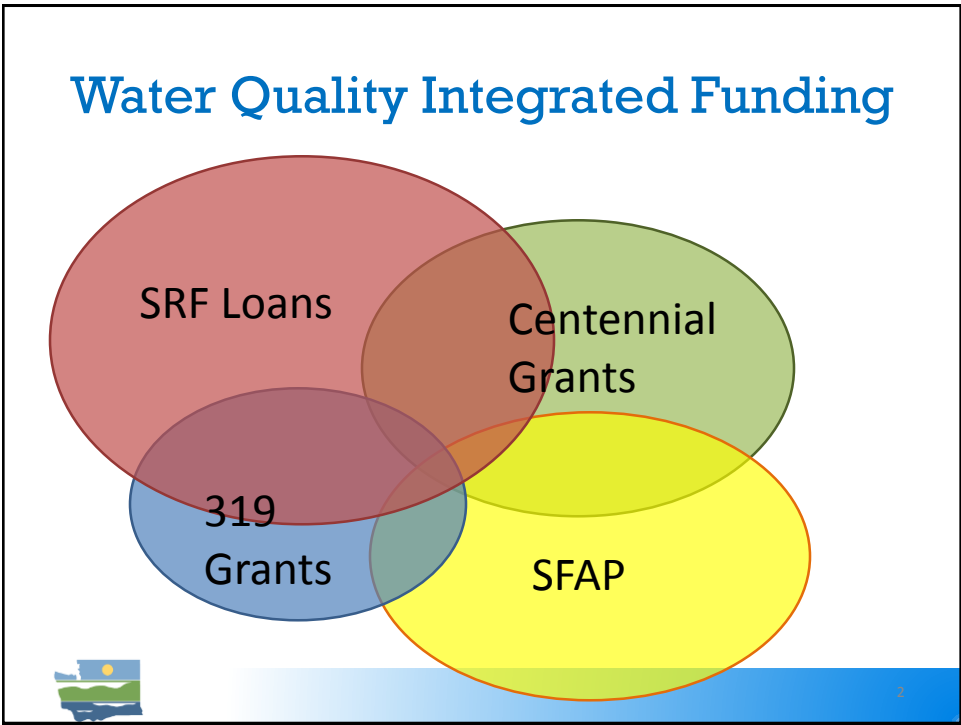


1

Welcome and Introductions

This slide features a blue header with a small graphic of a landscape with a sun, water, and hills. The text "Welcome and Introductions" is centered in white. A small number "1" is in the bottom right corner.



Water Quality Integrated Funding

SRF Loans

Centennial Grants

319 Grants

SFAP

2

This slide features a Venn diagram with four overlapping circles: a red circle for "SRF Loans", a green circle for "Centennial Grants", a blue circle for "319 Grants", and a yellow circle for "SFAP". The circles overlap in various combinations. A small landscape graphic is in the bottom left corner, and a small number "2" is in the bottom right corner.

## Outline

- NEW WEBSITE!
- Cultural Resources
- Negotiation
- The “GROAN”
- Managing Roles in EAGL
- Document Management
- Breakout into specific groups



## Questions?

- Our purpose is to get your questions answered.
- Please ask any questions.
- Breakout Sessions.



## What's in the Packet

- PowerPoint handout
- Contact guide
- Cultural Resources flow chart
- Upload Guidance
- Managing Roles Guidance



Ecology website update

## Agency-wide website update

- New web addresses in August
- Links to documents, video's and resources will change.
- Stay tuned to the ListServ



## EAGL 2.0

- “Multiple Session” support
- Spell checking
- Updated Training Manual
- Mapping Tool

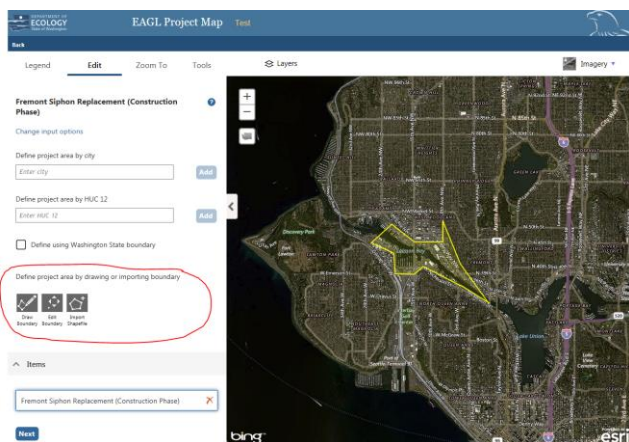


## Mapping Interface: Data capture

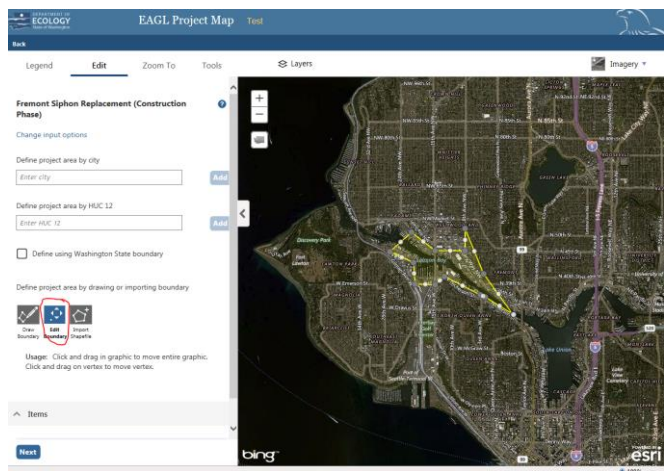
- Ecology staff have mapped a project area for each grant or loan (in EAGL)
- Recipients must verify the accuracy of these locations when they submit the first PRPR after August 31<sup>st</sup>
- Map will be accessible on the “location” form



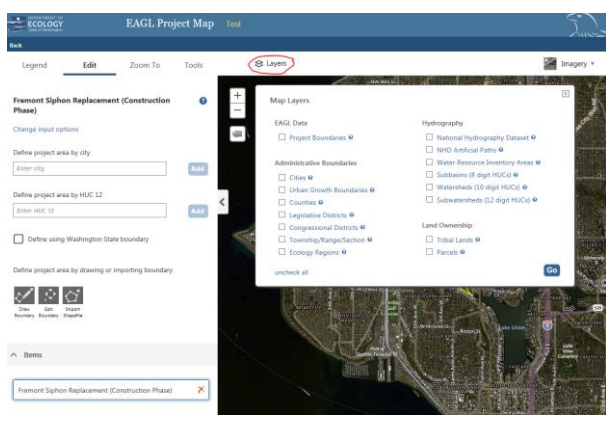
## Draw your project Area



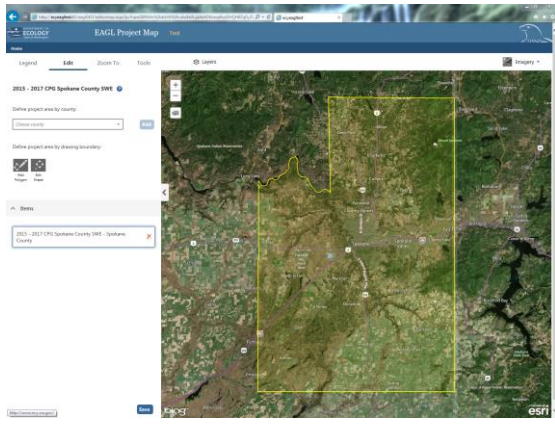
# Edit Boundary



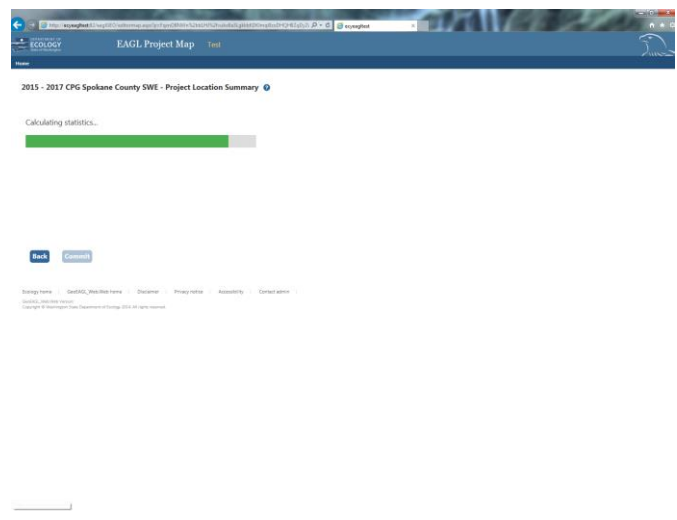
# View different layer



# Select a Predefined Area-County



# Calculating....



# Auto Fill!

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

Ecology Region:	Area %	Allocation %	Congressional District:	Area %	Allocation %
ERC	100%	100%	District 5	100%	100%

County:	Area %	Allocation %	WBEAL:	Area %	Allocation %
Spokane County	100%	100%	34 (Palouse)	21%	21%
			43 (Upper Crab-Wilson)	3%	3%

Legislative District:	Area %	Allocation %	54 (Lower Spokane)	Area %	Allocation %
District 3	2%	2%	54 (Lower Spokane)	14%	14%
District 4	18%	18%	55 (Little Spokane)	23%	23%
District 5	21%	21%	56 (Hingman)	24%	24%
District 7	23%	23%	57 (Middle Spokane)	15%	15%
District 9	30%	30%			

Buttons: Back, Commit

Navigation: Home | Dashboard | My Area | My Alerts | My Reports | My Settings | My Profile | My Account | My Help

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## CULTURAL RESOURCES REVIEW



## Cultural Resources

- All funded projects undergo cultural resource review.
  - Is there Ground Disturbing activity or structures over 50 years old?
  - Complete the 05-05/106 form. (Requires some research on your part)
  - Ecology initiates 30 day comment period with DAHP and Tribes.
  - Comments Received? Survey Requested? Mitigation Required?
  - ALWAYS prepare an Inadvertent Discovery Plan



**WASHINGTON DEPARTMENT OF ECOLOGY**  
**E.O. 05-05 OR SECTION 106 NHPA**  
**PROJECT REVIEW**  
 HISTORIC & CULTURAL RESOURCES REVIEW

GENERAL PROJECT INFORMATION	
GRANT OR LOAN RECIPIENT:	
SITE NAME(S):	
GRANT OR LOAN NAME:	
GRANT OR LOAN NUMBER:	GRANT OR LOAN TYPE (e.g., Centennial, 319):
GRANT OR LOAN RECIPIENT CONTACT INFORMATION	
RECIPIENT CONTACT PERSON (if different than above)::	
ADDRESS:	
CITY, STATE:	PHONE #: ( ) - :
ZIP, COUNTY:	EMAIL:
FUNDING AGENCY INFORMATION	






# NEGOTIATION PROCESS

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## Negotiation Process

1. Meeting (or phone call) with your Ecology Financial Manager and Project Manager.
2. Finalize the Negotiation Worksheet
  - Scope of Work (Ecology Format)
  - Budget
  - Dates
  - Form of Repayment (LOANS)
3. Complete Forms and Documentation Required prior to LOAN signature  
(i.e. Financial Capability, Initial Reporting Form, etc.) (LOANS)



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## Negotiation Process

- **ECOLOGY Project Manager develops a DRAFT AGREEMENT**
- 4. Review the DRAFT AGREEMENT
- 5. Share the DRAFT AGREEMENT with your attorney.
- **ECOLOGY reviews the DRAFT AGREEMENT internally. Prepares the FINAL AGREEMENT in EAGL**
- 6. Review FINAL agreement
- 7. Finalize Recipient STAFF



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## Negotiation Process

8. Print two copies of the final agreement and sign both, mail both back to Financial Manager
9. Upload FFATA form (LOANS and 319)
10. Upload Required Forms and Documentation
  - **ECOLOGY signs and executes the agreement**
  - **ECOLOGY mails the signed agreement**
  - **ECOLOGY Fiscal office activates the agreement**



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# OVERVIEW OF THE “GROAN”

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## Overview of the GROAN

- Title Page
- Short Description
- Long Description
- Recipient Information
- Ecology Information
- Signature Page



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## Overview of the GROAN

- Scope of Work (Task 1, Task 2, Task 3,)
  - Task Budget
  - Task Description
  - Task Goal
  - Task Outcome
  - Recipient Task Coordinator
  - Deliverables
- Funding Distributions




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## Overview of the GROAN

- 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



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## HOW TO MANAGE ROLES

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### What is your role?

- A role gives you certain powers within EAGL
- Roles are different than contacts
- You decide who is in each role
- Every “contact” person and anyone assigned a “role” has to have a SAW account and EAGL access



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## What are the roles?

- Authorized official
- Contractor\*
- Recipient Project Manager
- Recipient Financial Manager
- Writer\*
- Reader



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What my role allows me to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
<b>Applications &amp; Amendments (Parent Documents)</b>						
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Application Forms	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
<b>Payment Requests &amp; Progress Reports (Sub-documents)</b>						
Initiate PR/PR	X		X	X		
Read PR/PR	X	X	X	X	X	X
Edit PR/PR	X		Progress Report Only	Payment Request/ Form D Only	X	
Submit PR/PR	X		X	X		
Cancel PR/PR	X		X	X		
<b>Equipment Purchase Reports &amp; Closeout Reports (Sub-documents)</b>						
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			

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## Roles at different levels

- organization,
- application/agreement
- sub documents
  
- Roles are inherited by new documents.
- Roles can be changed.



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## Best Practices for EAGL roles

- Always have at least 2 Authorized Officials
- Assign your staff as the Authorized Official, Financial Officer, and Project Manager
- Assign consultants as Writers



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## DOCUMENT MANAGEMENT AND UPLOADING GUIDANCE

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## Document Management and Uploading Guidance

- What do you upload?
  - Deliverables
  - Backup for payment requests
- Where should you upload docs?
  - Deliverables: “Uploads” Form
  - Payment Request Backup: “Uploads” for the Payment Request and Progress Report.



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## Document Management and Uploading Guidance

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



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## Best practices for uploading documents

- Start deliverable names with “Dx.y” for the task and deliverable number.
- Email your Ecology PM/FM. Let them know you uploaded the file.
- Don't overwrite previous uploads.



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

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## Check Ecology website for resources

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