report

- Initiate the Close Out Report the same way as a PRPR.
- Unique subdocument number created when initiated.



Recipient Close Out Report

RECIPIENT CLOSE OUT REPORT
By Task Summary

Task Title	Summary of Accomplishments*	Actual Outcome*
Project Administration/Management	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>
Design Plans and Specs, Environmental Review	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>
Construction Management	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>
Construction	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">0 of 2000</p>

Overall Summary

Lessons Learned *

0 of 2000

List of documents prepared under this agreement

0 of 2000

General Comment

0 of 2000

Upload Supporting Documents

Note: upload two-page summary here



Two-Page Summary

- Short summary of project outcomes and challenges.
- Clear project photos.
- **Email Final draft to Ecology Project Manager before uploading to the Recipient Close Out Report.**

[Project Title]
[Recipient]
[Grant or Loan Number]
[Project open and close dates]
Final Total Project Cost: \$
Ecology Funded Water Quality Improvement Cost: \$
Additional Water Quality Improvement Cost: \$
Other Project Cost: \$

Content and Project Description
[This project improves water quality in the (Name of Waterbody) through the installation of (Type of Water Quality Facilities) at (Project Location) in the (City/Country) of (Name). This project provides treatment for (Total Suspended Solids (TSS), Oil (Total Petroleum Hydrocarbons), Dissolved Copper, Dissolved zinc, and Total Phosphorus) and also reduces flows to (Water Body Name) by increasing stormwater infiltration and/or providing stormwater detention. Additional benefits of this project include (list).]
[Provide a brief narrative to describe why your community needed this water quality project. Describe the pre-project conditions and the water quality problem. Include information related to the problems the project will fix/help fix, such as beach closures, complaints, health hazards, citizen complaints, regulatory compliance issues, newspaper articles, ugly smelly water etc.]

Project Accomplishments
In order to improve water quality, the (Name of recipient) installed:
Facilities Designed and/or Constructed:
• (# type)
• Basin area (total acres draining to these facilities), (land use type)
These (BMPS) provide (flow control, source control, treatment).
[Provide a brief narrative of performance successes (i.e. project completed on schedule and within budget), partnerships, and other benefits.]

	Flow Control
per year (lbs.)	Equivalent Area (ac)

Project web page found (here)

Project Map caption



Submitting Recipient Close Out Report

- Go back to the main menu on the subdocument and click “View Status Options” under Change the Status.

Recipient Close Out Report Menu

Document Information: [RCOR-2016-LongPW-00146](#)
Parent Information: [WQC-2016-LongPW-00011](#)

 **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

- Submit Close Out report:

Possible Statuses

RECIPIENT CLOSE OUT REPORT SUBMITTED

[APPLY STATUS](#)

RECIPIENT CLOSE OUT REPORT CANCELLED

[APPLY STATUS](#)

- Ecology Project Manager will be notified through EAGL.





Resources

Resources

- PowerPoint of this presentation
- Ecology Contacts
- File Management Guidance
- Upload Guidance
- Managing Roles Guidance
- Resource List (web links)
- Application Workshop Information



Resources

- EAGL
<https://secureaccess.wa.gov/ecy/eagl>
- Funding guidelines <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-Combined-Funding-Program/WQC-funding-cycle>
- Administrative Requirements (EAGL Yellow Book)
<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>
- Water Quality Grant and Loan Resources
<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>
- EAGL Grant & Loan Webpage
<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>



THANK YOU!

QUESTIONS OR COMMENTS?

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