



Welcome to Ecology's Water Quality Funding Recipient Training

Today's Session will be Recorded.

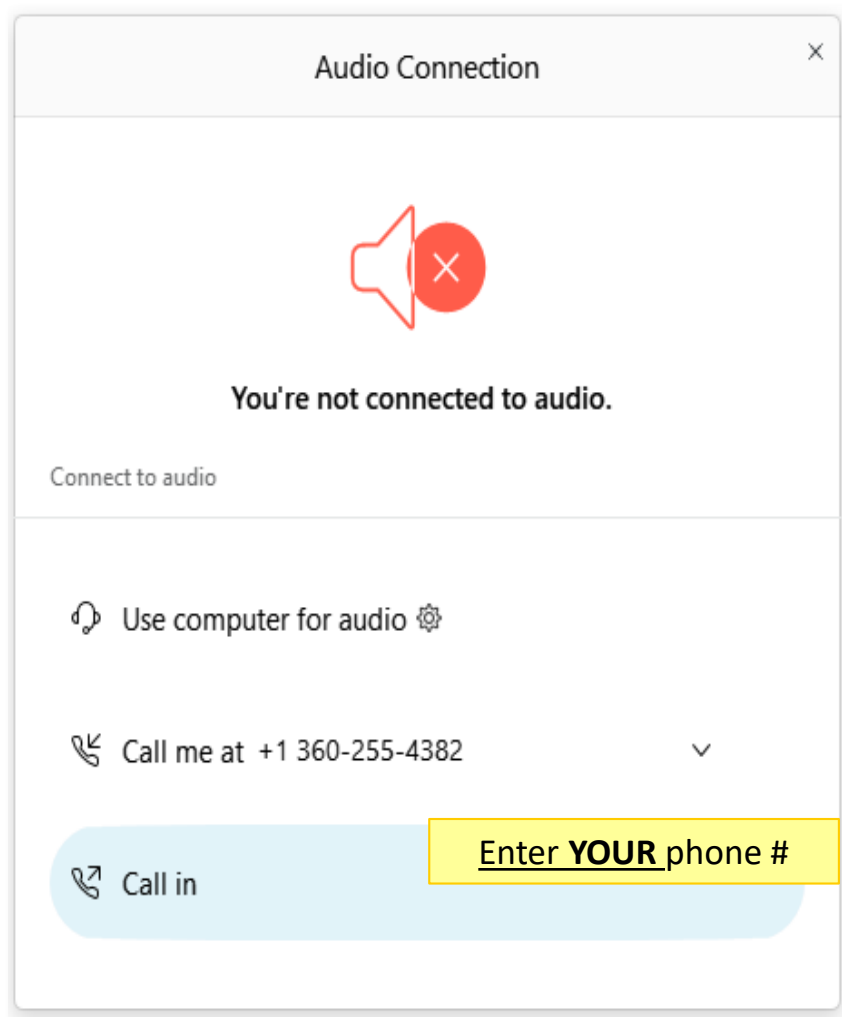
Technical Problems?

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

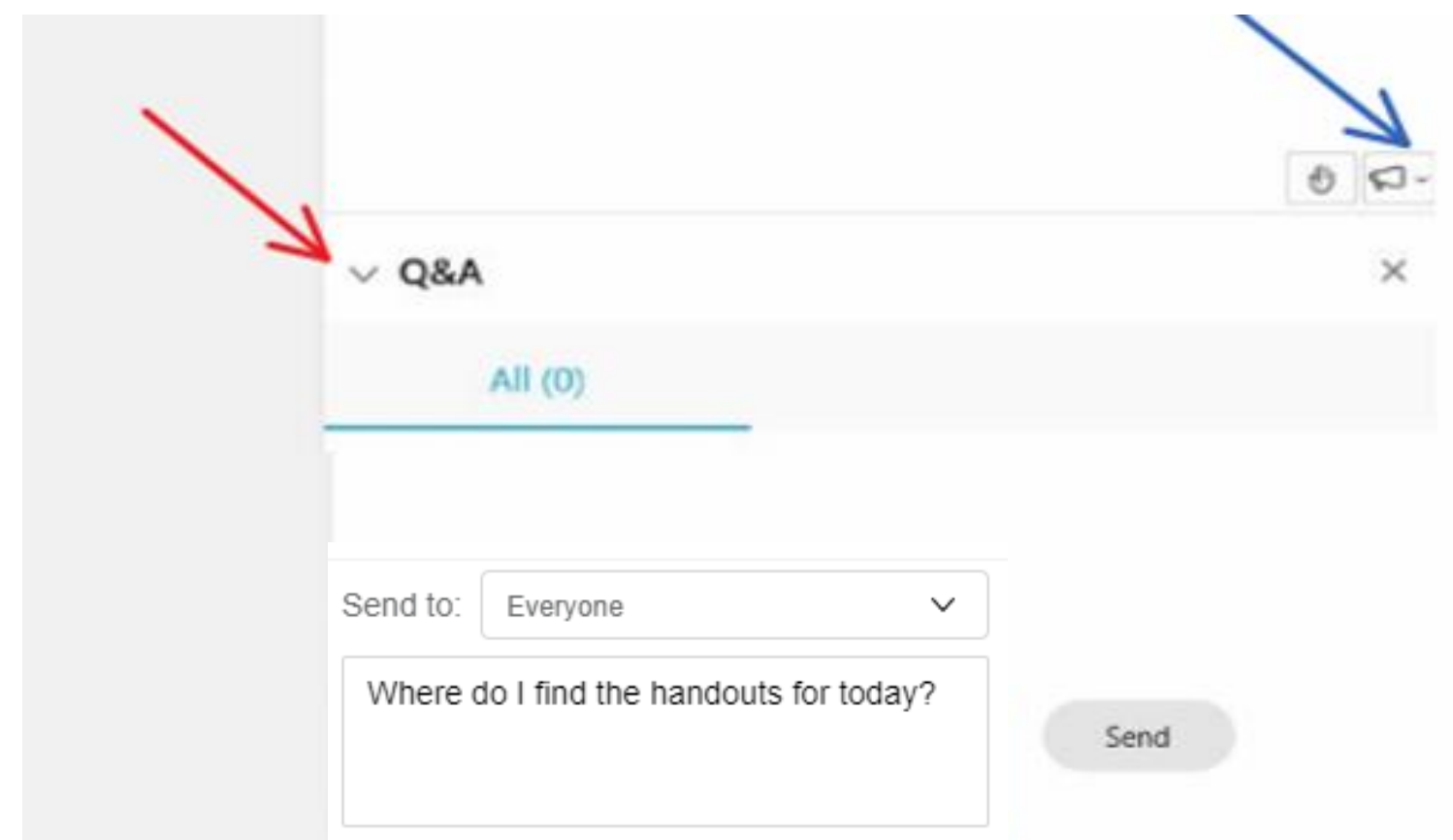
C. Call in using your phone.

There may be several different numbers that you can try.

Questions for the Panelists?

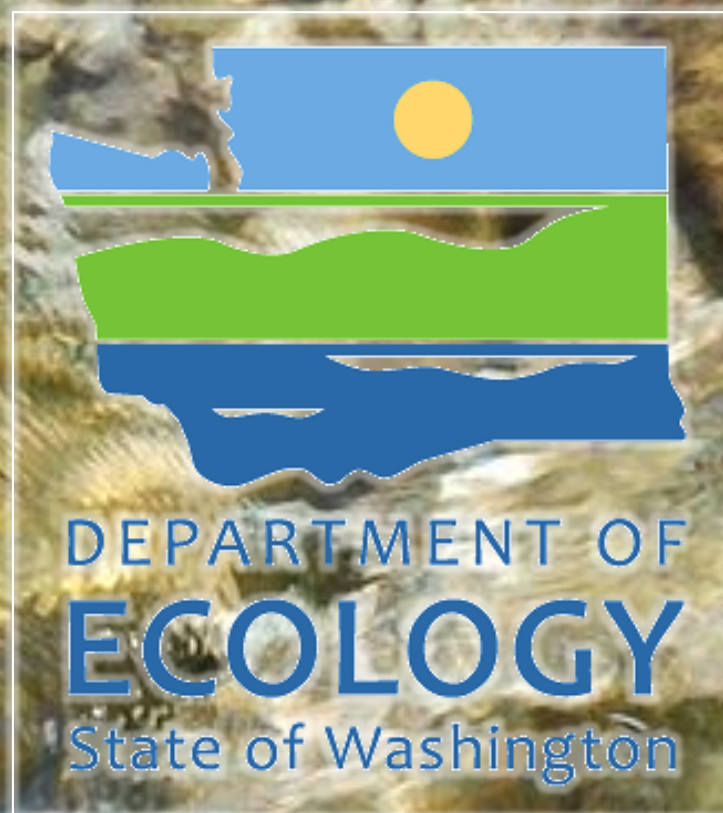
To ask a question about the presentation, use the Q&A Box located in the lower right portion of your Web-Ex window.

Use the  to provide feedback to the panelists.



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





FY 2022 RECIPIENT TRAINING

Nonpoint Activities

July 2021

WATER QUALITY PROGRAM

Today's Presenters



Eliza Keeley-Arnold – Water Quality Nonpoint Funding Coordinator

Eliza has been with Ecology for five years, currently serving as the Nonpoint Funding Coordinator. Her background includes a variety of field, lab, and environmental education work related to water quality.

In her spare time she enjoys applying permaculture practices on her homestead in western Washington.



Heather Simmons – Project Manager, Central Region

Heather has been a project manager for seven years. Previously, she was the Executive Director for the Washington Resource Conservation & Development Council and a Wildlife Biologist for the Yakama Nation.

In her spare time, she spends time at the dog park, works on renovations around her house and yard, and dreams of traveling again.

Handouts

- Nonpoint PowerPoint Presentation
- Ecology WQ Contacts
- File Management Guidance
- EAGL Upload Guidance
- Managing EAGL Roles Guidance

Training opportunities and materials

Funding recipient training and materials

Hint: Click the plus sign



Today's Objectives

1. Understand what to expect from negotiation to project closeout.
2. Understand what Ecology expects from you throughout the life of your project.

Hint: Avoid stressing about audits with sound financial and project management.

3. De-mistify the terms and conditions, and other “bureaucrat-ese”.

Hint: Your Ecology team are nice people who want to help 😊

4. Navigate EAGL with minimal angst.



Overview 1 – Morning (10am-Noon)

- Agreement Development
 - Agreement Components & Negotiation Process (Eliza)
 - Scope of Work, budget, schedule (Heather)
- Terms and Conditions – Action Items (Eliza)
- Budget, Eligible Expenses, and Match (Eliza)



Overview 2 – Morning (10am-Noon)

- EAGL Basics
 - Access and helpful resources (Eliza)
 - Roles (Eliza)
 - Document Management (Heather)

~Lunch and Chat with presenters 12:15-1pm~



Overview 3 – Afternoon (1pm-3pm)

- Cultural Resources Review Overview (Heather)
 - In depth: July 15th, 9:00 am
- BMP Approval Process (Heather)
 - Landowner Agreements, Site Plans, Permits, etc.

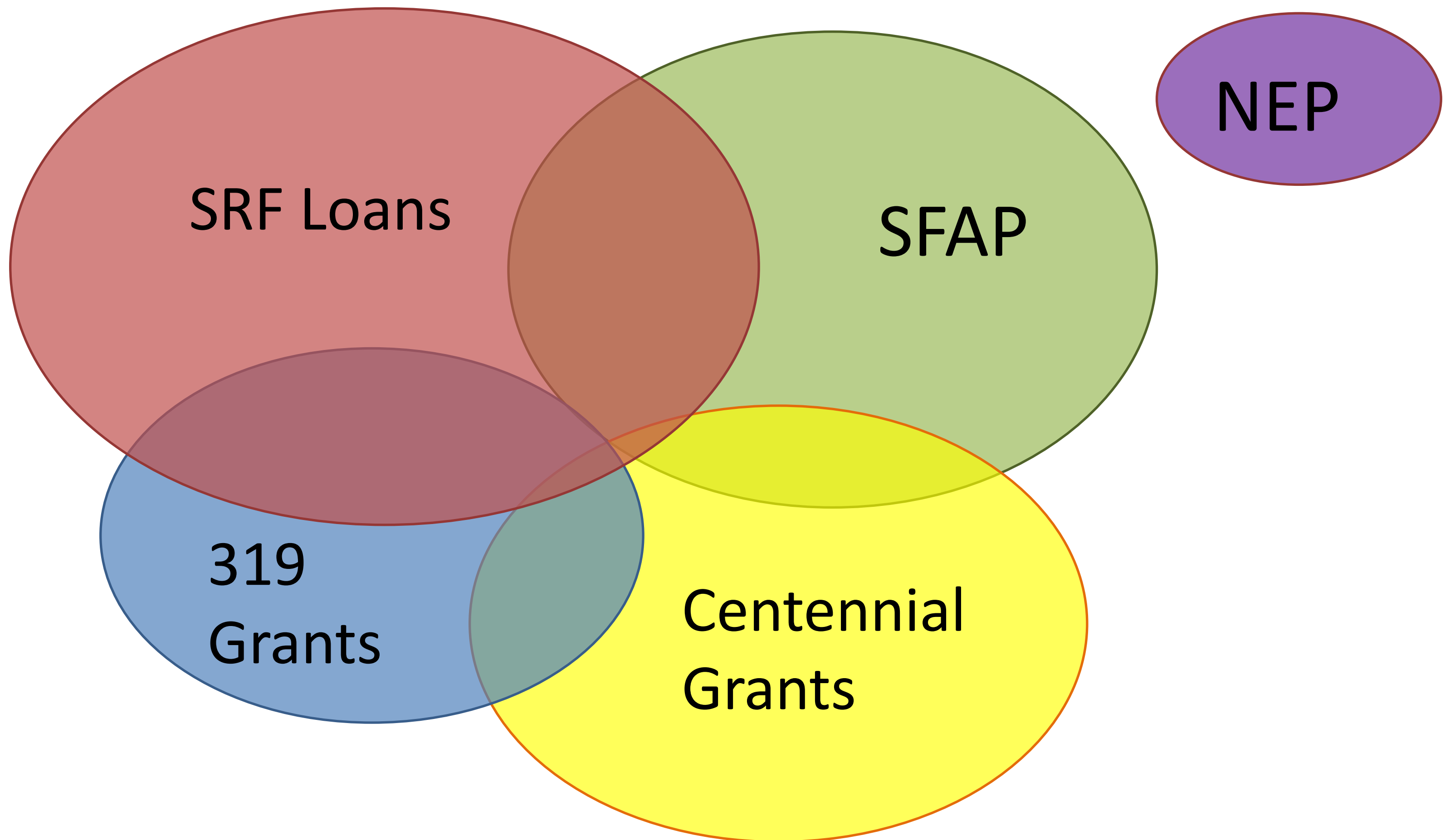


Overview 4 – Afternoon (1pm-3pm)

- Payment Request/Progress Reports (PRPRs) (Eliza)
 - Who, When, How
 - Backup Documentation
- Mapping and Metrics Reporting (Heather & Eliza)
- Amendments (Heather)
- Closeout Process (Heather)



Water Quality Integrated Funding



Centennial projects tagged as 319 match must follow 319 federal reporting requirements.



A serene forest scene featuring a calm stream flowing through a dense woodland. The water is still, reflecting the surrounding greenery and the soft, diffused light filtering through the trees. Large, moss-covered logs are scattered along the stream's edge and in the water, adding texture and depth to the landscape. The trees are heavily laden with moss, and the overall atmosphere is misty and ethereal.

Agreement Development: Steps and Process

Overview of the Agreement (1 of 2)

- General Info
- Short Description
- Long Description
- Recipient / Ecology Contact Information



Agreement No. WQC-2020-OkanCD-00195

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

OKANOGAN CONSERVATION DISTRICT

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and Okanogan Conservation District, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Livestock Best Management Practices for Riparian Restoration
Total Cost:	\$333,333.33
Total Eligible Cost:	\$333,333.33
Ecology Share:	\$250,000.00
Recipient Share:	\$83,333.33
The Effective Date of this Agreement is:	12/01/2019
The Expiration Date of this Agreement is no later than:	11/30/2022
Project Type:	Nonpoint Source Activity

Project Short Description:

This project will protect riparian and wetland areas from water quality impacts by installing downed "jackstraw" logs to exclude livestock from three properties. The RECIPIENT will monitor the effectiveness of jackstraw livestock exclusion and the survival and growth of both natural and installed vegetation. In addition, the RECIPIENT will maintain four completed projects previously funded by ECOLOGY, develop three restoration plans, and provide outreach and education to the community.

Project Long Description:

To improve water quality and habitat enhancement practices, the RECIPIENT will install jackstraw barriers to exclude livestock from surface water at three properties. While fencing can be effective for excluding cattle from riparian areas, it is costly and requires annual maintenance which is difficult in remote areas or wetlands. These barriers will mimic natural barriers to browsing by being constructed with downed logs and slash moved into a "jackstraw" formation. The



Overview of the Agreement (2 of 2)

- Signature Page
- Scope of Work (Task 1, Task 2, Task 3...)
- Funding Distributions
- Terms and Conditions

State of Washington Department of Ecology		Page 37 of 45
Agreement No:	WQC-2020-OkanCD-00195	
Project Title:	Livestock Best Management Practices for Riparian Restoration	
Recipient Name:	Okanogan Conservation District	

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS AS OF LAST UPDATED 7-1-2019 VERSION

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)

b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.

c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.

d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. The RECIPIENT must agree to hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

- For capital construction projects or land acquisitions for capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
- For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
- Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves ground disturbing activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

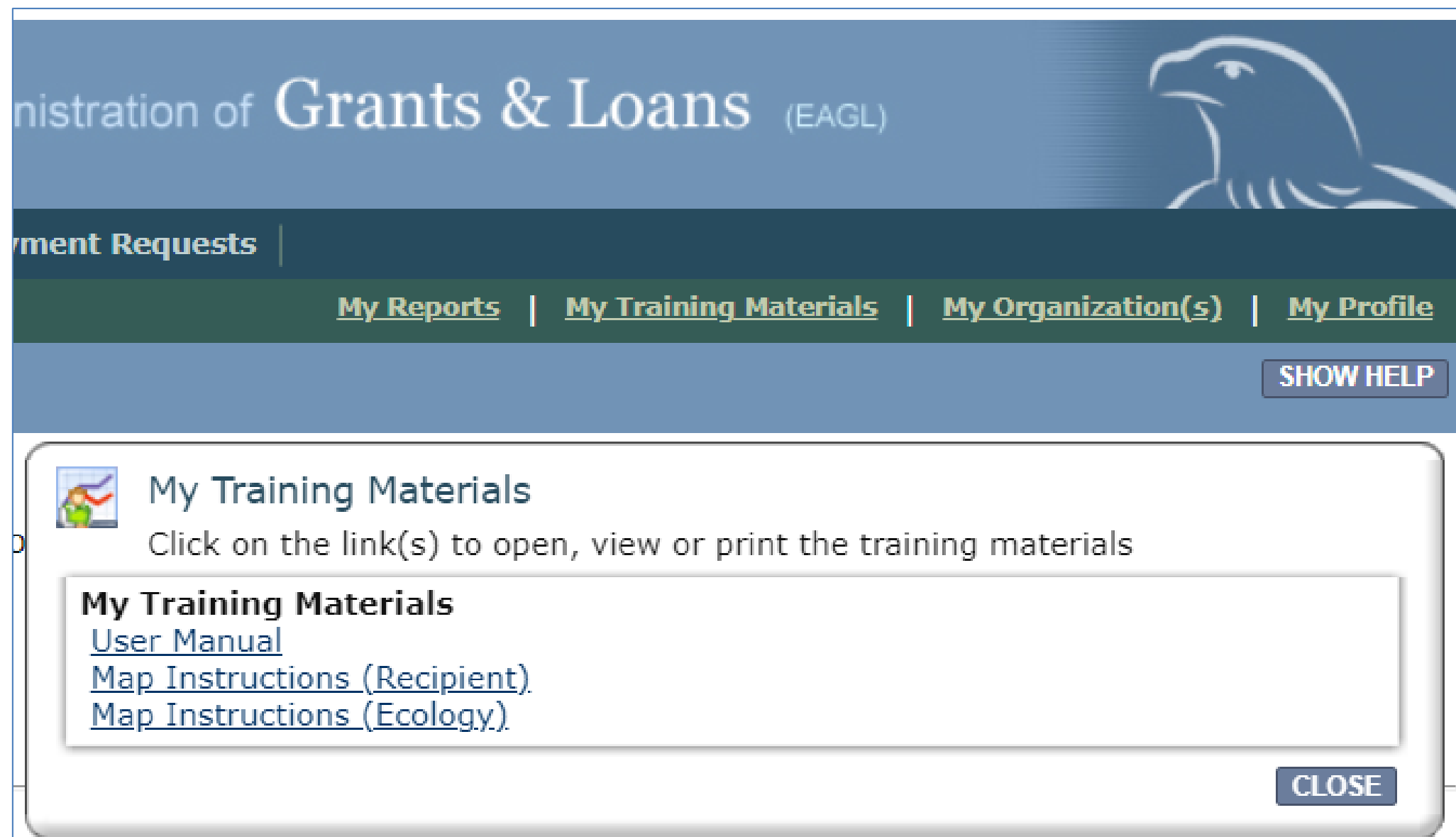
- Keep the IDP at the project site.

Template Version 10/30/2015

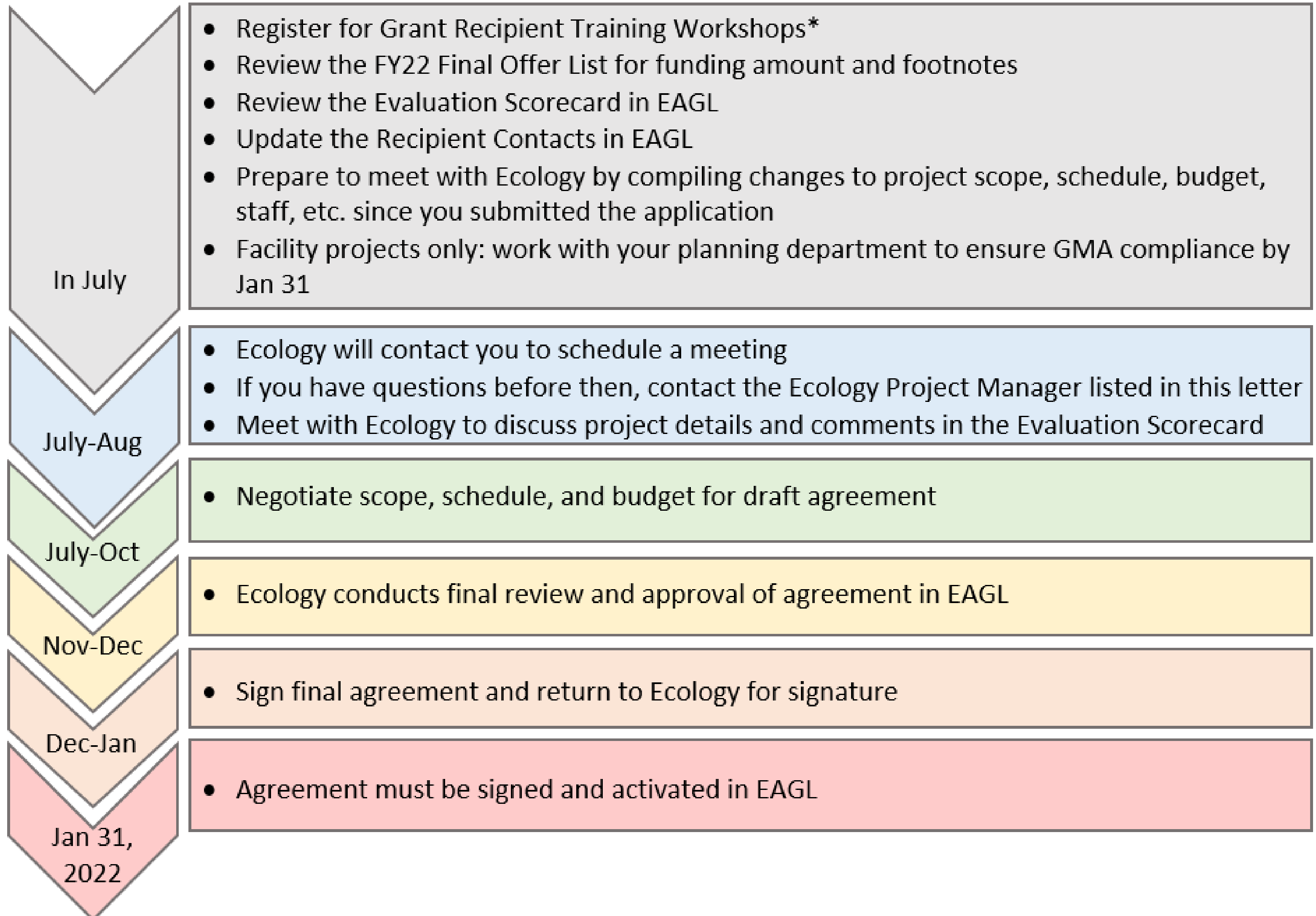


Reference Documents

- [Administrative Requirements for Recipients of Ecology Grants and Loans](#)
 - Also referred to as the “Yellow Book”
- [Water Quality Program State Fiscal Year 2022 Funding Guidelines](#)
- [EAGL User Manual](#)
 - Accessible through EAGL -> My Training Materials -> “User Manual”



Agreement Development Process



Tips for a Speedy Negotiation

Recipient Action Items (1 of 2)

- ❑ Update Recipient Contact Form in EAGL. Ensure roles for your staff are correct.
 - Make sure all team members and signatories have SAW account.
- ❑ Share any new information or changes since application with Ecology Team EARLY.
 - Phone calls can quickly clarify project details & avoid confusion.
 - Be quickly responsive, we'll try to do the same. 😊

**Negotiation
will include**
Scope of Work
Budget
Schedule



Tips for a Speedy Negotiation

Recipient Action Items (2 of 2)

- ☐ Submit additional forms and documents:
 - ☐ Updated detailed budget.
 - ☐ Updated schedule.
 - ☐ Indirect rate documentation.
 - ☐ [Federal Funding Accountability and Transparency Act \(FFATA\)](#) (319 funding only)
 - ☐ Section 319 Initial Data Reporting Form (in EAGL, for 319 OR Centennial match funding).
 - ☐ For Loans, check the [Facility Project Resources page](#).



Agreement Development (1 of 2)

July-August

September-
October

- ☐ **Ecology Project Manager:** contacts you to start agreement development.
- ☐ **You:** provides updates on any changes since time of application.
- ☐ **Ecology team:** develops 1st draft of agreement.
 - ☐ **You:** reviews draft using track changes and comments.
 - ☐ **Ecology and You:** responds to each other's questions and comments
 - ☐ **Everyone:** Finalize draft!!!

THE NEVERENDING



CONTRACT NEGOTIATION

Agreement Development (2 of 2)

October -
November

- ❑ **Ecology Financial Manager:** transfers agreement into EAGL for internal review.

November -
December

- ❑ **EAGL:** notifies Recipient when agreement is ready for signature(s). Your Ecology Financial Manager will email instructions for the electronic signature process.

December -
January

- ❑ **Ecology Financial Manager:** routes agreement for WQ Program Manager's signature and uploads final signed agreement into EAGL, then updates the status in EAGL.



Agreement Active

December -
January

- ❑ **Ecology's Fiscal Office:** changes the agreement status to "Agreement Active."
- ❑ **You:** progress report/payment requests can be submitted!

The screenshot shows the Ecology's Administration of Grants & Loans (EAGL) web application. The header includes the Department of Ecology logo and the title "Ecology's Administration of Grants & Loans (EAGL)". Navigation links include "My Home", "My Applications", "My Reports & Payment Requests", "My Reports", "My Training Materials", "My Organization(s)", and "My Profile". A "SHOW HELP" button is also present.

Below the navigation bar, there is a "Back" link and the "Application Menu" section. The "Document Information" is displayed as "WQC-2015-Lind-00122". A "Details" link is available.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Lind town of	Funding Program Administrator	Agreement Active	N/A - N/A 12/04/2013 11:59PM PST





Agreement Development: Scope of Work

Agreement Development: Project Dates

- **Effective Date** = First date that eligible project costs can be reimbursed.
 - Actual start of project.
 - Agreements must be signed within 7 months of the offer list date.
 - Activity must commence within 3 months of the effective date (this can be planning or outreach).
- **Expiration Date** = Last date that eligible project costs can be reimbursed.
 - End of project and final due date for all expenses.
 - You have 30 days after expiration to submit final deliverables, close out reports, and final payment request / progress report.
 - Cannot exceed 36 months past effective date (without amendment).



Task 1: Grant and Loan Administration

- Boilerplate task - same on all agreements.
- Items to be charged to Task 1:
 - Meetings with Ecology for the agreement itself (ex., negotiation).
 - Time spent on payment requests/progress reports.
 - Time spent on Closeout Report/Project Outcome Summary Report.
 - Overall grant/loan administration.
- Cannot be more than 15% of the Total Eligible Cost.



Agreement Negotiation: Scope of Work

- **Task Cost** = Total Eligible Cost (grant + match).
 - Should be supported by the itemized budget spreadsheet.
- **Task Description** = The work to be done.
 - Identify sites (if known) or how sites will be identified.
 - Specific BMPs, summarize total acres/quantity.
 - Specific standard requirements (provided in template).
- **Task Goal** = Purpose of the task.
- **Task Outcome** = Results of the task, quantitative and measurable change.
 - For example: Restore 2.5 miles of 100' riparian buffer along the Chehalis River.
 - Install 6 temperature data loggers in Stoney Creek.
 - Complete 5 conservation plans in the Lower Deschutes Watershed.



Scope of Work – Deliverable Table

- Be specific.
 - How many?
 - How often?
 - Metrics, metrics, metrics...
- How work will be documented and submitted.
- Consider order of activities.




Deliverables

Number	Description	Due Date
2.1	Signed Landowner Agreements. Upload to EAGL prior to implementation. Provide a template agreement to the ECOLOGY PM for approval before obtaining landowner signature for all properties.	
2.2	Cultural resource review requirements. Submit the Ecology Cultural Resources Review Form and any supplemental cultural resource documentation, including surveys, to the ECOLOGY PM. Upload an Inadvertent Discovery Plan for each site to EAGL prior to project installation. Do not upload any other cultural resource related documents to EAGL.	
2.3	Required permitting. Upload a completed and signed Permit Form for each site to EAGL.	
2.4	Riparian Planting and Stewardship Plan. Upload an approved, signed copy to EAGL for each site prior to project installation.	
2.5	BMP Approval Form. Complete and submit to ECOLOGY Project Manager for each implementation site with associated site plans, maps, and supporting documentation. Upload an approved, signed copy to EAGL prior to BMP installation.	
2.6	Cushing, Phase 2: Install 14 BDAs, 3 PALS, and 350 native, riparian shrubs and trees. Report the metrics of the final completed BMPs in a progress report and the RCOR (Task 1).	
2.7	John: Install 5 BDAs, 2 PALS, and 500 native, riparian shrubs and trees. Report the metrics of the final completed BMPs in a progress report and the RCOR (Task 1).	
2.8	Collin: Install 4 BDAs and 150 native, riparian shrubs and trees. Report the metrics of the final completed BMPs in a progress report and the RCOR (Task 1).	
2.9	Lewis: Install 4 BDAs, 3 PALS, and 150 native, riparian shrubs and trees. Report the metrics of the final completed BMPs in a progress report and the RCOR (Task 1).	
2.10	Vegetation monitoring and maintenance. Provide appropriate monitoring and maintenance to meet the objectives for survival, density, or other. Provide monitoring and maintenance results in progress reports and final plant survival and density in the Recipient Closeout Report (Task 1).	

Scope of Work – Common Deliverables

- **Load Reduction reporting**
 - Required for Section 319 funds or Centennial used as match to 319. We offer training in January (stay tuned!).
- **Landowner agreement**
 - Required for BMP implementation.
 - Must meet requirements found on page 33-34 of the FY22 Funding Guidelines.
- **Cultural Resource Review**
- **BMP Approval Form**
 - See slide **67-71** and page 31-32 of the FY22 Funding Guidelines



Items to include...



Scope of Work – Conditional Items

- **Light Refreshments**


- Non-alcoholic beverages and snacks.
- Meals are not eligible.

- **Equipment Purchase**

- Negotiate what equipment can be purchased and set spending limit.
- Should be based on application and be specific to the project.
- Additional form for equipment over \$5,000.

- **Training**

- Must be necessary to complete the scope of work.
- Negotiate specific trainings and total amount to be spent.



Items to include...



Any items not in the scope of work must be pre-approved by Ecology to be eligible for reimbursement!

Scope of Work - Environmental Monitoring

Quality Assurance Project Plan (QAPP)

- Required for environmental monitoring (water quality, groundwater, soil).
- Not required for basic project monitoring.
- Start early - can take months to write and months to approve!



Required if the project...

- Generates new environmental data **OR**
- Interprets or analyzes existing environmental (including GIS) data **OR**
- Uses models to simulate or predict environmental conditions.

QAPP

Monitoring Templates

- Request the QAPP template from your Ecology Project Manager (v. 2019)

Please do not use template from website (that is for NEP grants only).



Must be approved by Ecology prior to monitoring!

Quality Assurance Project Plan

Methow Water Quality Restoration and Monitoring Project



Agreement Number: WQC-2020-MSRF-00143

EIM Study ID: G1400529

April 2020 - Final

4-6 Months for development and approval



Quality Management?





Submitting Data: Environmental Information Management (EIM)

- [EIM Data Entry Templates](#)
 - Hint: Consider this template when developing data collection forms to make data entry easier:
- Submit data through [EIM system](#).



Templates & Guidance

Data entry documents

Overview

[Data Types We Don't Put in EIM](#)

[EIM Data Disclaimer and Reliability Statement](#)

[How to Submit Data to EIM \(for public users\)](#)

Steps for making an account and submitting data

[How to Submit Time-Series Data to EIM](#)

Steps for submitting/loading sensor, transducer, or other continuous monitoring field instrument data

Templates & guidance

Study [Help](#)

Help for submitting your study info. Use online form in the Loader (public) or Editor (Ecology Staff)

Location [Template](#) [Help](#)

Help for submitting field locations and wells

Result [Template](#) [Help](#)

Help for submitting discrete result field and lab data.

Time-Series Result [Template](#) [Help](#)

Help for submitting sensor, transducer, or other continuous monitoring field instrument data

Well Water-Level [Template](#) [Help](#)

Help for submitting well water levels

Scope of Work - Education and Outreach

- Events such as classroom activities, booths at fairs, community meetings, etc.
- Outreach materials such as brochures, calendars, newsletter articles, social media posts, signs.
- Not eligible: swag





Yeah, why do
people
always pick
me up and
rub my belly?

Terms and Conditions

- PROJECT SPECIFIC TERMS AND CONDITIONS (rare)
- SPECIAL TERMS AND CONDITIONS
 - Section 1: Definitions
 - Section 2: Water Quality Combined conditions (A-L)
 - Section 3: 319 and Centennial Match conditions (A-C)
 - Section 4: 319 Grant and SRF Loan conditions (A-H)
 - Section 5: SRF Loan conditions(A-R)
- GENERAL FEDERAL CONDITIONS (1-2)
 - Debarment and Suspension
 - FFATA
- GENERAL TERMS AND CONDITIONS (1-29)
 - Agency wide conditions



*** Available in FY22 Funding Guidelines, Appendix F**

Equal Opportunity

Terms and conditions action items with good intentions

- Business opportunity should be available to anyone with the qualifications to do the work.
- Be open, fair, and legitimate when sourcing goods, services and contractors
 - ☐ Include Disadvantaged Businesses (hint: There's a [directory to search](#))
 - ☐ Run a search in [the System for Award Management database \(SAM\)](#) prior to contracting. Save and upload with payment requests.
 - ☐ Track payments to all contractors on Form D with each payment request (In EAGL).



Procurement Policies and Training

Must follow state procurement laws when purchasing goods and services.

SAM Search



Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

[Log In](#)

[Create an Account](#)

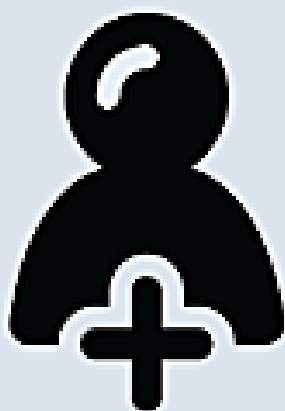
[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

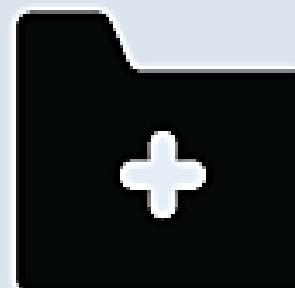
Getting Started

Create A User Account



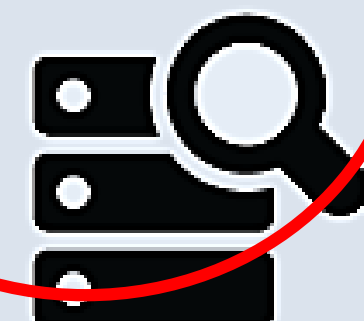
Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

Equal Opportunity (2 of 2)

- **Minority and Women's Business Participation**
 - Include qualified minority and women's businesses on solicitation lists.
- **Education and Outreach**
 - The messaging of your education & outreach activities must reach your target audience - **Don't let language be a barrier.**
 - Identify which communities in the project area have more than five percent or 1,000 people that speak English less than very well. Plan to translate materials into those languages.



Environmental Justice Resources

- [EPA's EJ screening tool](#). Ecology developed a "[quick guide](#)" to use EJ Screen.
- If your Linguistically Isolated Population number is above 5%, use the [American Fact Finder database](#) to find out more about which languages are spoken and how many individuals speak English "less than very well."
- If you find there are non-English speakers that are above the 5% or 1,000 person EPA threshold, you should consider language work.
- Washington Environmental Health Disparities Map [Information Page](#).
- Washington Environmental Health Disparities [Online Mapping Tool](#).
- Environmental Health Disparities Map [Report](#).
- [Appendix O covers our Environmental Justice Policy](#)



Funding Recognition

Funding Recognition

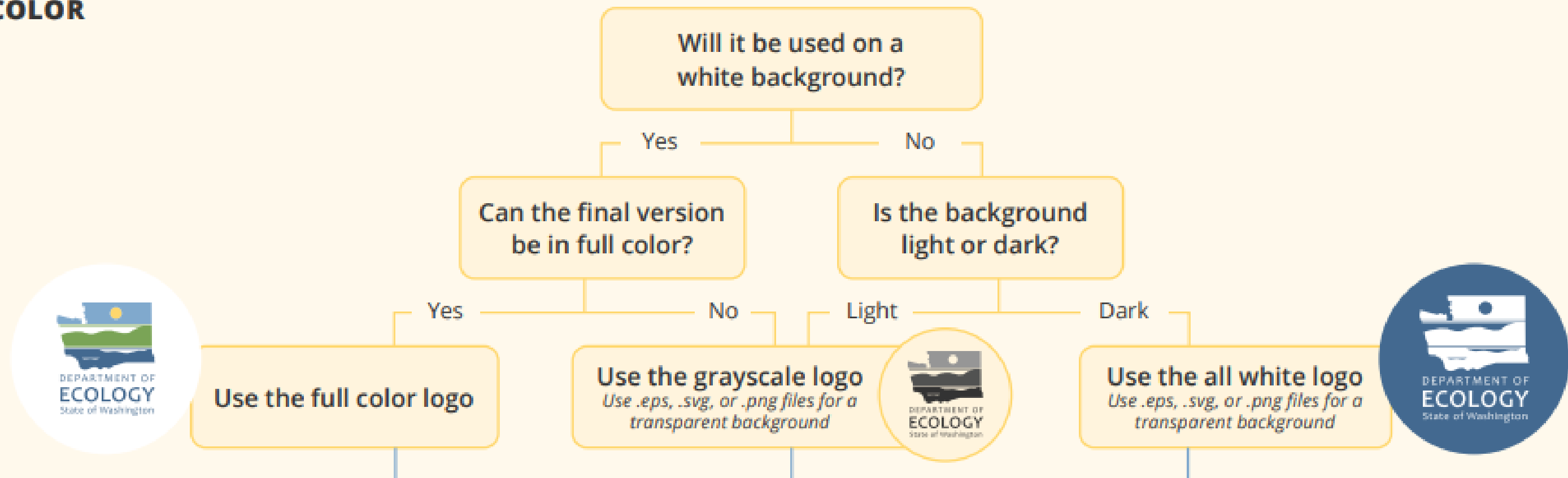
- Provide recognition of funding source on documents and other products produced during the project.
- Appropriate signage must appear at project sites that are accessible to the public.
- Ecology logos are available upon request.
- EPA recognition required for 319 projects.

Ask your PM or
FM for a logo file
(don't use
screen shots
please)!

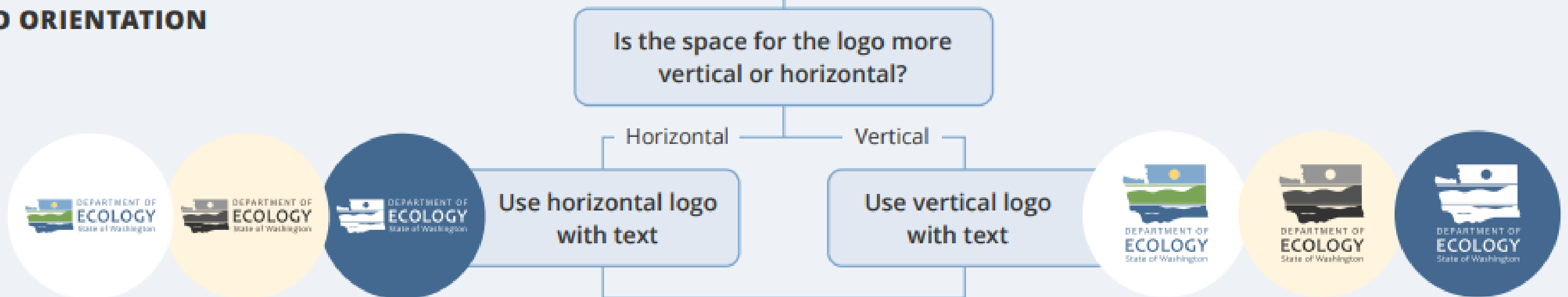


What Logo Should I Use?

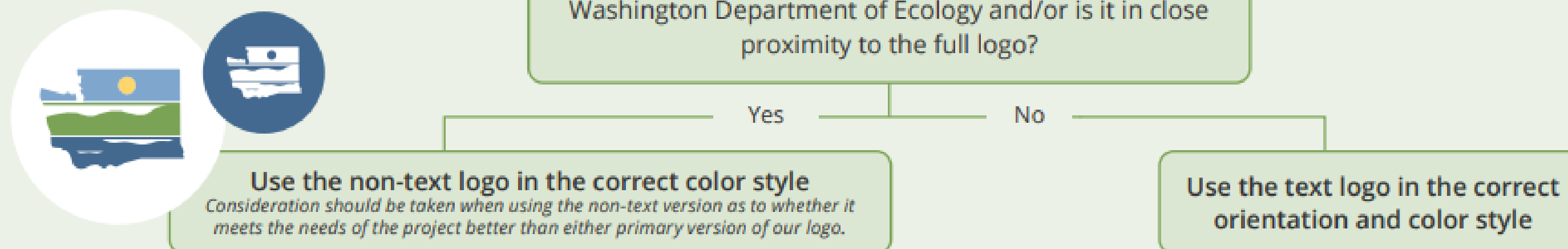
LOGO COLOR



LOGO ORIENTATION



WITH OR WITHOUT TEXT



BREAK TIME!!!



Budget, Eligible Expenses, and Match



Budget

- **Task Costs**
 - Review the detailed budget submitted with the application, update as needed.
 - Add up expenses from detailed budget for each task, by ECY grant and match.
 - Match does not have to be 25%:75% for each task, as long as the TOTAL adds up to 25%:75% for the Agreement Total Eligible Cost (TEC).

Scope of Work Budget Summary Example 1	Recipient Share	Ecology Share	Task Total (TEC)
1. Grant & Loan Administration	\$5,000	\$0	\$5,000
2. Riparian Buffer Restoration	\$60,000	\$200,000	\$260,000
3. Livestock Water and Waste Management	\$8,333	\$40,000	\$48,333
4. Landowner Outreach and Technical Assistance	\$10,000	\$10,000	\$20,000
TOTAL	\$83,333 (25%)	\$250,000 (75%)	\$333,333 (100%)

Indirect Rate

- Provide documentation
 - No specific form or template, just needs to identify the rate and the types of costs included.
- 28.3% maximum for 319 and matching Centennial (SFY22)
- 30% maximum for Centennial
 - See pages 34-36 in the “Yellow Book” for more on indirect rate.



Funding Distribution (Budget)

- Broken out by funding source
- Linked with tasks and expenditures on payment requests.
- Buffer Incentive (if applies) will have its own.

By Task Funding Distribution

Task Title	Centennial	Buffer Incentive	Total
Project Administration/Management	\$6,111.09	\$ -	\$6,111.09
Riparian Revegetation	\$ -	\$235,555.57	\$235,555.57
Water Quality Monitoring	\$25,000.00	\$ -	\$25,000.00
Total	\$31,111.09	\$235,555.57	\$266,666.66

Recipient/Ecology Share

Funding Distribution	Recipient Match %	Recipient Share	Ecology Share	Total
Centennial	25.00%	\$7,777.77	\$23,333.32	\$31,111.09
Buffer Incentive	0.00%	\$0	\$235,555.57	\$235,555.57
Total		\$7,777.77	\$258,888.89	\$266,666.66

Total Eligible Costs	Ecology Share	Recipient Share
\$266,666.66	\$258,888.89	\$7,777.77



Eligibility Determination

Before buying, be sure the good or service is:

- ☐ Purchased or provided during grant time frame.
- ☐ Necessary to accomplish the scope of work written in the agreement.
- ☐ Eligible for reimbursement.



- **Keep receipts/invoices/contracts/travel logs**

- ★ **See FY2022 Guidelines (Section 2.5, pages 28 - 45)**

- ★ **Administrative Requirements - Yellow Book (pages 26-36) for eligible/ineligible activities.**



Cost Limitations: Pre-Set Limits

Some expenses have specific cost limitations

- **Direct Seed**
 - Funding Guidelines Appendix G.
- **Livestock BMPs**
 - Funding Guidelines Appendices H, I.
- **Travel**
 - Must be related to approved training or scope of work activity.
 - State travel policies and per diem apply.
 - Vehicle mileage (\$0.56/mi as of 01/01/21).
 - Vehicle rental eligible for reimbursement if justified.



Cost Limitations

Some expenses are negotiated with limits written into the task description.

- **Light Refreshments**
- **Training**
 - Must be necessary for the staff to complete their responsibilities in the scope of work. (# of staff x estimated cost).
- **Equipment**
 - Most cost effective option: Purchase vs. Rental/Use Fee.
 - Requires completion of Equipment Purchase Report in EAGL if \$5,000 (single item) or over.



Make sure supplies are in your agreement before you go shopping!



Match Baseline Requirement

- 25% match required for all nonpoint projects.
- Indicate type when you enter expenditures in EAGL:
 - Cash
 - In-Kind Interlocal
 - In-Kind Other
 - Only allowed for Ecology grants up to \$250,000 (TEC ≤\$333,333)
- Match activities/expenses must:
 - Be eligible under our guidelines and the Yellow Book.
 - Occur during the time frame of the grant.
 - Relate directly to the activities outlined by the grant agreement.
 - Benefit the same area (watershed, stream, river, etc) addressed by the project.
 - Be documented (upload with payment)!

Identify sources of match on the detailed budget and confirm eligibility during negotiation!



Ineligible Match

- Items/services not eligible for Ecology reimbursement.
- Activities not included in scope of work.
- Match from same grant or fund source.
 - Centennial
 - EPA funds (Section 319 or any other EPA grants)
 - Centennial used to meet Ecology's EPA match obligation
- Match used for another fund source elsewhere.
 - Check with funding agency.



Unfortunately, beavers are not eligible match.



Cash Match



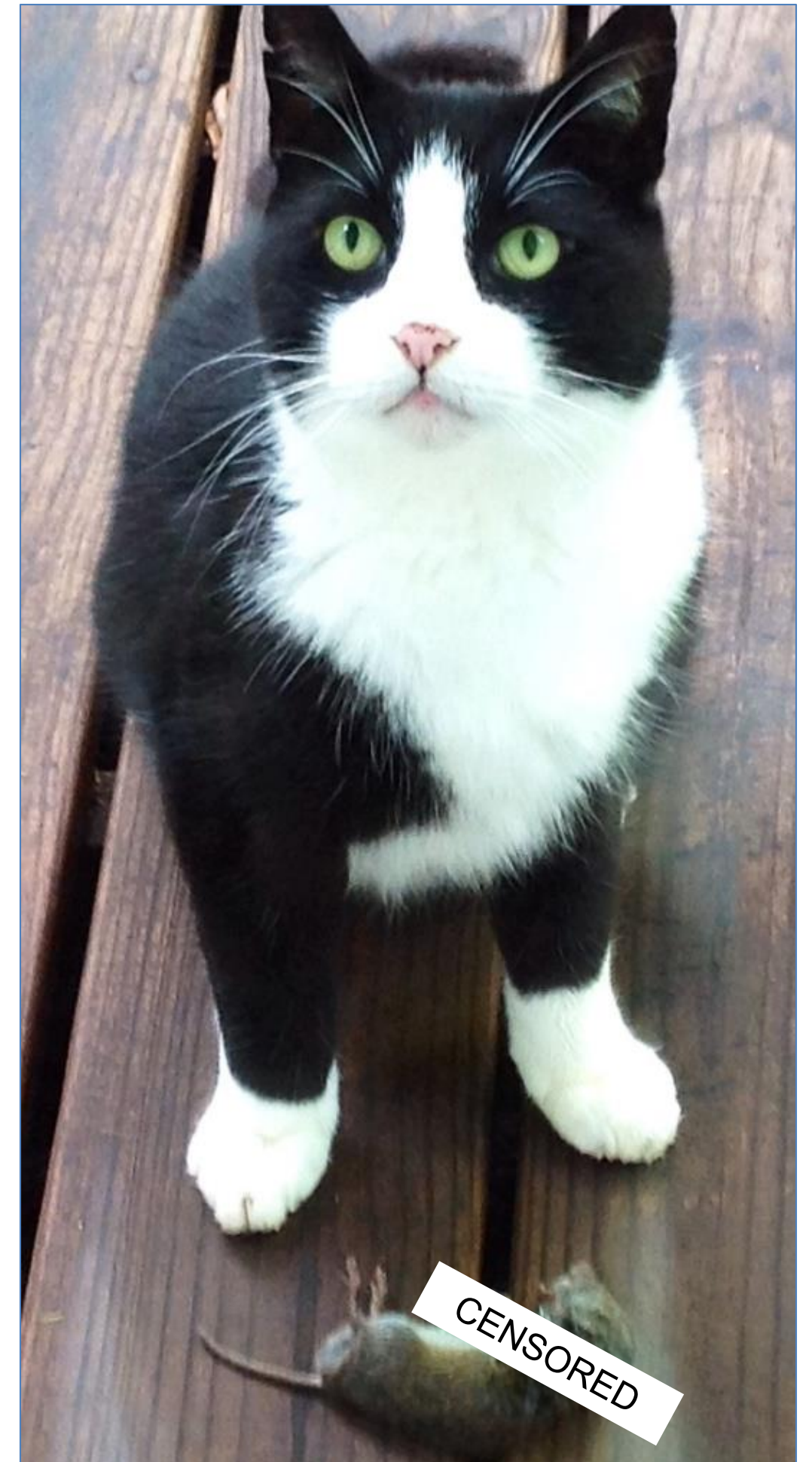
CASH:

- Project cost paid by recipient
(not reimbursed by the WQC grant)
- Some other grant sources awarded to the recipient may be used (check with your Ecology Financial Manager)
- Ecology will reimburse 75% until match has been met.
 - This percentage will change from payment request to payment request if using in-kind match.



In-kind Interlocal Match

- Goods & services provided/paid for by third-party *governmental* entity.
- Interlocal agreement must be provided to Ecology and include:
 - Details of work, goods, and /or services contributed to project
 - Monetary value
 - Signatures of both parties
 - Align with RCW 39.34 Interlocal Cooperation Act.



In-Kind Other Match



- Contributed to the project by a third party ***without direct monetary compensation.***
- Only allowed for grants up to \$250,000
- Ex: Volunteer events, landowner maintenance of installed BMPs, tools/material donated toward the project, donated employee services.

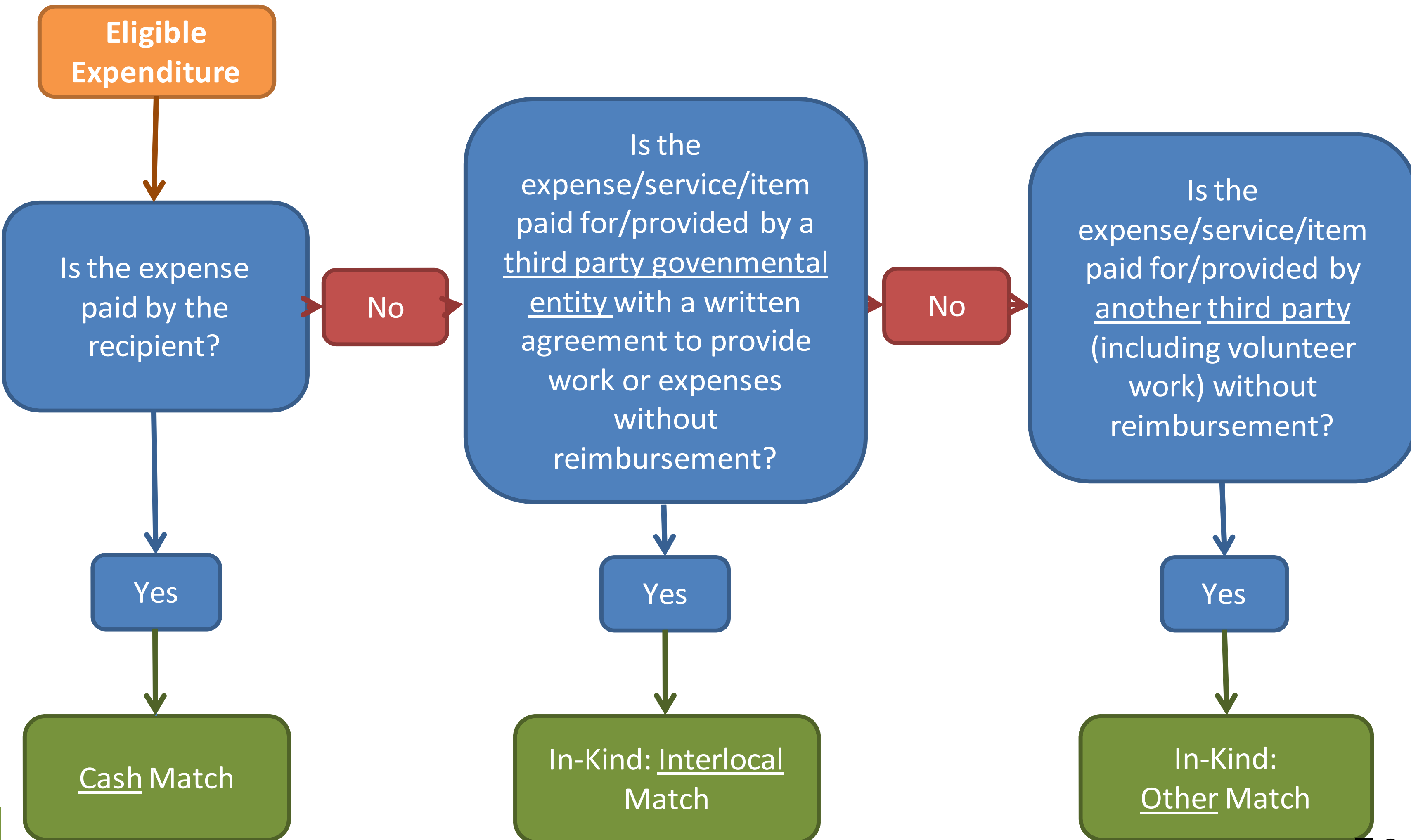


Volunteer Hours as Match

- Types of volunteer hours eligible as match:
 - Third party donates the services of an employee to a project at no charge to the recipient.
 - Voluntary labor or services from an adult.
 - Voluntary labor from a minor.
- Volunteer labor must be documented using a time record signed by a volunteer coordinator and approved by the recipient.
- See hourly rates per volunteer type on pg 39-40 of the Yellow Book, which references the [Occupational Employment Statistics](#).



What kind of match do I have?



What kind of match do I have? (cont.)

QUIZ: Cash, In-Kind Interlocal, or In-Kind Other?

- | | |
|---|---------------------|
| <input type="checkbox"/> Plants purchased by recipient | Cash |
| <input type="checkbox"/> Volunteer hours for riparian planting | In-Kind Other Match |
| <input type="checkbox"/> Landowner equipment use | In-Kind Other Match |
| <input type="checkbox"/> Staff time from local government partner | Interlocal Match |
| <input type="checkbox"/> Recipient travel reimbursement | Cash Match |
| <input type="checkbox"/> Recipient monitoring | Cash Match |
| <input type="checkbox"/> Use of existing recipient equipment | In-Kind Other Match |
| <input type="checkbox"/> Salmon Recovery Fund Board grant work that aligns with project | Interlocal Match |



EAGL



EAGLE vs EAGL

This is an EAGLE.



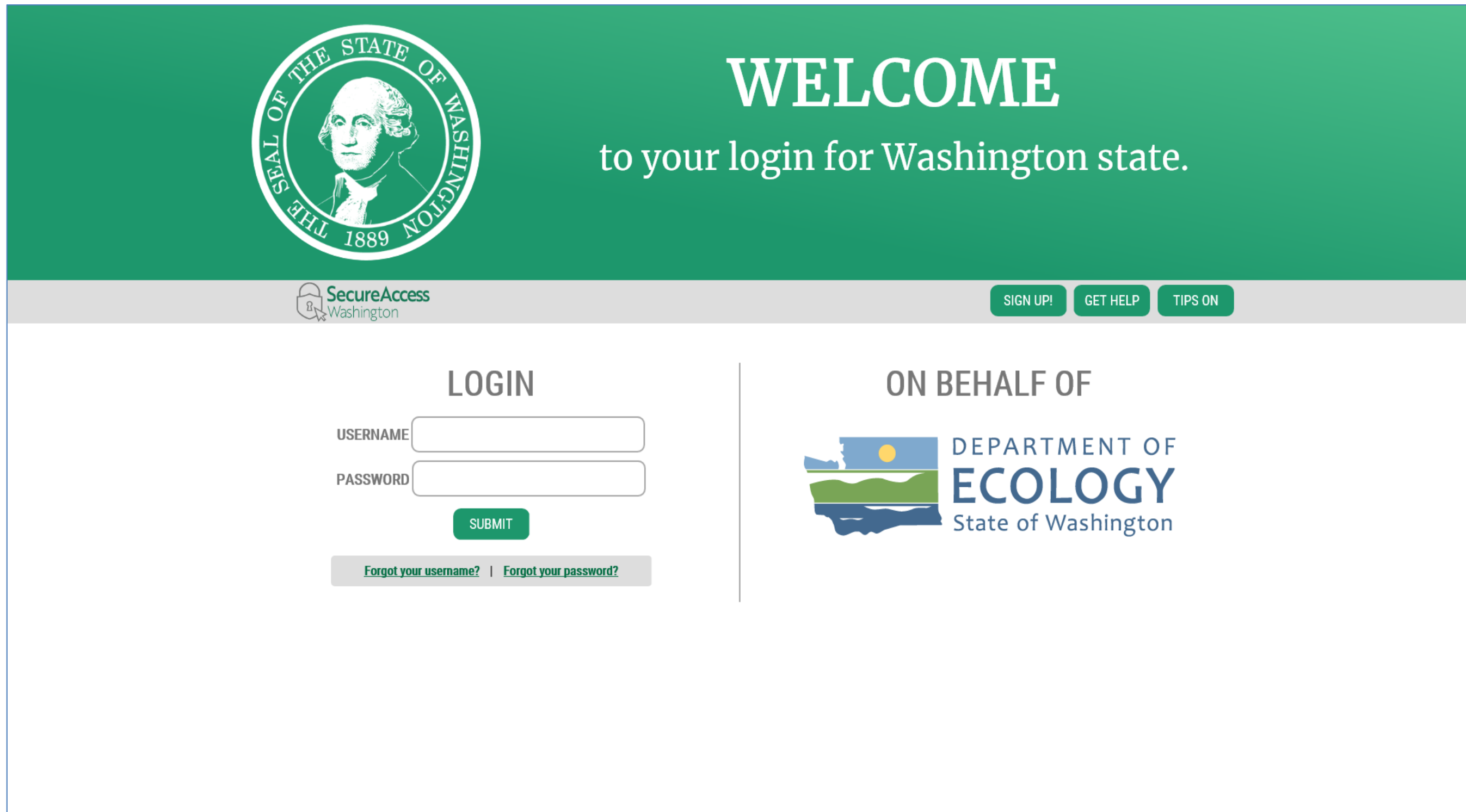
This is EAGL*.



***ECOLOGY'S ADMINISTRATION OF GRANTS AND LOANS**

Accessing EAGL

Link to EAGL through
[Secure Access Washington \(SAW\)](#)



WELCOME
to your login for Washington state.

SecureAccess
Washington

SIGN UP! GET HELP TIPS ON

LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)


ON BEHALF OF

DEPARTMENT OF
ECOLOGY
State of Washington




**Tip: Internet Explorer is no longer supported.
Use Chrome or Edge**

Access your Application/Agreement




DEPARTMENT OF
ECOLOGY
State of Washington

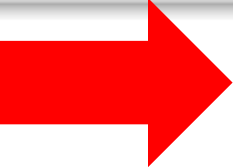
Ecology's Administration of Grants & Loans (EAGL)




[My Home](#) **[My Applications](#)** [My Reports & Payment Requests](#)



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** [GO](#)

<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



EAGL Resources

- User Manual
 - Can be found under “My Training Materials” at top of page.
- EAGL Grants & Loans Webpage
 - Videos and tip sheets.
 - Link to webpage at end of presentation.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests |

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

SHOW HELP

Back

Application Menu

Document Information: [WQC-2017-AppOrg2](#)

Details

My Training Materials
Click on the link(s) to open, view or print the training materials

My Training Materials
[User Manual](#)

CLOSE

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Applicant Organization 2	Fund Coordinator	Application Under Review	N/A - N/A N/A

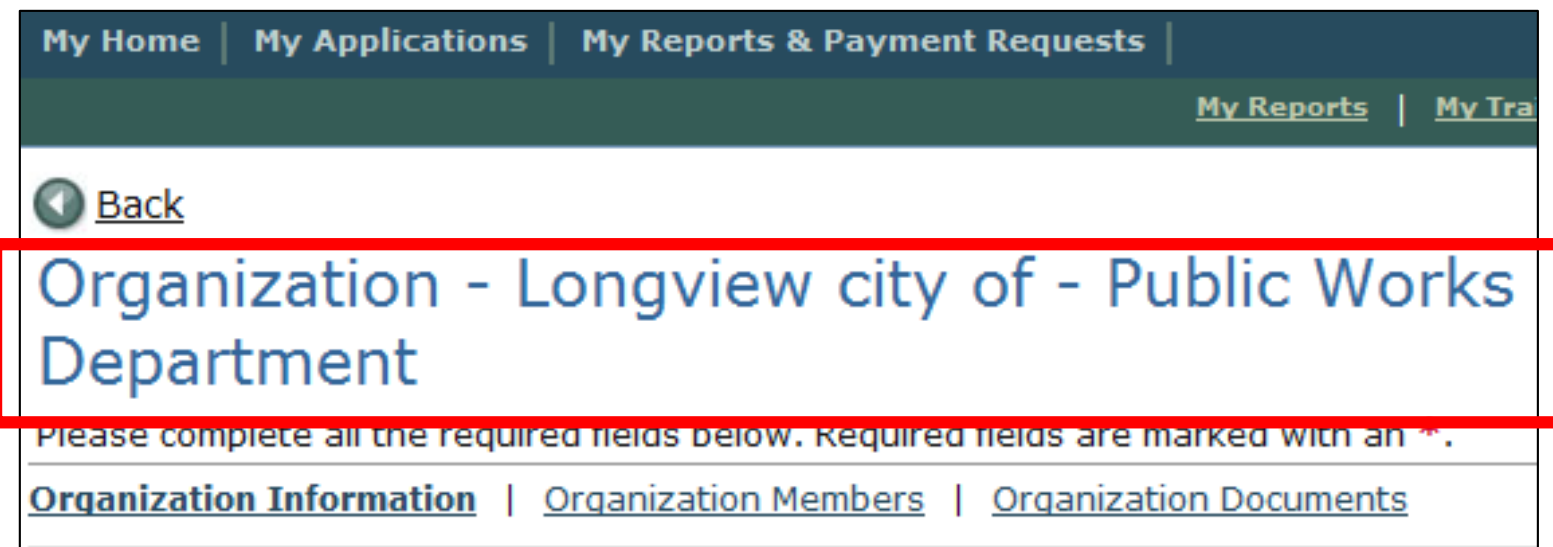


EAGL Roles



EAGL Levels

1. Organization



My Home | My Applications | My Reports & Payment Requests | [My Reports](#) | [My Tra](#)

[Back](#)

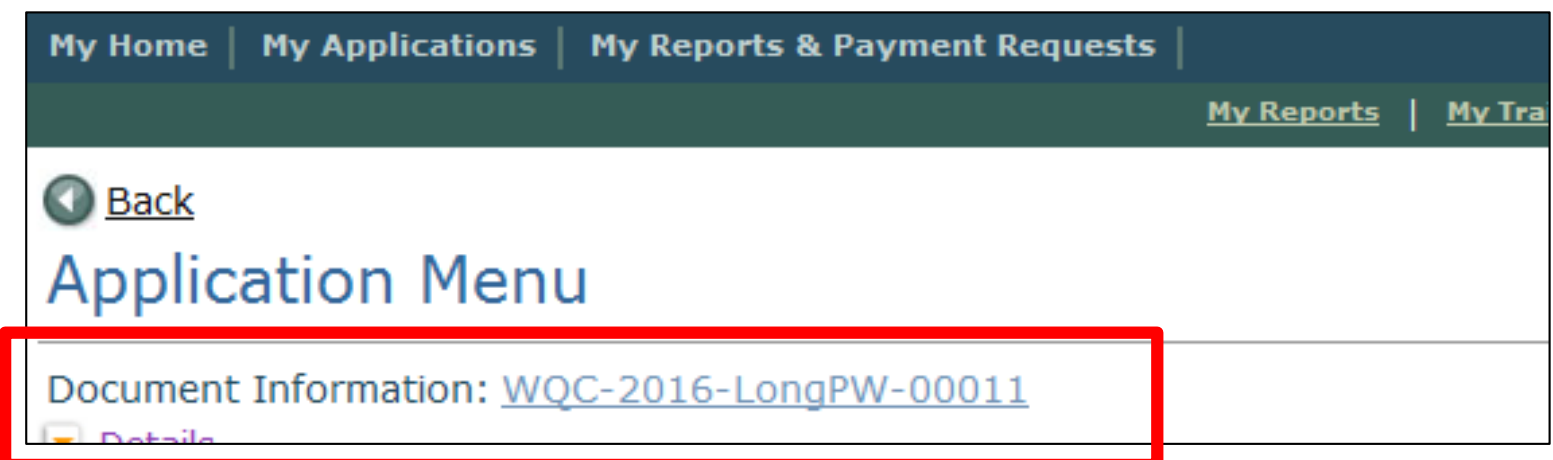
Organization - Longview city of - Public Works Department

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

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

Recipient contacts are assigned roles at the organization level.

2. Document- “Parent Document”



My Home | My Applications | My Reports & Payment Requests | [My Reports](#) | [My Tra](#)

[Back](#)

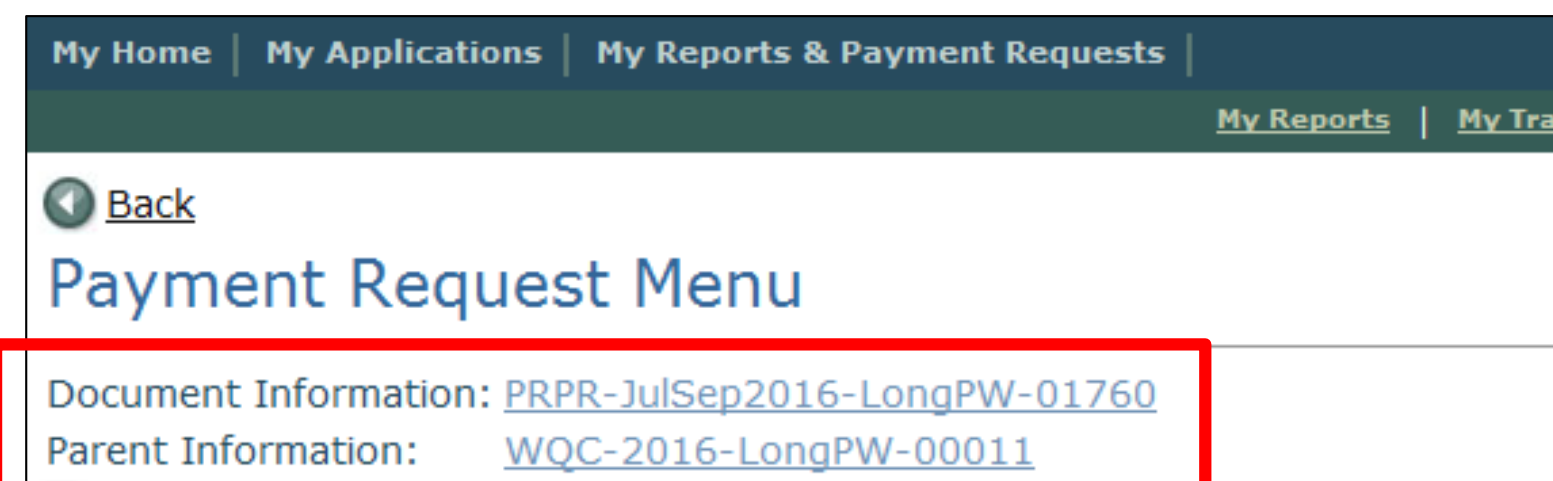
Application Menu

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

[Details](#)

Roles are inherited by new documents. Roles can change.

3. Subdocument



My Home | My Applications | My Reports & Payment Requests | [My Reports](#) | [My Tra](#)

[Back](#)

Payment Request Menu

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

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



What is your role?

- A role gives you certain powers within EAGL.
- **Roles are different than contacts – see next slide.**
- You decide who is in each role.
- Every “contact” person and anyone with a “role” needs to have a SAW account and EAGL access.



Agreement Roles vs. Recipient Contacts

Application Menu - People

Current People Assigned

Agreement Roles


<input type="checkbox"/> Person	Organization(s)	Role	Active Dates	Assigned By
<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	10/28/2014 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/> Barbara Cook Email	Asotin County - Public Works Department (Recipient Financial Officer)	Recipient Financial Officer	1/25/2016 - <input type="text"/>	Mr. Matt Carlson
<input type="checkbox"/> Mr. Jim Jeffords Email	Asotin County - Public Works Department (Authorized Official), Asotin County Health District (Writer)	Authorized Official	1/25/2016 - <input type="text"/>	Mr. Matt Carlson

Authorized Official (role)- the only person authorized to change role assignments.

Authorized Signatory (contact)- the person authorized to sign an agreement.


RECIPIENT CONTACTS

Project Manager

Matt Carlson  *

Matt Carlson
Stormwater Coordinator

Authorized Signatory

Jim Jeffords  *

Jim Jeffords
Asotin County Commissioner

Billing Contact

Barbara Cook  *

Barbara Cook
Office Admin. Manager



Permission Levels

Assign 2+ Authorized Officials.

Assign contractor a Writer role.

This table found in EAGL User Manual.

What my role allows me to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
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					
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		
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		X			

Add / Edit Roles

Application Menu

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

 [Details](#)

Info	Document Type	Organization	Role	Current Status	P
	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, funding agreement, 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, 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, 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	<input type="text" value="10/14/2013"/>	-	Grant System
<input checked="" type="checkbox"/>	Ms. Debi Walker Email		Writer	<input type="text" value="10/16/2013"/>	-	Steve Baruso
<input checked="" type="checkbox"/>	Mark Henderson Email	Department of Ecology (Project Manager)	Evaluator	<input type="text" value="12/16/2013"/>	-	Alissa Ferrell
	Ms. Pam	King County - Natural Resources and Parks Department	Authorized	<input type="text" value="11/8/2013"/>	-	Steve



Add / Edit Roles (cont.)

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](#)

For former staff or contractors:

- ☐ Enter Active *end* date.
- ☐ Don't delete Active *start* date.
- ☐ Don't uncheck the box.


Person Search

Enter a name or partial name:

SEARCH

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	<input type="text" value="4/26/2016"/> - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	Mr. Marv Pulst Email	Burlington city of (Writer)	Authorized Official	<input type="text" value="4/26/2016"/> - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	Erik Emerson Email	Burlington city of (Contractor)	Contractor	<input type="text" value="4/26/2016"/> - <input type="text" value="4/26/2016"/>	



Document Management & Uploading Guidance

Uploading Documents

There are four places in EAGL to upload documents.

1. General Uploads:

- Grant deliverables.

2. Payment Request Uploads:

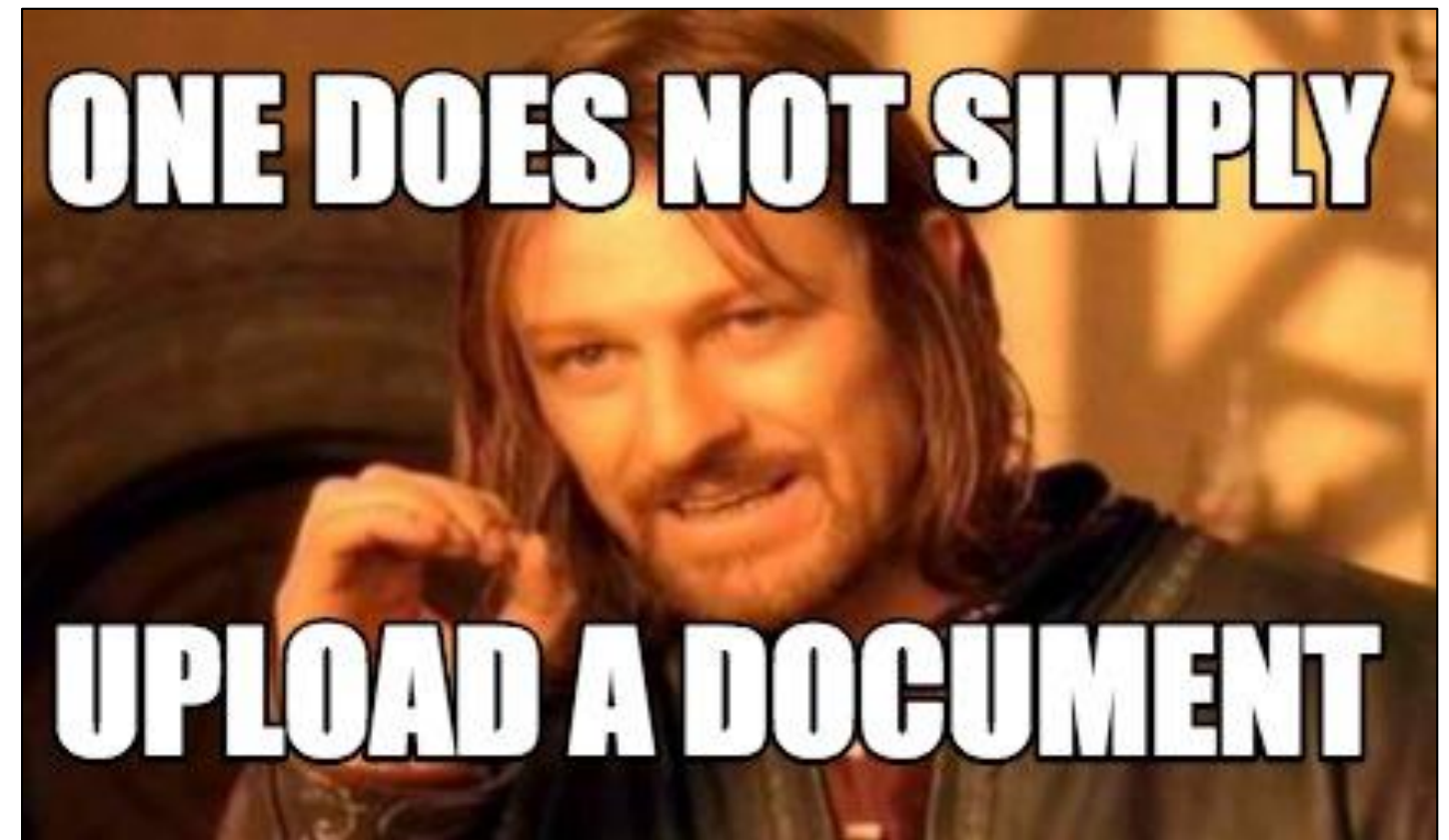
- Payment request backup documentation.

3. Progress Report Uploads:

- Progress report backup documentation.

4. Recipient Close Out Report:

- RCOR support documentation.



General Uploads

Application Menu

Document Information: [WQC-2016-Snoqua-00309](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status
	Application	Snoqualmie city of	Financial Manager	Agreement Active

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement'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, submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Access Management Tools

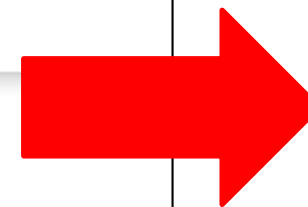
Select the **View Management Tools** button below to see tools and options available for your application, amendment. You can review status history, role assignments, check for errors, create print version.



















[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

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

[VIEW RELATED ITEMS](#)



-  [Water Body and Water Quality Needs Addressed](#)
-  [Stormwater Facility Project Information](#)
-  [Stormwater Facility Project Analysis](#)
-  [Water Quality and Public Health Improvements](#)
-  [Coordination with State and Federal Priorities](#)
-  [Project Team](#)
-  [Project Development, Local Support, and Past Performance](#)
-  [Readiness to Proceed](#)
-  [SRF Federal Reporting Information](#)
-  [Section 319 Initial Data Reporting](#)
-  [Section 319 Annual Load Reduction Reporting](#)
-  [Uploads](#)
- Screening/Evaluation/Offer**
-  [Screening Checklist](#)
-  [Application Modification Comments](#)
-  [Evaluation Scorecard](#)
-  [Evaluation Summary](#)
-  [Evaluation Scorecard Report](#)
-  [Offer Form](#)

General Uploads (2)

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

General Uploads (3)

TIP:

A good naming convention will help your project manager review your progress report and track progress.

Don't make reviewers guess what deliverable the upload relates to.

This could result in your PRPR being sent back or delays in approval.

Description	Attachments
D3.1, QAPP, Approved, Signed	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 15-ChCoNR-00104 QAPP Final 081619 Signed.pdf
D2.2, RPP, BNSF	Choose File No file chosen <input type="checkbox"/> DELETE Upload/82277 884823 16-signedplantingplanform.pdf
D2.3, BMP Form, BNSF	Choose File No file chosen <input type="checkbox"/> DELETE Upload/82277 884823 17-signedBMPForm.pdf
D5.1, Photos of Outreach Sign	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 18-D5.1 NasonCreekRestAreaSignInstallationPhotos.pdf
D2.1, LOA, CDLT Nason 2.3	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 19-LandowneragreementCDLTsigned.pdf
D2.4, IDP, CDLT Nason 2.3	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 20-IDP.Nason2.3.docx
D2.5, Permit List, CDLT Nason 2.3	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 21-PermitList Nason2.3.docx
D2.3, BMP Form, signed, Nason 2.3	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 22-Nason2.3 BMPForm hs approved.pdf
D.2.2, RPP, signed, Nason 2.3	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 23-Nason2.3 RPPplan hs approved.pdf
D2.6, Photo 1, Planting	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 24-Nason2.3Planting.JPG
D2.6, Photo 2, Planting	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 25-Nason2.3Planting.Lisa.JPG
D3.3, Project Monitoring Report	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 26-2020Nason2.3MonitoringReport.pdf
D4.5, Photo, Culvert Removal	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 27-CulvertRemoval.JPG
D.4.6, Photo, Culvert Riparian Planting	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 28-CulvertPlanting.JPG
D.5.2, Watershed presentation	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 29-NasonWatershedPpt.pdf
D.3.3, 2020 Annual WQ Monitoring Re	Choose File No file chosen <input type="checkbox"/> DELETE 82277 884823 30-2021CCNRD NasonTMDL Annual draft 41221.docx



Cultural Resources Review & Consultation

Cultural Resource Review Process (1 of 2)

- Step 1: Submit necessary document to start the process. This includes...

- An Ecology [Cultural Resources Review Form](#),
- A signed landowner agreement
- An [Inadvertant Discovery Plan](#).

← Begins
the
Review

- Step 2: A preliminary determination is issued.

- Sent to DAHP and appropriate Tribes.

- Step 3: 30-Day* Comment period (DAHP and tribes).

- Provides more information for consideration.
- Requests more information, such as an archaeological survey.
- May request monitoring during project implementation.

} Consultation

*This is an approximate time frame. Either consulting party can request more time.



Cultural Resource Review Process

- Step 4: Ecology issues a final determination.
 - May require a survey or monitoring.
 - If requiring a survey, a second review will occur and potentially an updated final determination. This will add additional time to the process.
- Step 5: Ecology will issue you an email saying the project can proceed and under what conditions.
 - Will state if monitoring is required.
 - Will remind you that you must keep the IDP on site.

***Always have an Inadvertent Discovery Plan!!!**



Cultural Resource Review

Deliverables - EAGL

1. Cultural Resources Review Form
 - Do NOT upload to EAGL!
2. Inadvertent Discovery Plan (IDP)
 - DO upload to EAGL.
3. Final Determination Letter
 - Do NOT upload to EAGL!

ALSO: The Signed
Landowner
Agreement!

TIP: Put
'Confidential' in the
subject line when
sending cultural
resource documents
to Ecology.



Cultural Resources Review Form



WASHINGTON DEPARTMENT OF ECOLOGY CULTURAL RESOURCES REVIEW FORM



This form only initiates consultation. Ecology, tribes, DAHP, or other agencies may require additional information to complete the project review such as: plans, specifications, photographs, or other information. Turn completed form in to Ecology Project Manager, Site Manager, or Cultural Resource Contact.

Do not include any confidential information, such as coordinates of known archaeological sites.

PROJECT SPONSOR / PRIMARY CONTACT INFORMATION

PROJECT SPONSOR ORGANIZATION: <input type="text"/>	DATE OF SUBMISSION: <input type="text"/>
ADDRESS: <input type="text"/>	PRIMARY CONTACT NAME: <input type="text"/>
CITY, STATE: <input type="text"/>	PHONE #: (<input type="text"/>) <input type="text"/> - <input type="text"/>
ZIP, COUNTY: <input type="text"/>	EMAIL: <input type="text"/>

PROJECT SITE INFORMATION

PROJECT/SITE NAME: <input type="text"/>	PROJECT ID NUMBER (Near Term Action #, for example): <input type="text"/>
PROJECT/SITE MANAGER NAME (if different than above): <input type="text"/>	LANDOWNER NAME: <input type="text"/>
PROJECT MGR PHONE #: (<input type="text"/>) <input type="text"/> - <input type="text"/>	Is there a signed landowner agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No
PROJECT MGR EMAIL: <input type="text"/>	<i>It is required to obtain one prior to review.</i> <input type="checkbox"/> N / A

Will the Project require a federal permit or other federal / state agency approval?

☐ Yes ☐ No ☐ Unsure If so, what type of permit?

If you select yes, please talk to your Ecology Project Manager prior to submitting this form.

Does any part of the project area and / or Area of Potential Effect (APE) fall into the following ownership categories (check all that apply)? ☐ State ☐ Federal ☐ Tribal ☐ Municipal ☐ Private

☐ Other:

ECOLOGY GRANT, LOAN OR CONTRACT INFORMATION

ECY PROJECT TITLE: <input type="text"/>
ECY GRANT, LOAN, OR CONTRACT NUMBER: <input type="text"/>
ECY GRANT, LOAN, OR CONTRACT TYPE (Centennial, Floodplains by Design, Equipment Cache, or IAA, etc.): <input type="text"/>
Do you have additional state or federal funding for your project? Check all that apply: <input type="checkbox"/> State <input type="checkbox"/> Federal If you select Federal, please talk to your Ecology Project Manager prior to further completing this form. If applicable, what is the name of the other funding program(s): <input type="text"/>

ECOLOGY INFORMATION (to be completed by the Ecology Project/Site Manager)

ECY PROJECT/SITE MANAGER: <input type="text"/>	ECY CR CONTACT: <input type="text"/>
ECY PROJECT MGR PHONE #: (<input type="text"/>) <input type="text"/> - <input type="text"/>	ECY CR CONTACT PHONE #: (<input type="text"/>) <input type="text"/> - <input type="text"/>
ECY PROJECT MGR EMAIL: <input type="text"/>	ECY CR CONTACT EMAIL: <input type="text"/>
ECY FINANCIAL MANAGER: <input type="text"/>	ECY PROGRAM (WQ, WR, SEA, OCR, TCP, etc.): <input type="text"/>
DAHP PROJECT NUMBER* (If applicable): <input type="text"/>	

*Assigned through the use of the Washington Information System for Architectural & Archaeological Records Data (WISAARD)

To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6000 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

Area of Potential Effect (APE)

The APE is the geographical boundary within which direct or indirect disturbance **could** occur. This is not limited to ground disturbance. It is better to err on having a larger than necessary APE than a smaller one.

If it is determined, after consultation, that your APE does not contain all project disturbance, consultation will have to start **all over again**. After The Fact consultation can be costly and may not be reimbursed.



Area of Potential Effect (APE)

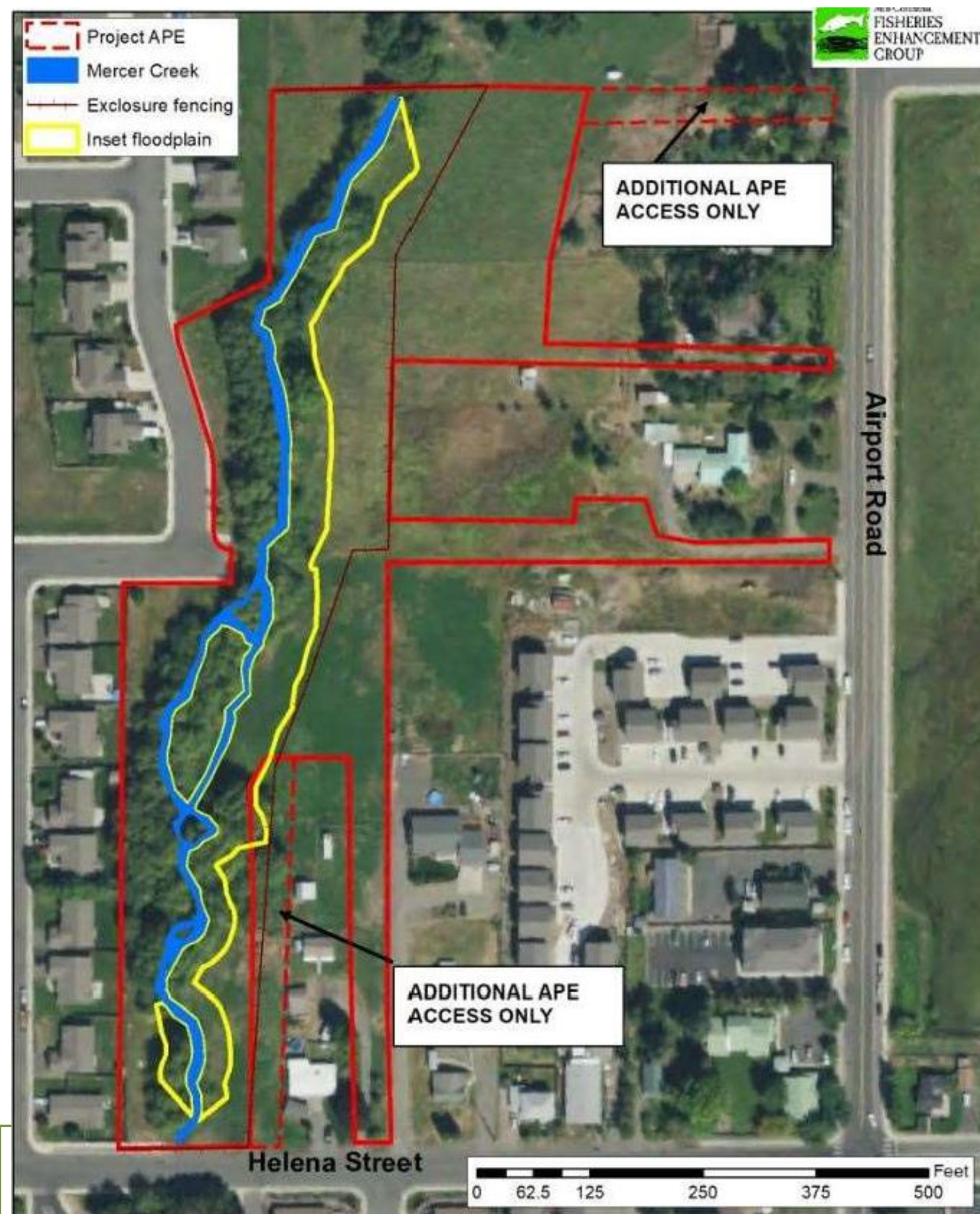
The APE should include (but is not limited to):

- BMPs to be installed.
- Staging areas for supplies or equipment.
- In and out vehicle access, if not an established road (off road).
- Areas that will receive any other motorized traffic (ATVs, mowers, etc.).
- Areas that will receive significant foot traffic around the project.
- Areas receiving weed treatment, piezometers, fencing, etc.



APE Map

Acceptable



Not acceptable
(OK for general location)





INADVERTENT DISCOVERY PLAN PLAN AND PROCEDURES FOR THE DISCOVERY OF CULTURAL RESOURCES AND HUMAN SKELETAL REMAINS

To request ADA accommodation, including materials in a format for the visually impaired, call Ecology at 360-407-6000 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with a speech disability may call TTY at 877-833-6341.

Site Name(s): Location:

Project Lead/Organization: County:

If this Inadvertent Discovery Plan (IDP) is for multiple (batched) projects, ensure the location information covers all project areas.

1. INTRODUCTION

The IDP outlines procedures to perform in the event of a discovery of archaeological materials or human remains, in accordance with applicable state and federal laws. An IDP is required, as part of Agency Terms and Conditions for all grants and loans, for any project that creates disturbance above or below the ground. An IDP is not a substitute for a formal cultural resource review (Executive 21-02 or Section 106).

Once completed, **the IDP should always be kept at the project site** during all project activities. All staff, contractors, and volunteers should be familiar with its contents and know where to find it.

2. CULTURAL RESOURCE DISCOVERIES

A cultural resource discovery could be prehistoric or historic. Examples include (see images for further examples):

- An accumulation of shell, burned rocks, or other food related materials.
- Bones, intact or in small pieces.
- An area of charcoal or very dark stained soil with artifacts.
- Stone tools or waste flakes (for example, an arrowhead or stone chips).
- Modified or stripped trees, often cedar or aspen, or other modified natural features, such as rock drawings.
- Agricultural or logging materials that appear older than 50 years. These could include equipment, fencing, canals, spillways, chutes, derelict sawmills, tools, and many other items.
- Clusters of tin cans or bottles, or other debris that appear older than 50 years.
- Old munitions casings. **Always assume these are live and never touch or move.**
- Buried railroad tracks, decking, foundations, or other industrial materials.
- Remnants of homesteading. These could include bricks, nails, household items, toys, food containers, and other items associated with homes or farming sites.

Inadvertent Discovery Plan (IDP)

IDP (cont.)

Implement the IDP if you see...

Chipped stone artifacts.

Examples are:

- Glass-like material.
- Angular material.
- "Unusual" material or shape for the area.
- Regularity of flaking.
- Variability of size.



Stone artifacts from Oregon.



Stone artifacts from Washington.



Biface-knife, scraper, or pre-form found in NE Washington. Thought to be a well knapped object of great antiquity. Courtesy of Methow Salmon Rec. Foundation.

Cultural Resource Review Training

July 15, 2021 – 9:00 am

In the training, you will learn:

- What is a cultural resource? Why do we care?
- What happens if I make a discovery?
- What information is in the IDP and how do I fill it out?
- What if a survey was already done on the property?
- What if someone else is already doing consultation?
- What types of comments will DAHP and the tribes provide?
- When do I have to hire an archaeologist?
- Much more!!!



If you need more information on how to register for this training, please contact Heather Simmons or Seth Elsen.

Non-point Cultural Resource Contacts

Always first reach out to your Ecology Project Manager regarding your projects and cultural resource review. Submit all documentation to them first. They will facilitate the process.

If you have an urgent cultural resource question, and cannot reach your Project Manager, please contact:

Liz Ellis

Cultural and Environmental Review Coordinator, CWA
Section 319 and State Revolving Funds Liz.Ellis@ecy.wa.gov
| (360) 407-6429

Seth Elsen

Centennial Clean Water Program and Regional Loan
Program CRC

Seth.Elsen@ecy.wa.gov | (360) 407-6703





BMP Approval Process


BMP (Best Management Practice) Approval Process

- BMP eligibility reviews occur at several times:
 - Pre-application site visits and project discussions.
 - Application evaluation.
 - Agreement negotiation.
 - Review of project planning documents.
- The BMP Approval Form is the final step of approval. It:
 - Provides assurance to you and the landowner that expenses will be reimbursed, by ensuring eligibility criteria are being met.
 - Helps track accomplishments and measurable outcomes.
 - Helps with required reporting: progress reports, load reduction.
- The BMP Approval Form includes BMP metrics (length of fence, acres of buffers, etc).



BMP Approval Form

Water Quality Program

DEPARTMENT OF
ECOLOGY
State of Washington

Best Management Practices

For Centennial and 50th Anniversary

Approval is required prior to restoration

Recipients must receive Project Management approval to proceed. If these activities will not be reimbursed. Please ensure you have all site plans (planting, maintenance, conservation, designs etc), per

Grant Recipient Information

Organization <input type="text" value="Recipient Organization"/>	Project Manager <input type="text" value="Recipient PM"/>
Address <input type="text" value="Address"/>	Phone <input type="text" value="Phone"/>

Landowner or Tenant Information

Name or Organization <input type="text" value="Click or tap here to enter text."/>	
<input type="checkbox"/> Landowner <input type="checkbox"/> Tenant	

Project Location Information

Site Name (s) – for reference purposes <input type="text" value="Site Name"/>	
Watershed Name & 12 digit Hydrologic Unit Code(s) – include all <input type="text" value="Watershed Name & 12 digit Hydrologic Unit Code(s)"/>	

Best Management Practices

Identify BMPs and quantities to be installed.

Livestock BMPs

<input type="checkbox"/> Exclusion fencing	Total length: <input type="text" value="Length"/> feet. Minimum distance from top of bank: <input type="text" value="Distance"/> feet. Maximum distance from top of bank: <input type="text" value="Distance"/> feet.
<input type="checkbox"/> Watering tanks	Number of tanks: <input type="text" value="Number"/>
<input type="checkbox"/> Pipeline	Total length: <input type="text" value="Length"/> feet.
<input type="checkbox"/> Water pump (non-solar)	Number installed: <input type="text" value="Number"/>
<input type="checkbox"/> Solar powered water pump	Total length: <input type="text" value="Length"/> feet.
<input type="checkbox"/> Well	Cost analysis included <input type="checkbox"/> Number of wells: <input type="text" value="Number"/>
<input type="checkbox"/> Hardened stream crossing	Number installed: <input type="text" value="Number"/>
<input type="checkbox"/> Livestock bridge	Max of 6 feet wide <input type="checkbox"/> Number installed: <input type="text" value="Number"/>

BMP Approval Steps

RECIPIENT STEPS

1. Initiate cultural resource review (must be completed before project can begin).
2. Submit all site planning documents. ~2 weeks – 3 months
 - Landowner agreement (get Ecology PM approval on draft before getting a signature from the landowner)
 - Permits (upload documentation to EAGL)
 - Site plans, design report, preliminary/90%/final designs
 - Discuss with PM to determine what level of detail is required for your project – may need to be reviewed by Ecology engineer.
 - Maps
 - Any other supporting documents
3. Complete BMP Approval Form and email to Project Manager, along with all documents from step 2.



BMP Approval Steps (cont.)

ECOLOGY STEPS

4. Project Manager reviews the BMP Approval form to ensure funding eligibility criteria have all been met for the activity to proceed to implementation.
 - Will review all final versions planning documents if not yet done.
 - May request a phone discussion or a site visit.
5. Project Manager completes the Internal Use portion of the BMP Approval Form, then signs and dates upon approval.
6. Project Manager notifies you of approval and uploads the completed form into EAGL (or sends to you to upload).



Allow 1-3 weeks for review and approval PRIOR to implementation or those expenses will not be reimbursed!

BOOP!!! Lunch Time!





Payment Requests/ Progress Reports

What is Required with the PRPR?

- Reminder: EAGL roles give your staff specific “powers to get paid”.
 - **Financial Manager** fills out Payment Request Form and Contractor Participation Report (Form D).
 - **Project Manager** fills out Progress Report.
 - Either one can Initiate or Submit the PRPR.
 - **Authorized Official** can do all of it.



Initiating a Payment Request / Progress Report (PRPR)

- Required Quarterly:
 - July-Sept due by October 30
 - October-December due by January 30
 - January-March due by April 30
 - April-June due by July 30 or SOONER
- You can submit more, up to one per month.
 - Specify the date range that the report covers.
- EAGL status must be “Active” for the Agreement and the previous PRPR.

TIPS

[Watch a YouTube video showing how to submit a PRPR](#)

You can submit a progress report without expenditures, but cannot submit expenditures without a progress report.



PRPRs get you paid...
but also lets us know how you are doing!

**Yeah, if you could
submit your PRPR...**

THAT WOULD BE GREAT

Progress Report Content (1 of 4)

- Recipient PM completes the Progress Report form.
- For each task, include two primary types of information:
 1. Percentage of task completed.
 2. Summary of accomplishments.
 - a) Explanation of expenses.
 - b) Metrics relating back to agreement.

Progress Report Number: 8 *Final: ☐ Yes ☒ No

Report Period End Date: 09/30/20

*** By Task Progress**

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Grant and Loan Administration	45%	time tracking, vouchering 25 of 2000
Riparian Reestablishment (Buffer Incentive)	80%	2.7 Installed 1,795 plants along 1,600 feet of stream with WCC over 2 weeks 2.9 Installed 250 of new livestock exclusion fencing, and moved 650 feet of livestock fencing along 1,150 of stream 195 of 2000
Beaver Dam Analogue Riparian Restoration	85%	3.2 Installed 6 BDA's and 2 PAL's on Moody site over 2 weeks with WCC crew 74 of 2000

Please use whole numbers!!!

Deliverables	
Number	Description
2.1	Complete and submit a BMP Approval Form for each property to the ECOLOGY Project Manager for approval and signature (tasks 2 and 3). Upload an approved, signed form to EAGL.
2.2	Upload signed Landowner Agreement for each property to EAGL (tasks 2 and 3).
2.3	Complete all cultural resource review requirements for entire area of potential effect (tasks 2 and 3), including staging areas and access routes. Upload an Inadvertent Discovery Plan for each property into EAGL and maintain a physical copy of the IDP onsite during implementation.
2.4	Complete all required permitting for entire project area (tasks 2 and 3) and provide documentation to the ECOLOGY Project Manager. Upload documentation that all permit requirements have been met for each site to EAGL.
2.5	Complete and submit a Riparian Planting and Maintenance Plan for the entire project area to the ECOLOGY Project Manager. Upload approved plan to EAGL prior to project installation.
2.6	Manage Reed Canary Grass within planting areas across 5.5 acres of riparian buffer. Report progress in PRPRs, and include summary in the Recipient Closeout Report (Task 1).
2.7	Install 1,750 native, riparian plants along 1,600 feet of stream and 5.5 acres. Report progress in PRPRs, and include summary in the Recipient Closeout Report (Task 1).
2.8	Conduct project effectiveness monitoring and provide appropriate maintenance in accordance with the Riparian Planting and Maintenance Plan to meet survival or density goals. Report survival rates in Recipient Closeout Report (Task 1).
2.9	Install 500 feet of new livestock exclusion fencing and move 650 feet of existing fencing to protect a 75-foot buffer along a total of 1,150 feet of stream. Report progress in PRPRs, and include summary in the Recipient Closeout Report (Task 1).
2.10	Complete the Section 319 Annual Load Reduction Reporting form in EAGL for riparian restoration and BMPs installed by January 15th each year and at project closeout.



Progress Report Content (2 of 4)

Provide additional information on any current or anticipated delays or changes to budget or cost.

Description and reasons for delay

COVID related delays led to an extension for the agreement through 12/31/2020.

78 of 2000

Description and reasons for cost overruns

0 of 2000

General Comment

Additional match for deliverable 5.3:
Amy facilitated 8 Similkameen-Okanogan Watershed Action Team meetings to coordinate landowner outreach and project planning. These meetings included staff from WDFW, the Colville Tribes, Okanogan Land Trust and Cascade Fisheries. Meetings were used to plan project outreach to Loup Loup and Johnson Creek watersheds, discuss permitting topics, water quality impairments and watershed planning (WRIA 49). Forty-eight stakeholders receive updates. Twelve people participate in each meeting.

527 of 2000



Progress Report Content (3 of 4)

- Report on any metrics achieved during the reporting period.
- This is not a running total. Just add metrics for the reporting period.

Metrics (If Applicable)	
Metric	Response
Nonpoint Work - Total number of Land Owner Agreements signed	<input type="text"/>
Nonpoint Work - Total length of riparian buffer started/added/restored (in Linear Feet)	<input type="text"/>
Nonpoint Work - Total area of riparian wetland started/added/restored (in Acres)	<input type="text"/>
Nonpoint Work - Total length of stream channel restoration completed (in Linear Feet)	<input type="text"/>
Nonpoint Work - Livestock BMP - Total length of exclusion fencing completed (in Linear Feet)	<input type="text"/>
Nonpoint Work - Livestock BMP - Total area of Heavy Use Area Protection for livestock BMP installed (in Acres)	<input type="text"/>
Nonpoint Work - Livestock BMP - Total area for Waste Storage Facility(s) installed (in Square feet)	<input type="text"/>
Nonpoint Work - Livestock BMP - Total length of Windbreak(s) installed (in Linear Feet)	<input type="text"/>
Nonpoint Work - Livestock BMP - Total number of off-channel watering facilities	<input type="text"/>
Nonpoint Work - Direct Seed - Total number of Direct Seed implementation pieces of equipment acquired	<input type="text"/>
Nonpoint Work - Direct Seed - Total area converted to Direct Seed implementation (in Acres)	<input type="text"/>
Nonpoint Work - Direct Seed - Total number of Land Owners participating in Direct Seed efforts	<input type="text"/>
Nonpoint Work - Agricultural Technical Assistance - Total number of land owner assessments	<input type="text" value="4.00"/>
Nonpoint Work - Agricultural Technical Assistance - Total number of Farm Plans created	<input type="text"/>
Nonpoint Work - Agricultural Technical Assistance - Total number of workshops/trainings provided	<input type="text"/>
Nonpoint Work - Agricultural Technical Assistance - Total number of attendees workshops/trainings provided	<input type="text"/>
Nonpoint Work - Agricultural Technical Assistance - Total number of publications distributed	<input type="text"/>
Nonpoint Work - General Nonpoint Outreach- Total number of workshops/trainings provided	<input type="text"/>
Nonpoint Work - General Nonpoint Outreach - Total number of attendees workshops/trainings provided	<input type="text"/>
Nonpoint Work - General Nonpoint Outreach - Total number of publications distributed	<input type="text" value="18.00"/>



Reporting Metrics

Metrics are reported in many places.

What is going to happen?

- Agreement task outcomes and deliverable table.
- BMP approval form.

What happened?

- Progress report (quarterly)
- Section 319 Annual Load Reduction Reporting (annually)
- Close out reports (total project accomplishments)
 - RCOR
 - Two page summary report
- NEW – optional metrics reporting template (Excel spreadsheet – one place for all metrics)



Progress Report Content (4 of 4)

Loan Requirement:

- Please 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 recipient that had a signed funding agreement(s) with Ecology on or after August 26, 2010)”.



Payment Requests (1 of 3)

- On the Expenditures Form, answer the required * questions.
- Click “SAVE” and expenditure table will appear.

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:	2	* Final:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Billing Period Start Date:	7/1/2014	* Billing Period End Date:	<input type="text" value="2/28/2015"/>
Ecology Project Manager Approval:	<input checked="" type="checkbox"/>	Cumulative Expenditure Entered:	\$7,780.50

* Do you have expenditures to report? ☒ Yes ☐ No



Payment Requests (2 of 3)

- Recipient enters expenditure details:
 - Funding Distribution (budget)
 - Task Title
 - Item Category and Description
 - Let us know what we are reimbursing for.
 - Payee – person/entity that was paid for the item/service
 - Invoice #
 - Start and End Dates of cost incurred or service rendered
 - Amount
 - Expenditure Type (Cash, match, etc.)

Expenditures

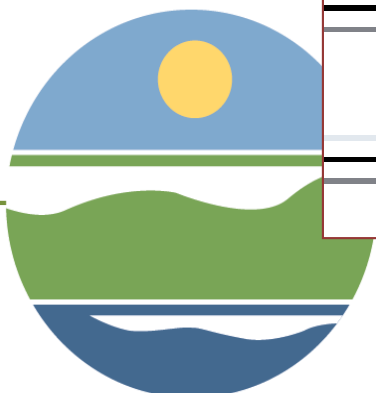
	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
<input type="checkbox"/>	1	10299	Centennial Grant ▾	Project Administration/Management ▾	Salaries/Benefits ▾	Bob's Time	Nisqually
<input type="checkbox"/>	2	10300	Buffer Revegetation ▾	Buffer Revegetation ▾	Goods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

Invoice #	* Date Incurred Start	* Date Incurred End	* Amount	* Expenditure Type	* Approved / Denied / Modified	* Authorized Amount	Comment
	4/1/2018	6/30/2018	\$421.68	Cash ▾	▾		
18001G-006	4/1/2018	6/30/2018	\$2,310.00	Cash ▾	▾		
	4/1/2018	6/30/2018	\$1,488.37	Cash ▾	▾		

Payment Requests (3 of 3)

- Expenditure Type: Cash, Interlocal, In kind Other
 - Bill as you get it.
 - Indicate the type in “Expenditure Type” Column.
 - EAGL does not differentiate between cash to be paid by the grant or cash match
 - Cash match should be mentioned in Item Description

	* Date Incurred End	* Amount	* Expenditure Type	* Approved/Der
	07/08/2014	\$200,000.00	Cash ▼	Approved ▼
	07/08/2014	\$6,250.00	Cash ▼	Approved ▼
	07/08/2014	\$2,500.00	Cash ▼	Modified ▼
			In Kind Interlocal	▼
			In Kind Other	
			Cash ▼	▼



Payment Request Uploads

- Backup documentation:
 - Upload in order of listed expenditures.
 - Name document for easy identification.
 - Include Invoice numbers (or other doc reference) on expenditure list
 - Be readable and easy to understand.
 - Support all expenses on the 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](#)

Uploads

Upload Backup Documents

Name of Document *

Upload *

Browse...

UPLOAD

CLEAR

Backup Documentation (1 of 2)

- No credit card statements or copies of warrants/checks.
 - Not sufficient to document items purchased. Also remember, your file is public information.
- Itemized receipts
- Payroll reports
- Time and effort records (time sheets and work logs)
- Detailed invoice from recipients, contractors, sub-contractors, etc.
- Description of work performed
- Vendor invoices
- Mileage logs
- Hourly composite rate worksheets
- Meeting attendance records
- Travel vouchers
- Valuation of Donation or loaned equipment
- Use-cost comparison



Backup Documentation (2 of 2)

Item	Supporting Document
Supplies	<ul style="list-style-type: none">• Invoices/receipts
Equipment	<ul style="list-style-type: none">• Invoices/receipts for purchase or rental• If over \$5,000 – Equipment Purchase Report Form
Salaries and benefits	<ul style="list-style-type: none">• Timesheet with hours worked on the grant• Payroll system doc showing amount paid and/or composite rate worksheets
Travel	<ul style="list-style-type: none">• Mileage log with dates and miles traveled• Rental invoice
Contracts	<ul style="list-style-type: none">• Interlocal agreements, subcontractors, Washington Conservation Corps• Form D

- **Documents should include:**
 - Date(s) of purchase or service provided.
 - Description of item including how many purchased/hours worked, etc.
 - Place of purchase/name of service provider.
 - Price of item.



Other Useful Forms

- Form E: Monthly Time Sheet Template
- Form F: Record of Meeting Attendance
- Form H: Conversion to Composite Hourly Billing Rate for Employee
- Form I: Valuation of Donated Property

These forms can be found under “Backup Documentation” ([link](#)).



Form D

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

☒ Yes ☐ No

Please complete the table. All fields are required.

To add a row, complete the blank row and click SAVE.

To remove a row, delete the entire row and click SAVE

One blank row will always be visible

Itemize each contractor listed on the payment request form and backup documents.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Contractor*	Contractor Type*	Contractor Address*	Contractor Phone No.*	Contractor Amount in this Request*	Expense Category*	Certification Type*
BHC Engineers	Primary ▼	1601 Fifth Ave. Seattle, WA. 98101	(206) 505-3400	\$777,077.00	Services ▼	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input checked="" type="checkbox"/> N/A
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> N/A

Form D Column Descriptions

Column	Description
1	Indicate each primary contractor and subcontractor on a separate line, listing subcontractors below the appropriate primary contractor.
2	Identify each contractor as primary or sub.
3	The contractor's mailing address.

Payment History

- Payment History Form
 - Must view this form before submitting or will get error.
 - Shows totals from previous payment requests and the disbursement amounts.
 - Will not be updated with current payment request until approved by ECY.

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
Buffer Incentive [EG150117]	Riparian Buffer Implementation	\$193,676.81	\$0.00	\$0.00	\$193,676.81	\$192,013.00	\$-1,663.81	\$193,676.81
Buffer Incentive [EG150117]: Distribution Total		\$193,676.81	\$0.00	\$0.00	\$193,676.81	\$192,013.00	\$-1,663.81	\$192,013.00
Section 319 [EG150118]	Project Administration/Management	\$9,710.58	\$0.00	\$0.00	\$9,710.58	\$9,709.84	\$-0.74	\$9,710.58
Section 319 [EG150118]	Restoration Monitoring and Volunteer Restoration	\$15,040.82	\$0.00	\$5,335.00	\$20,375.82	\$11,630.16	\$-8,745.66	\$20,375.82
Section 319 [EG150118]: Distribution Total		\$24,751.40	\$0.00	\$5,335.00	\$30,086.40	\$21,340.00	\$-8,746.40	\$21,340.00
Grand Total		\$218,428.21	\$0.00	\$5,335.00	\$223,763.21	\$213,353.00	\$-10,410.21	\$213,353.00

Disbursement History

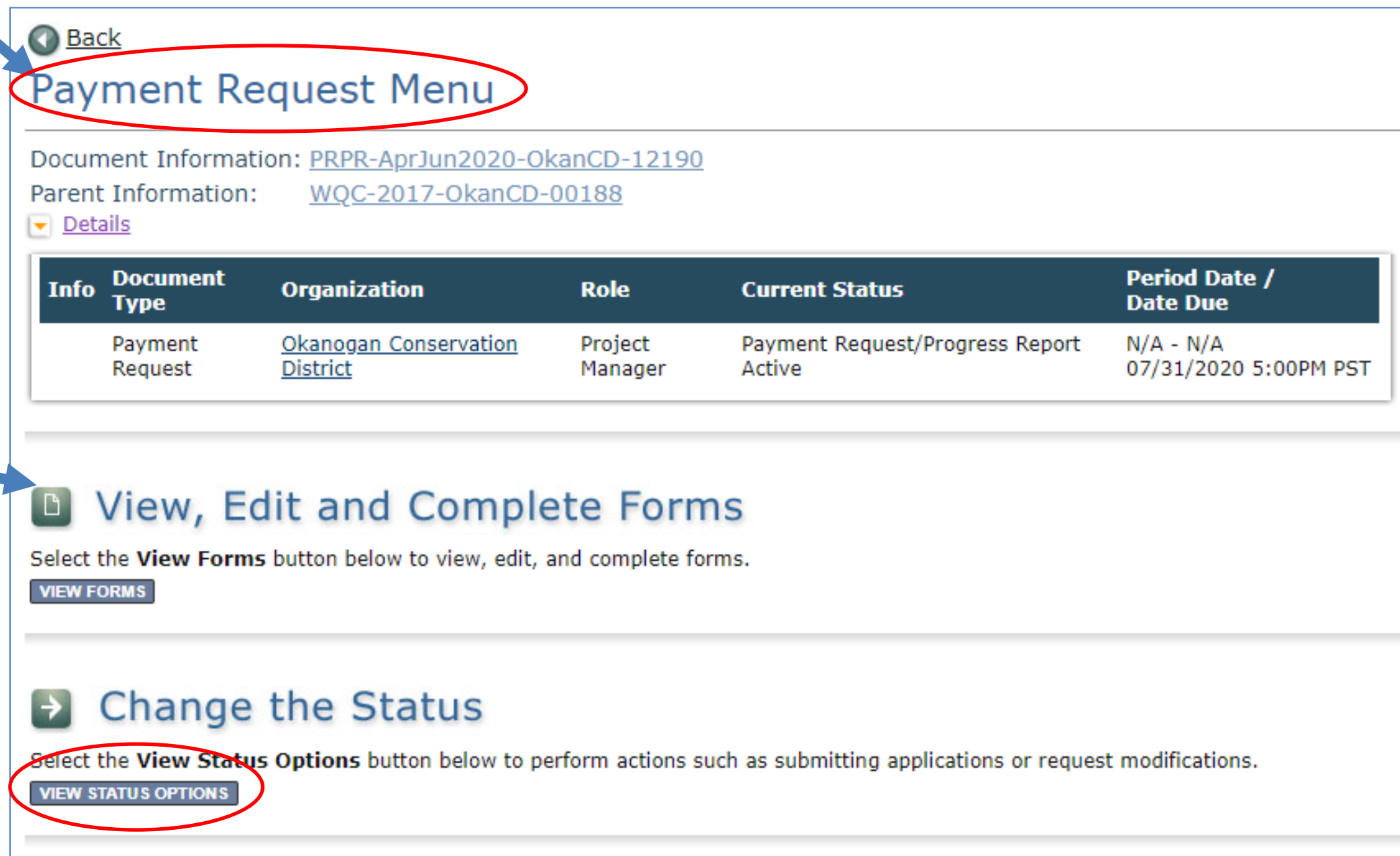
NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
1	\$7,636.48	Payment Request/Progress Report Active
2	\$13,328.00	Payment Request/Progress Report Active
3	\$11,548.52	Payment Request/Progress Report Active

Submit PRPR

- *Be sure you are within the PRPR and not in the main document, or you will accidentally request an amendment.*

- From PRPR Menu:
 - Select View Status Options under Change the Status
 - Click “Apply Status” under Payment Request/Progress Report Submitted.



The screenshot shows the PRPR system interface. At the top, there is a 'Back' button and a 'Payment Request Menu' link, which is circled in red. Below this, document and parent information are displayed. A table shows details for a 'Payment Request' from 'Okanogan Conservation District'. Below the table, there are two main sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button circled in red. A blue arrow points from the 'Payment Request Menu' link to the 'VIEW STATUS OPTIONS' button. Another blue arrow points from the 'VIEW STATUS OPTIONS' button to the 'APPLY STATUS' button shown in a separate block below.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Okanogan Conservation District	Project Manager	Payment Request/Progress Report Active	N/A - N/A 07/31/2020 5:00PM PST

APPLY STATUS



PRPR Modifications

If changes are needed:

- ECY can send the PRPR back for modifications.
- EAGL will send a notification email.
- ECY will provide comments about any issues in the “Payment Request Progress Report Modification Comments” Form.
- Make edits and resubmit, following same directions as the initial submittal.



More EAGL PRPR TIPS

- Verify member roles for correct access.
 - See EAGL User Manual or Roles Guidance for help.
- Agreement must be in “Active” status to submit PRPR.
- Can’t initiate a new PRPR if the previous one has not yet been approved by ECY.
- Check Global Errors before submitting.
- Change the status to submit your PRPR.
 - Make sure you are in PRPR and not in parent agreement!
- ECY has 30 days to provide payment.
- Electronic payment is handled through [OFM](#)
- SAVE often!



EAGL Demonstration



Initiating a PRPR

Application Menu → Examine Related Items → Initiate a (quarter) Payment Request/Progress Report

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [WQC-2015-OkanCD-00009](#)

 [Details](#)

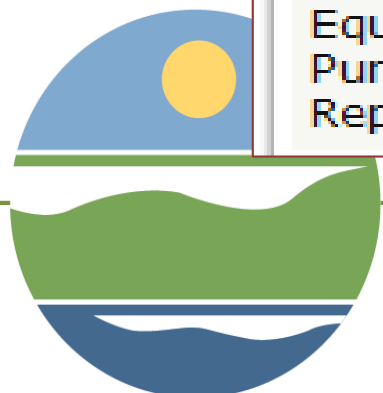
Related Documents

Sort search results by:

Filter by Document Type:

[GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payment Request	Initiate a/an Apr - Jun 2015 Payment Request / Progress Report				
Equipment Purchase Report	Initiate a/an Equipment Purchase Report - 2015				




PRPR Menu

Similar menu as the main agreement. Check the top of screen - shows both the subdocument (PRPR) and parent document (agreement).


[Back](#)

Payment Request Menu

Document Information: [PRPR-JanMar2015-Deer Park-00087](#)
Parent Information: [WQC-2015-DeePar-00011](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Deer Park city of	Fund Coordinator	Payment Request/Progress Report In Process	N/A - N/A 03/31/2015 5:00PM PST



View, Edit and Complete Forms








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

[VIEW FORMS](#)

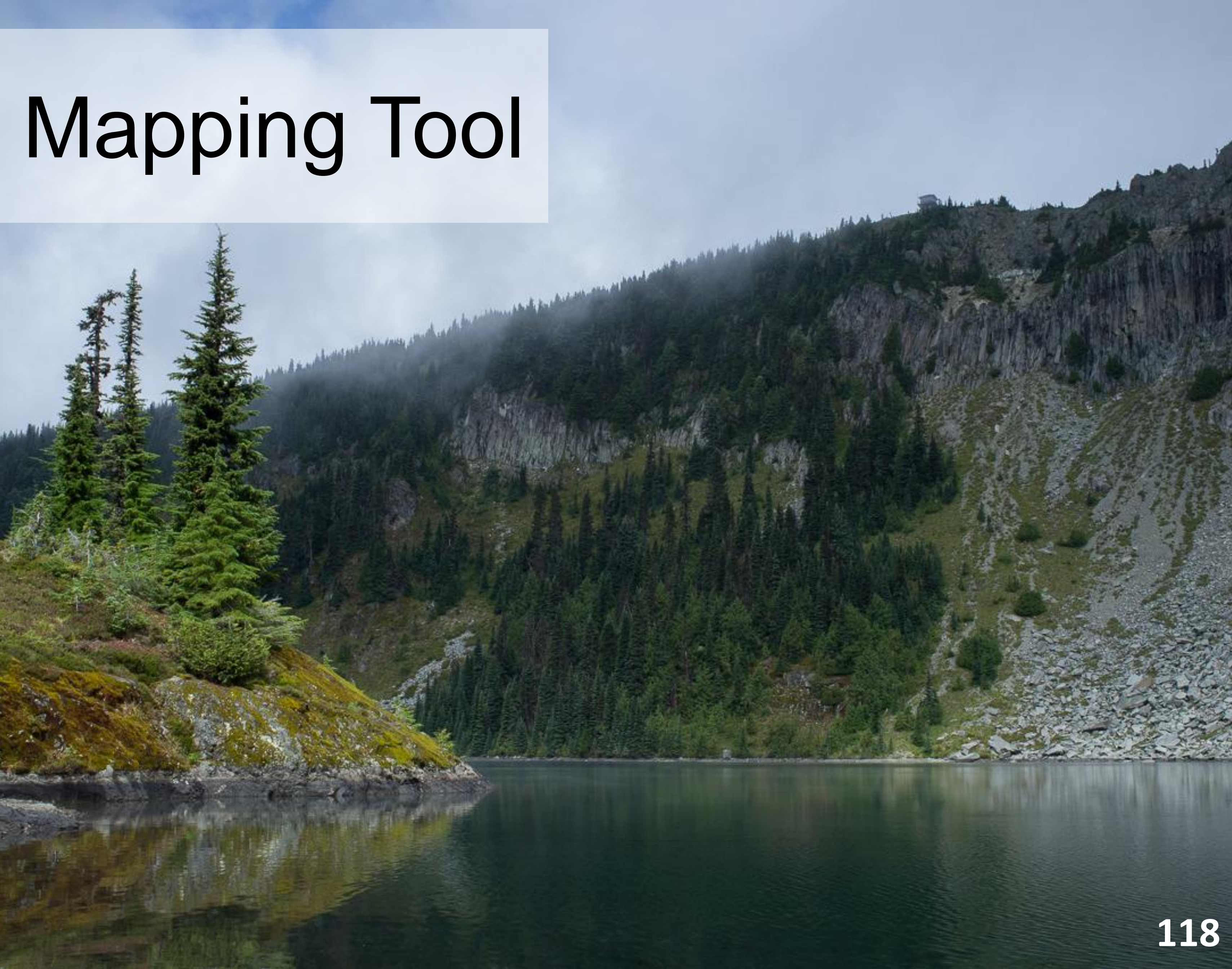


PRPR Forms

Forms

Status	Page Name	Note	Created By	Last Modified By
Payment Request/Progress Report Guidance				
	Federal Projects Only: Suspension and Debarment Instructions			
	Form D: Contractor Participation Report Instructions			
Payment Request / Progress Report Forms				
	Payment Request			
	Payment History			
	Form D: Contractor Participation Report			
	Progress Report and Mapping Information			
	Payment Request Progress Report Modification Comments			









Mapping Tool

EAGL Mapping (1 of 2)

- New mapping tool is now public-facing.
- For Nonpoint projects, update the map with site locations as polygons.
- Recipients should verify the accuracy of locations when they submit the first PRPR.
- Form can be found in the main forms menu and in progress reporting form.

Application Forms		
	General Information	Ms. Sarah Davenport-Smith 9/25/2014 1:45:08 PM Layne M Slone (ECY) 12/3/2015 10:12:12 AM
	Project Characterization	Grant System 9/25/2017 2:10:22 PM
	Mapping Information	Grant System 11/1/2017 1:04:47 PM Cleo Neculae (ECY) 7/3/2018 9:36:21 AM
	Recipient Contacts	Ms. Sarah Davenport-Smith 10/20/2014 1:03:30 PM Matthew Eyer 5/11/2017 11:30:53 AM



EAGL Mapping (2 of 2)

- Edit the map as needed through the projects lifetime as it cannot be edited once the Close-Out Report has been accepted!
- Recipient can modify the map when completing the application and on PRPR (scroll to bottom of the Progress Report page).
- The map will be checked out until you hit the save button so **BE SURE TO SAVE AFTER RETURNING TO EAGL!!!!**
- Ecology Project Managers and Financial Managers can modify maps at any time.



Search the HUC-12

DEPARTMENT OF ECOLOGY
State of Washington

EAGL Project Map

Return to EAGL

Legend

Edit

Zoom To

Layers

Imagery

Newaukum Creek Revegetation to Reduce Thermal Loading of Stream

Project area options

Define project area by city

Add

Define project area by HUC 12

Add

Define project area by county

Choose county

Add

☐ Define using Washington State boundary

Define project area by drawing or importing boundary

Draw Boundary
 Edit Boundary
 Import Shapefile

Exit tools

Project Areas

+

-

?

<

bing


POWERED BY esri

Return to EAGL

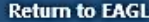
Next



Add and Check Boundary

**DEPARTMENT OF
ECOLOGY**
State of Washington

EAGL Project Map



Legend

Edit

Zoom To

?

Newaukum Creek Revegetation to Reduce Thermal Loading of Stream

Project area options

Define project area by city

Add

Define project area by HUC 12

Add




Define project area by county

Choose county

Add

☐ Define using Washington State boundary

Define project area by drawing or importing boundary



Exit tools

Project Areas

HUC12: 171100130303


X


Return to EAGL

Next

Layers

Imagery





122

View Different Layers

DEPARTMENT OF

ECOLOGY

State of Washington

EAGL Project Map

Legend

Edit

Zoom To

Layers

Imagery

?

+

-

Newaukum Creek Revegetation to Reduce Thermal Loading of Stream

Project area options

Define project area by city

Add

Define project area by HUC 12

Add

Define project area by county

Choose county

▼

Add

☐ Define using Washington State boundary

Define project area by drawing or importing boundary

Draw Boundary

Edit Boundary

Import Shapefile

Exit tools

Project Areas

✕

Return to EAGL

Next

Map Layers

EAGL Data

☐ Project Boundaries

Administrative Boundaries

☐ Cities
 ☐ Urban Growth Boundaries
 ☐ Counties
 ☐ Legislative Districts
 ☐ Congressional Districts
 ☐ Township/Range/Section
 ☐ Ecology Regions

☐ uncheck all

Hydrography

☐ National Hydrography Dataset
 ☐ NHD Artificial Paths
 ☐ Water Resource Inventory Areas
 ☐ Subbasins (8 digit HUCs)
 ☐ Watersheds (10 digit HUCs)
 ☒ Subwatersheds (12 digit HUCs)

Land Ownership

☐ Tribal Lands
 ☐ Parcels

Go



Select a Predefined Area-County

The screenshot displays the EAGL Project Map web application interface. The browser address bar shows the URL: <http://ecyeaglttest:82/eaglGEO/editormap.aspx?p=FqxnOBWNn%2bb1HJ%2fvuko8e3LgkbbKDKImqi9zoDHQH8ZqDy2\>. The application header includes the Department of Ecology logo and the title "EAGL Project Map Test".

The left sidebar contains the following sections:

- Home** (selected)
- Legend**
- Edit** (selected)
- Zoom To**
- Tools**
- Layers**
- Imagery**

Under the **Edit** tab, the "2015 - 2017 CPG Spokane County SWE" project is selected. The "Define project area by county:" section features a dropdown menu labeled "Choose county" and an "Add" button. The "Define project area by drawing boundary:" section includes icons for "Add Polygon" and "Edit Shape".

The **Items** section lists the selected area: "2015 - 2017 CPG Spokane County SWE - Spokane County". A "Save" button is located at the bottom left of the sidebar.

The main map area shows a satellite view of the Spokane region, with a yellow polygon outlining the predefined area-county. The map includes labels for various locations such as Spokane, Coeur d'Alene, and various lakes and reservations. The Bing logo is visible in the bottom left corner of the map, and the Esri logo is in the bottom right corner.

Calculating....

The screenshot shows a web browser window with the URL `http://ecyeaglttest:82/eaglGEO/editormap.aspx?p=FqxnOBWN%2bb1HJ%2fvuko8e3LgkbbKDKImqi9zoDHQH8ZqDy2\`. The page header includes the Washington State Department of Ecology logo and the text "EAGL Project Map Test". A "Home" link is visible in the top navigation bar. The main content area displays the title "2015 - 2017 CPG Spokane County SWE - Project Location Summary" with a help icon. Below the title, the text "Calculating statistics..." is shown above a green progress bar that is approximately 75% full. At the bottom of the main content area, there are "Back" and "Commit" buttons. The footer contains a list of links: "Ecology home", "GeoEAGL_Web.Web home", "Disclaimer", "Privacy notice", "Accessibility", and "Contact admin". Below these links, it states "GeoEAGL_Web.Web Version:" and "Copyright © Washington State Department of Ecology 2014. All rights reserved."



Auto Fill!

http://ecyeaglttest:82/eaglGEO/editormap.aspx?p=FqxnOBWNn%2bb1HJ%2fvuko8e3LgkkbKDKImqi9zoDHQH8ZqDy2\ ecyeaglttest

DEPARTMENT OF ECOLOGY
State of Washington

EAGL Project Map Test

Home

2015 - 2017 CPG Spokane County SWE - Project Location Summary ?


Ecology Region:	Area %	Allocation %	Congressional District:	Area %	Allocation %
ERO	100%	<input type="text" value="100%"/>	District 5	100%	<input type="text" value="100%"/>

County:	Area %	Allocation %	WRIA:	Area %	Allocation %
Spokane County	100%	<input type="text" value="100%"/>	34 (Palouse)	21%	<input type="text" value="21%"/>
			43 (Upper Crab-Wilson)	3%	<input type="text" value="3%"/>
			54 (Lower Spokane)	14%	<input type="text" value="14%"/>
			55 (Little Spokane)	23%	<input type="text" value="23%"/>
			56 (Hangman)	24%	<input type="text" value="24%"/>
			57 (Middle Spokane)	15%	<input type="text" value="15%"/>

Legislative District:	Area %	Allocation %
District 3	2%	<input type="text" value="2%"/>
District 4	18%	<input type="text" value="18%"/>
District 6	21%	<input type="text" value="21%"/>
District 7	23%	<input type="text" value="23%"/>
District 9	36%	<input type="text" value="36%"/>




Click SAVE to Check Map in!



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](#)

[SAVE](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)

[Back](#)

Document Information: [WQC-2016-Naches-00114](#)

[Details](#)

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

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

Location Type	Location Value	Location Percent
Ecology Region	CRO	100%
County	Yakima	100%
Congressional District	4	100%
Legislative District	14	100%
Water Resource Inventory Area (WRIA)	38	100%

Checked Out By: Torren Valdez
Date Checked Out: 2018-07-17

Add/Modify Location(s)



Agreement Amendments

When is an amendment necessary?

- Formal amendments needed for:

- Changes in project scope of work.

- Example: Increase / decrease in acreage treated.

- Changes in budget.

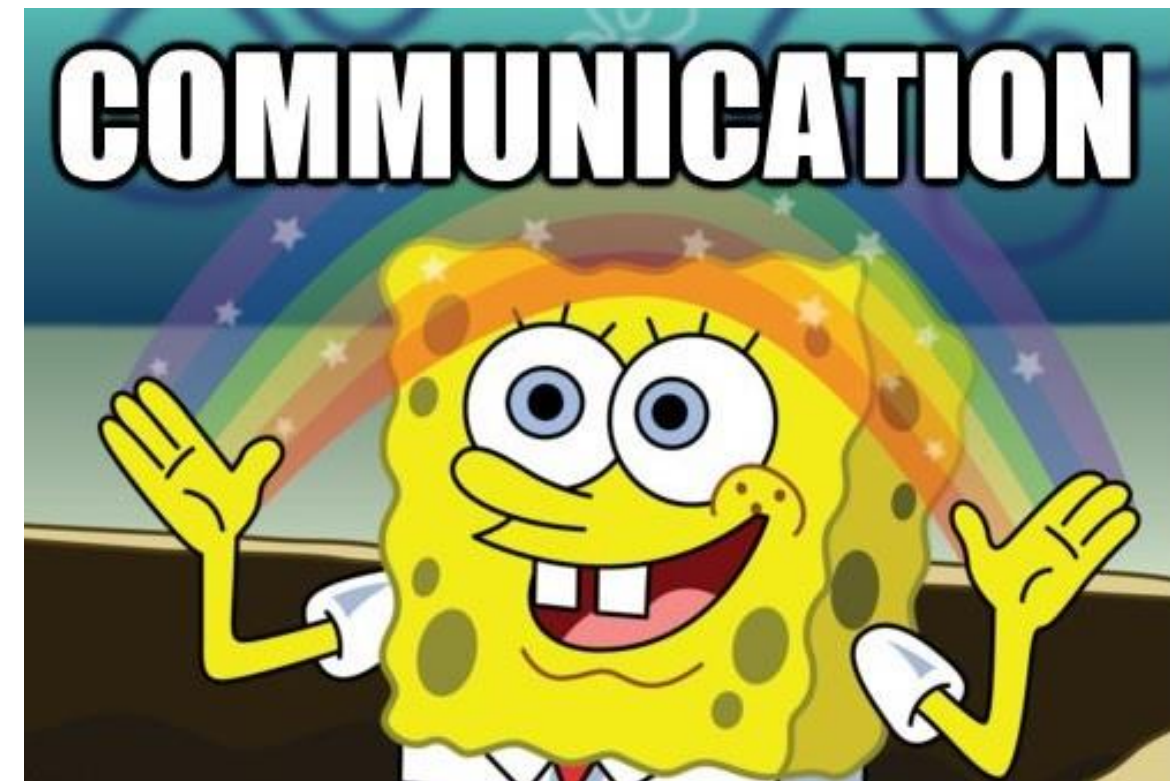
- Exceeding task budget by 10% of Total Eligible Cost or more.

- Changes in schedule.

- Change in deliverable due dates.
 - Unavoidable delays.

- **Extensions:** Can be requested up to 12 months. Submit request at least 3 months prior to expiration date.

Section 319 funding may limit time allowed.



Talk with your Ecology Team as soon as you think you might need an amendment!



Amendments (1 of 4)


1. **Talk** with your Ecology Project Manager.
2. **Submit e-mail** to your Ecology Project and Financial managers.
 - Provide adequate detail what is needed and why. Include metrics.
 - May need to be reviewed by additional Ecology Staff.
 - Provide updated schedule and budget.
3. Once unofficially “approved”, **submit formal request in EAGL**.
 - Similar to agreement development.
 - Requires Ecology and recipient signatures.
4. Only Authorized Official or ECY can request.
 - Change status to “Amendment Requested.”
 - Enter reason on Amendment Request Form.
5. Consider the timing of your request! A PRPR cannot be submitted while amendment is being processed in EAGL.





Amendments (2 of 4)

- Be sure to clearly describe the type and reason for the amendment **immediately after** you change the status to “Amendment Requested”.

Info	Document Type	Organization	Role	C
	Application	Foster Creek Conservation District	Project Manager	A

 **View, Edit and Complete Forms**
Select the **View Forms** button below to view, edit, and complete your application, fund 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 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 amendment. You can review status history, role assignments, check for errors, create p
[VIEW MANAGEMENT TOOLS](#)

Possible Statuses
AMENDMENT REQUESTED
[APPLY STATUS](#)



Amendments (3 of 4)

- Provide adequate detail to justify the amendment.

AMENDMENT REQUEST

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

* Describe the type and reason for amendment.

[Amendment Request #]

[Date of Request]

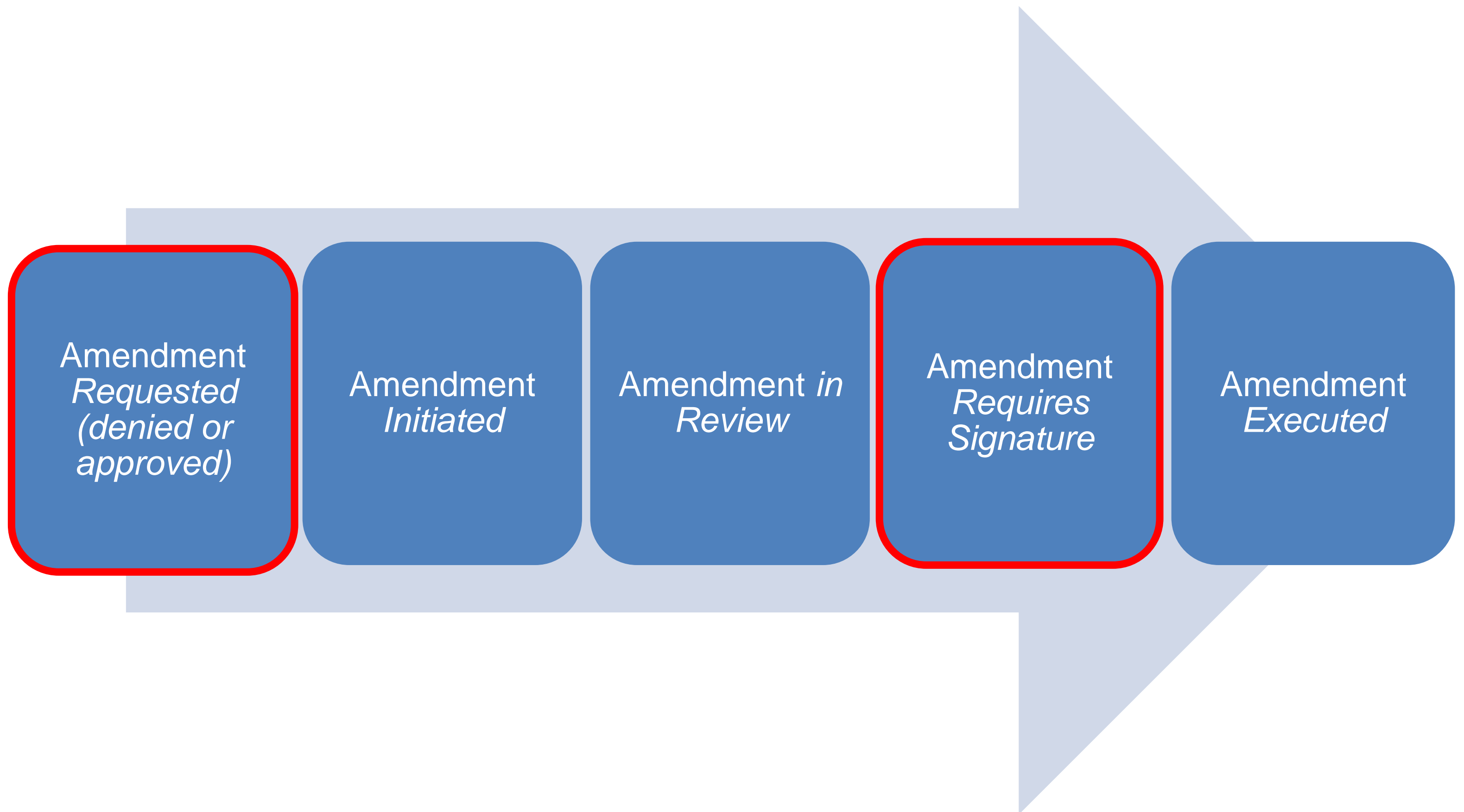
[Type of amendment and reason why]

Ecology Comments



Amendments (4 of 4)

EAGL Amendment Workflow Statuses



*Recipient's roles outlined in red.





Closeout

Project Planning

Award

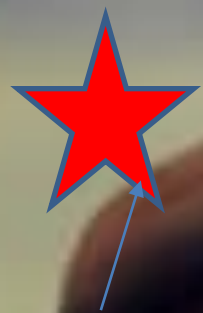
The Circle of Grants...

Agreement
Negotiation

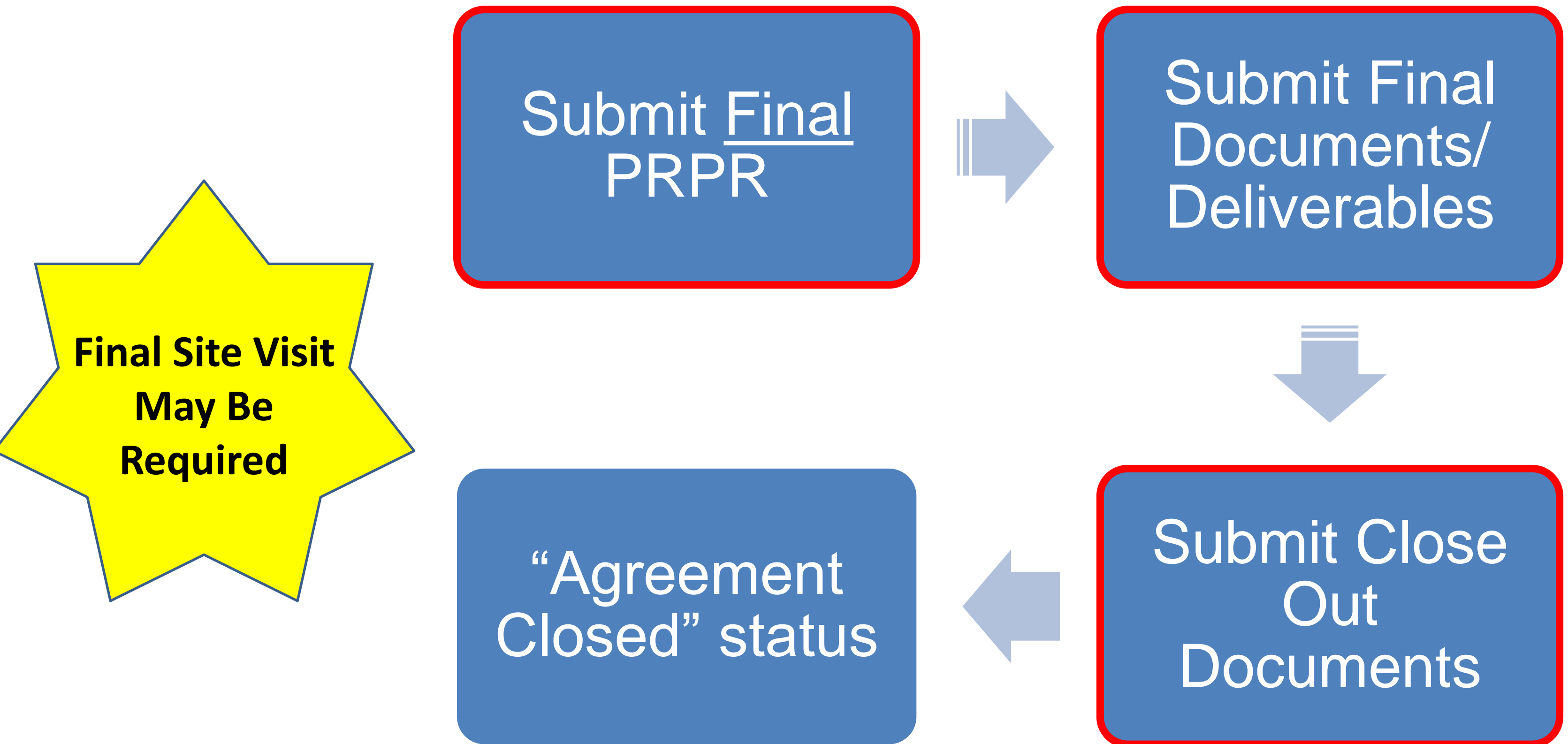
Project
Implementation

**CLOSE
OUT**

You are here!



EAGL Close Out Process and Status Flow



*Recipient's roles outlined in red.



Project Closeout (1 of 2)

- Ecology withholds up to 10% of the grant amount or the final payment until all deliverables are submitted and approved.
- Final payment requests are due no later than **30 days** after the expiration date.
 - 319 projects could forfeit final payment if not submitted on time.



Project Closeout (2 of 2)

- Last PR/PR needs to be marked as final (Task 1.2).

Payment Request Number:	41	* Final:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Billing Period Start Date:	8/18/2020	* Billing Period End Date:	4/30/2021
Cumulative Expenditure Entered:	\$42,109.68	Cumulative Expenditure Approved:	\$0.00

- Upload your final deliverables...
 - ... to the general uploads page.
- Recipient Closeout Report (RCOR) – Task 1.2
 - A form in EAGL. Ask Project Manager for word template (easier to review and edit). Copy and paste into EAGL form.
 - Initiate and submit same way as a PRPR.
 - Submit prior to end date to allow time for review and updates.
- Project Outcome Summary Report – Task 1.3



Two-Page Outcome Summary

- Template and guidance documents available (ask your project manager).
- Accuracy & quality.
- Clear project photos.
- **Email draft to Ecology Project Manager for review, before uploading to the Recipient Close Out Report.**

The form is titled "Two-Page Outcome Summary" and is divided into several sections:

- Project Information:** Includes fields for [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: \$], and [Other Project Cost: \$].
- Context and Project Description:** Includes a text area for [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/County) 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).] and a text area for [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:** Includes a text area for [In order to improve water quality, the (Name of recipient) installed:] and a list of [Facilities Designed and/or Constructed:] with fields for [#, type], [Basin area (total acres draining to these facilities)], and [land use type]. It also includes a text area for [These (BMPS) provide (flow control, source control, treatment).] and a text area for [Provide a brief narrative of performance successes (i.e. project completed on schedule and within budget), partnerships, and other benefits].
- Photos:** There are two photo sections, each with a placeholder image and a "Picture Description" field.
- Map:** Includes a "Project web page found (here)" field and a "Project Map caption" field.



Ecology Resources

- [EAGL](#)
- [Water Quality Funding Guidelines & Forms](#)
- [Administrative Requirements \(Yellow Book\) & PRPR Trainings](#)
- [Watch a YouTube video showing how to submit a Payment Request/Progress Report \(PR/PR\) in EAGL](#)
- [EAGL Grant & Loan Webpage](#)



THANK YOU!

QUESTIONS OR COMMENTS?

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Cell: (564) 999-1269

Heather Simmons

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