



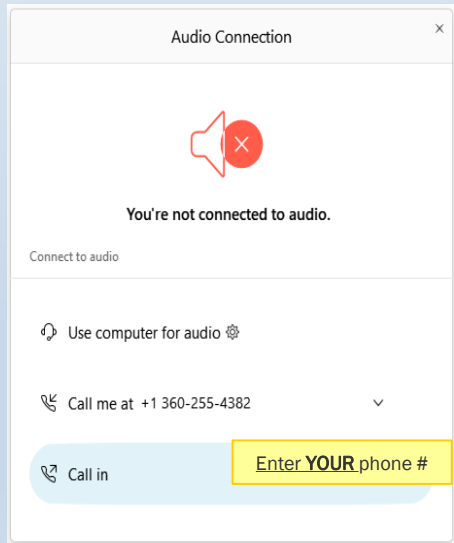
# Welcome to Ecology's Water Quality Funding Recipient Training

## Technical Problems?

Can't hear the Panelists?  
Try an alternate audio connection.

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

2) Next, choose an audio option.



A. Use computer for audio

B. Call me at (enter your phone number)

- WebEx calls you. You listen through your phone

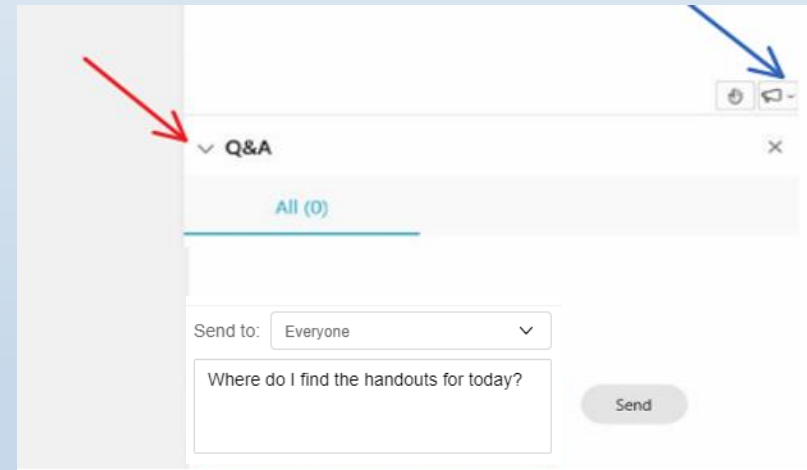
C. Call in using your phone.

There may be several different numbers that you can try.

## Questions for the Panelists?

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

Use the  to provide feedback to the panelists.



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





# WELCOME

## Stormwater Session - 1

Managing a Stormwater Project with Ecology & EAGL Demo

July 14, 2021

8:30am to 11:30am





# Presenters

## **Sarah Zehner**

Financial Management Services

Water Quality Program

360-407-7196

[sarah.zehner@ecy.wa.gov](mailto:sarah.zehner@ecy.wa.gov)

## **Michelle Myers**

Financial Management Services

Water Quality Program

360-407-6564

[michelle.myers@ecy.wa.gov](mailto:michelle.myers@ecy.wa.gov)



# Post Presentation - Survey Questions

- 1. Is there a technical or logistical aspect of this presentation we can address that would make it better for you?**
- 2. Is there a subject we have not presented that you would find helpful?**
- 3. Do you prefer future trainings to be in-person or a webinar?**
- 4. General comment box at end for any other suggestions.**



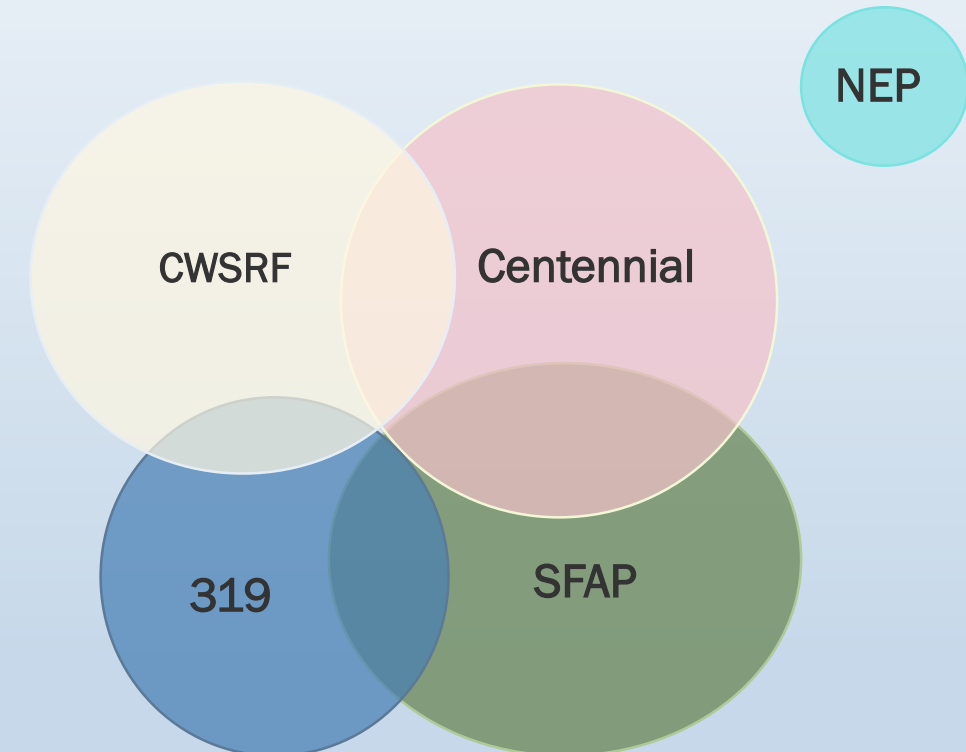
# Agenda

- 1 Overview of Water Quality Combined Financial Assistance Program
- 2 Grant Agreement Development, Negotiation, & Templates
- 3 EAGL Demonstration & EAGL Roles
- 4 Payment Requests/Progress Reports (PRPRs)
- 5 Agreement Amendments
- 6 Agreement Close Out
- 7 Questions

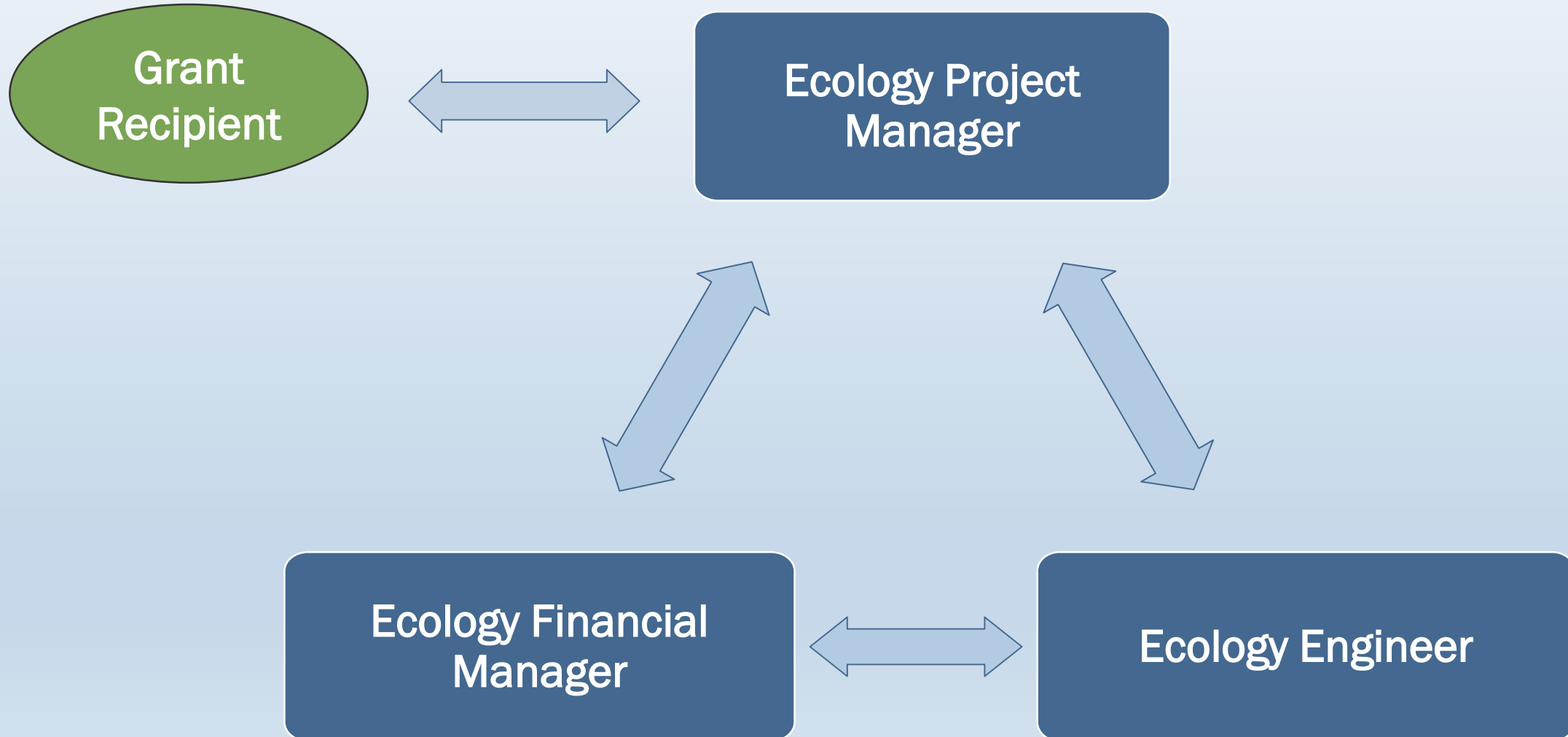


# Water Quality Combined Financial Assistance Program Overview

Fund Name	State/Federal Funds	Grant/Loan
Clean Water State Revolving Fund (CWSRF)	Federal	Loan
319	State	Grant
State Financial Assistance Program (SFAP)	State	Grant
Centennial	State	Grant
National Estuary Program (NEP)	State	Grant



# Communication is Key!





# Grant Agreement Development







# Agreement Development

1. Grant recipient reviews comments from Ecology in EAGL.
2. Ecology PM contacts grant recipient to start agreement development.
3. Ecology transfers project application to an Ecology agreement template and shares with recipient.
4. Ecology and recipient meet to discuss draft agreement.
5. Ecology uploads final agreement to EAGL for management review.
6. Ecology notifies recipient when agreement is ready for signature.





# Is your project being funded with loan funds (CWSRF)?

Additional forms required prior to agreement signature:

- ✓ Financial Capability Assessment
- ✓ Opinion of Legal Counsel
- ✓ Ordinance or Resolution giving recipient authority to accept a loan
- ✓ Fiscal Sustainability Plan Certification Form
- ✓ Cost and Effectiveness Analysis Certification Form
- ✓ CWSRF Initial Data Reporting form

Documents can be found on our website:

<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>

# Stormwater Agreement Templates



# Agreement Templates

## Facility Project

- Design
- Construction
- Design & Construction

## Activity Project

- Enhancement Maintenance Plan
- Sweeping
- Private stormwater facility inspections
- Pollutant source tracing



# Agreement Template Sections

- **Project Dates**
- **Contact information**
- **Signature**
- **Scope of Work**
  - **Tasks and Deliverables**
- **Funding Distribution**
- **Terms & Conditions**



# Agreement Template Sections

- **Project Dates**
- Contact information
- Signature
- **Scope of Work**
  - Tasks and Deliverables
- Funding Distribution
- **Terms & Conditions**



# Project Dates

- **Effective Date**

- First date that eligible project costs can be incurred.  
(ex. FY22 agreements = 07/01/2021)

- **Expiration Date**

- Last date that eligible project costs can be incurred.  
30 days after expiration date to submit final reports  
and payment request.



# Agreement Template Sections

- Project Dates
- Contact information
- Signature
- **Scope of Work**
  - Tasks and Deliverables
- Funding Distribution
- Terms & Conditions



# Example: Facility Project Agreement Template



**Task 1:**  
**Grant and Loan Administration**



**Task 2:**  
**Cultural and Environmental Reviews, and Permitting**



**Task 3:**  
**Design Plans and Specifications**



**Task 4:**  
**Construction Management**



**Task 5:**  
**Construction**



**Task 6:**  
**Project Close Out**



# Task 1:

## Grant and Loan Administration

### Deliverables

- Recipient meetings with Ecology.
- Payment requests/progress reports. (PRPR's)
- Agreement closeout reports.
- Task 1 budget equal to or less than 15% of total project cost.

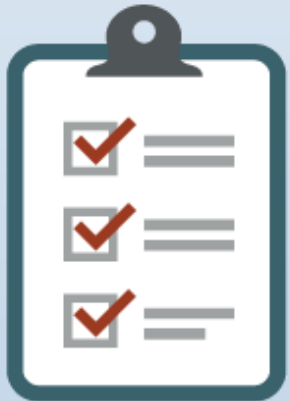


## Task 2:

# Cultural and Environmental Reviews, and Permitting

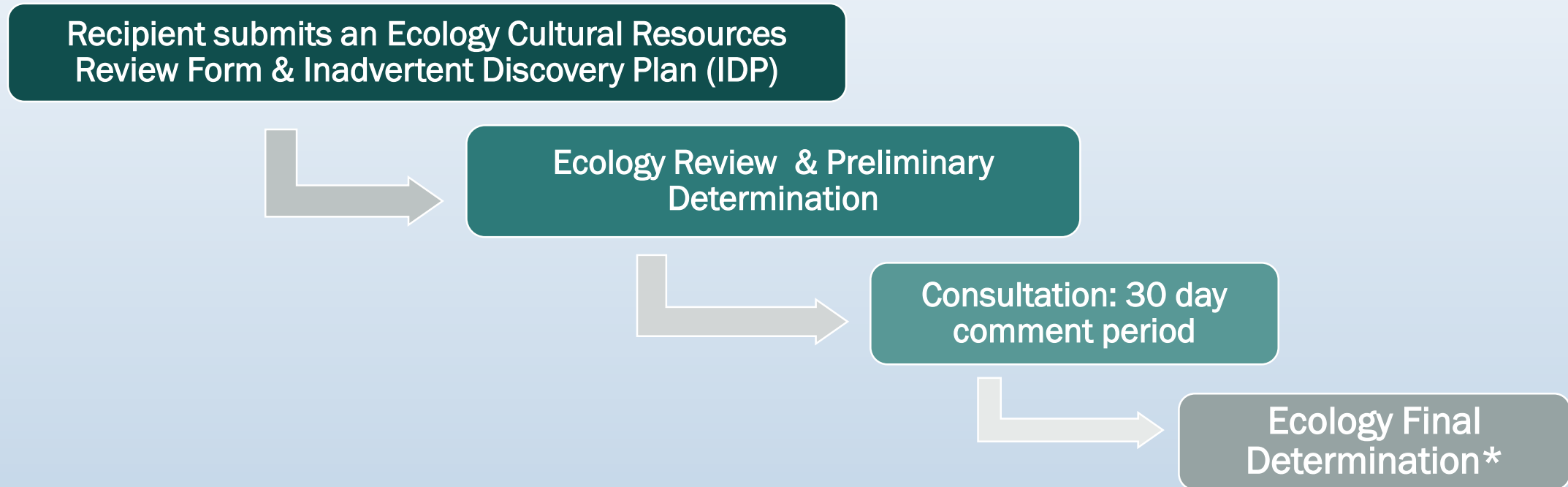
### Deliverables

- SEPA checklist and determination.
  - For state funded (SFAP) projects.
  - Notify Ecology PM when submitting initial consultation documents to SEPA register and when SEPA/DNS checklist documents have been issued for the formal comment period.
- SERP packet *(For projects receiving Loan funding only)*.
- Project Permits.
  - WDFW, Shoreline, etc.
- Cultural Resources and Environmental Review Process



## Task 2 Deliverable

# Cultural Resources and Environmental Review Process



\*Additional cultural resource review may be needed

*To Start Cultural Resources Review Process, contact your Ecology PM early in your project!*

# Ecology Cultural and Environmental Review Process

## Training Workshop Available!

July 15, 2021

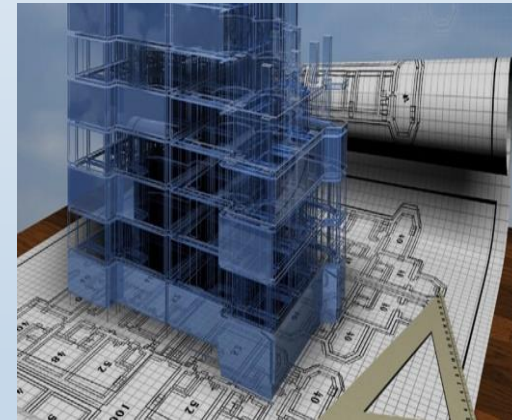
**9:00am – 11:30am:** Ecology Water Quality Cultural Resources Review Process

**1:00pm – 3:30pm:** Environmental Review for projects receiving loan funds (SERP).

# Task 3: Design Plans and Specifications

## Design Only Deliverables

- Contract Documents.
- Design report (~30%-60%). *(Allow for Ecology 45 day calendar review)*
- 90% design, plans, and specifications. *(Allow for Ecology 45 day calendar review)*
- Preliminary equivalent new/redevelopment area determination.
- Preliminary project area shapefile or geodatabase file.





# Task 3:

## Design Plans and Specifications

### Design & Construction Deliverables

- Consultant contract documents.
- Design report (~30%-60%). *(Allow for Ecology 45 day calendar review)*
- 90% design, plans, and specifications. *(Allow for Ecology 45 day calendar review)*
- Preliminary equivalent new/redevelopment area determination.
- Preliminary project area shapefile or geodatabase file.
- Final bid package. *(Allow for Ecology 15 day calendar review)*
- Bid documents.

# Task 3:

## Design Plans and Specifications

### Construction Only Deliverables

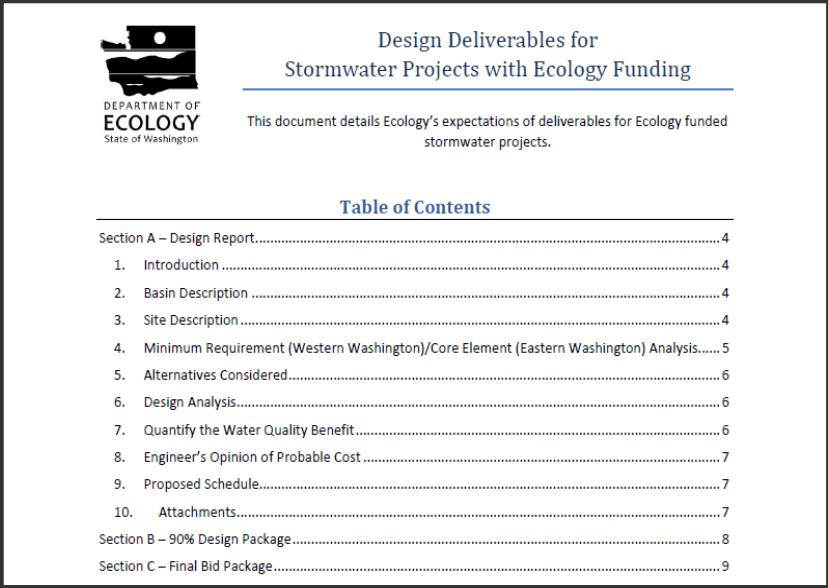
- Contract Documents.
- 90% design, plans, and specifications. *(Allow for Ecology 45 day calendar review)*
- Final bid package. *(Allow for Ecology 15 day calendar review)*
- Bid Documents.



# Ecology Design Deliverables Guidance Document

- **Guidance document and checklist to help you through design process.\***

\*Links to this document can be found on the Ecology Website and on the “Resources” slide at the end of the presentation.



**Design Deliverables for Stormwater Projects with Ecology Funding**

This document details Ecology's expectations of deliverables for Ecology funded stormwater projects.

**Table of Contents**

Section A – Design Report.....	4
1. Introduction .....	4
2. Basin Description .....	4
3. Site Description .....	4
4. Minimum Requirement (Western Washington)/Core Element (Eastern Washington) Analysis.....	5
5. Alternatives Considered.....	6
6. Design Analysis.....	6
7. Quantify the Water Quality Benefit.....	6
8. Engineer’s Opinion of Probable Cost .....	7
9. Proposed Schedule.....	7
10. Attachments.....	7
Section B – 90% Design Package.....	8
Section C – Final Bid Package.....	9

**Stormwater Facility Design Deliverables Training Workshop**  
**July 14<sup>th</sup> 1:00pm-2:15pm**  
**Ecology Stormwater Engineer Doug Howie**

# Task 4: Construction Management

## Deliverables

- Construction quality assurance plan (CQAP).
- Pre-construction meeting minutes.
- Updated project schedule.
- Revised construction cost estimates.
- Change order(s). *(Allow for Ecology 10 calendar day review)*





# Task 5: Construction

## Deliverables



- A signed and dated construction contract.
- A Stormwater Construction Completion Form.

# Task 6

## Project Close Out\*

### Deliverables

- Facility Operation and Maintenance Plan.
- Final, as constructed, equivalent new/redevelopment area determination.
- Final, as constructed, project area shapefile, geodatabase file, or ECOLOGY-approved equivalent.

\*In accordance with Task 1



# GIS Deliverable

- Final GIS compatible project area shapefile, geodatabase file, or Ecology-approved equivalent.
  - Contributing Area and BMP Footprint
  - Must be a polygon
  - Upload to General Uploads in EAGL
  - Guidance found in Design Deliverables Document

**Tips for Successful Grant Management  
Training**

**July 14 at 1:00pm with Ecology Stormwater Project Managers**

# Agreement Template Sections

- Project Dates
- Contact information
- Signature
- Scope of Work
  - Tasks and Deliverables
- **Funding Distribution**
- Terms & Conditions





# Funding Distribution (Budget)

## Example 1: Grant Only (SFAP)

<b>SFAP</b>	<b>Task Total</b>
Grant and Loan Administration	\$ 14,813.00
Design Plans and Specs, Environmental Review	\$ 109,106.00
Construction Management	\$ 36,844.00
Construction	\$ 1,560,599.00

**Total: \$ 1,721,362.00**

### Funding Distribution Summary

#### Recipient / Ecology Share

<b>Funding Distribution Name</b>	<b>Recipient Match %</b>	<b>Recipient Share</b>	<b>Ecology Share</b>	<b>Total</b>
SFAP	25.00 %	\$ 430,340.50	\$ 1,291,021.50	\$ 1,721,362.00
<b>Total</b>		<b>\$ 430,340.50</b>	<b>\$ 1,291,021.50</b>	<b>\$ 1,721,362.00</b>

# Funding Distribution (Budget)

## Example 2: Grant & Loan Combo (SFAP & CWSRF)

### By Task Funding Distribution

Task Title	SFAP	SRF Loan	Total
Project Administration/Management	\$3,031.40	\$1,968.50	\$4,999.90
Design Plans and Specs, Environmental Review	\$497,755.88	\$323,227.70	\$820,983.58
Construction Management	\$497,755.88	\$323,227.70	\$820,983.58
Construction	\$4,001,456.84	\$2,598,576.10	\$6,600,032.94
Total	\$5,000,000.00	\$3,247,000.00	\$8,247,000.00

### Recipient/Ecology Share

Funding Distribution	Recipient Match %	Recipient Share	Ecology Share	Total
SFAP	0.00%	\$0	\$5,000,000.00	\$5,000,000.00
SRF Loan	0.00%	\$0	\$3,247,000.00	\$3,247,000.00
Total		\$0	\$8,247,000.00	\$8,247,000.00

Total Eligible Costs	Ecology Share	Recipient Share
\$8,247,000.00	\$8,247,000.00	\$0

# Indirect Rate

- A 30% maximum for state funded projects on salaries and benefits can be billed.
- Documentation of indirect rate is required by Ecology before agreement signatures.
  - Provide a copy of what your organization uses.



# Agreement Template Sections

- Project Dates
- Contact information
- Signature
- Scope of Work
  - Tasks and Deliverables
- Funding Distribution
- **Terms & Conditions**



# Overview of Terms & Conditions

- **Special terms and conditions**
  - Section 1: Definitions
  - Section 2: Water Quality Combined conditions
  - Section 3: 319 and Centennial match conditions
  - Section 4: 319 grant and SRF loan conditions
  - Section 5: SRF loan conditions
- **General federal conditions**
  - Debarment and Suspension
- **General terms and conditions**
  - Agency wide conditions



# Reference Documents for Agreements\*

- Administrative Requirements for Recipients of Ecology Grants and Loans
  - aka “Yellow Book”
- Funding Guidelines State Fiscal Year 2022: Water Quality Financial Assistance
  - Referred to as the “Funding Guidelines”
- EAGL User Manual
  - Accessible through EAGL

\*Links to these documents can be found on the Ecology Website and on the “Resources” slide at the end of the presentation.

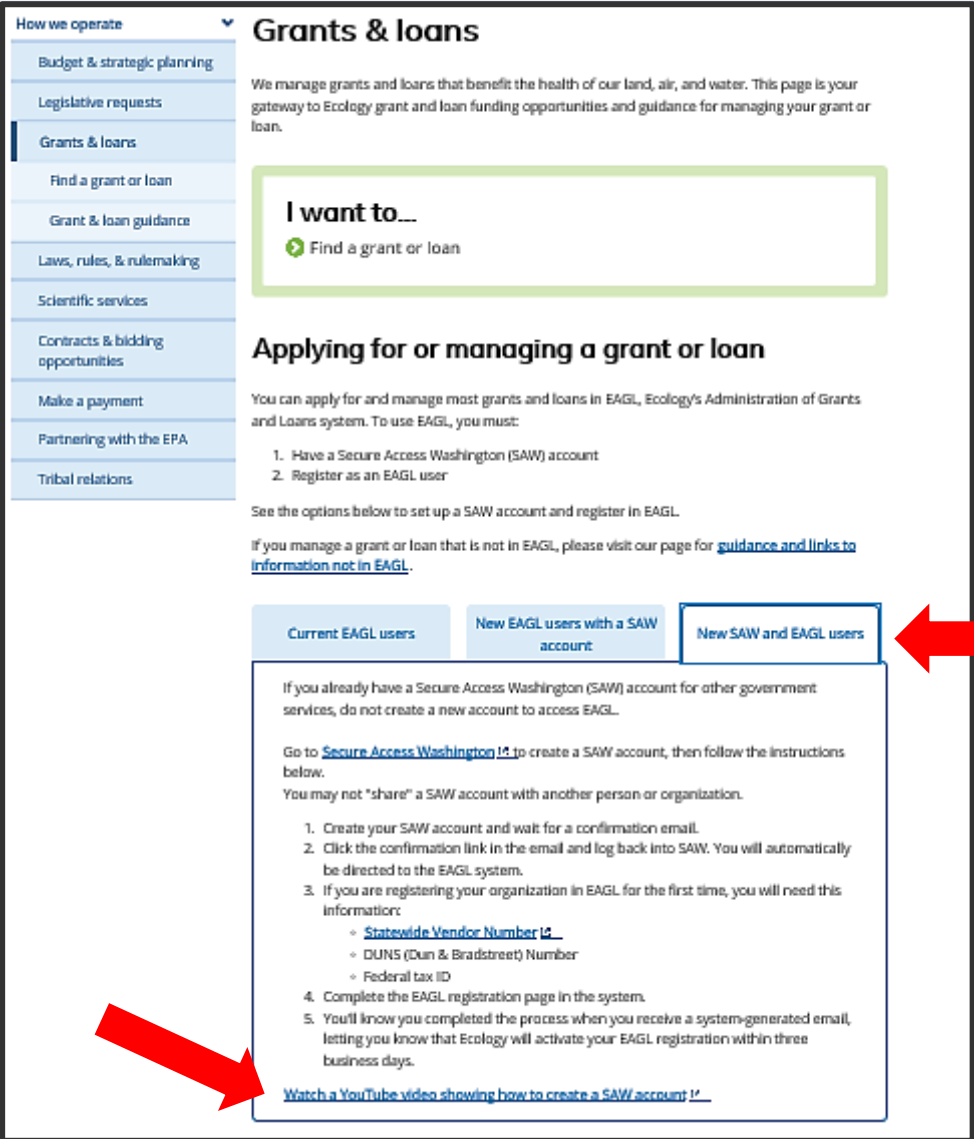
# Time for a break!



# Ecology Administration of Grants and Loans (EAGL)



# Register for EAGL



**How we operate** ▾

- Budget & strategic planning
- Legislative requests
- Grants & loans**
- Find a grant or loan
- Grant & loan guidance
- Laws, rules, & rulemaking
- Scientific services
- Contracts & bidding opportunities
- Make a payment
- Partnering with the EPA
- Tribal relations

## Grants & loans

We manage grants and loans that benefit the health of our land, air, and water. This page is your gateway to Ecology grant and loan funding opportunities and guidance for managing your grant or loan.

**I want to...**

- Find a grant or loan

### Applying for or managing a grant or loan

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

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

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

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

Current EAGL users

New EAGL users with a SAW account

**New SAW and EAGL users**

If you already have a Secure Access Washington (SAW) account for other government services, do not create a new account to access EAGL.

Go to [Secure Access Washington](#) to create a SAW account, then follow the instructions below.

You may not "share" a SAW account with another person or organization.


1. Create your SAW account and wait for a confirmation email.
2. Click the confirmation link in the email and log back into SAW. You will automatically be directed to the EAGL system.
3. If you are registering your organization in EAGL for the first time, you will need this information:
  - [Statewide Vendor Number](#)
  - DUNS (Dun & Bradstreet) Number
  - Federal tax ID
4. Complete the EAGL registration page in the system.
5. You'll know you completed the process when you receive a system-generated email, letting you know that Ecology will activate your EAGL registration within three business days.

[Watch a YouTube video showing how to create a SAW account!](#)

- Must register for SAW and EAGL.
- Process can take up to 3 days.
- Video tutorial to walk through the process.
- Found on the [Grants & Loans webpage](#).

# Accessing EAGL

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



The screenshot shows the Secure Access Washington (SAW) login interface. At the top, there is a green banner with the Seal of the State of Washington on the left and the text "WELCOME to your login for Washington state." on the right. Below the banner is a navigation bar with the "SecureAccess Washington" logo on the left and three buttons: "SIGN UP!", "GET HELP", and "TIPS ON". The main content area is divided into two sections. The left section is titled "LOGIN" and contains a form with "USERNAME" and "PASSWORD" labels, two input fields, a "SUBMIT" button, and a link for "Forgot your username? | Forgot your password?". The right section is titled "ON BEHALF OF" and features the Department of Ecology logo and the text "DEPARTMENT OF ECOLOGY State of Washington".



# Access your Application/Agreement

## Option 1:

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

Back

### 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  Screen Sort By --SELECT-- ASC GO

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

# Access your Application/Agreement

## Option 2:



The screenshot shows the "Organization - Department of Ecology - WQ" form page. The page title is "Organization - Department of Ecology - WQ". Below the title is a note: "Please complete all the required fields below. Required fields are marked with an \*." The navigation menu includes "Organization Information", "Organization Members", and "Organization Documents", with "Organization Documents" highlighted by a red box. The "Organization Information" section contains the following fields:

Name	<input type="text" value="Department of Ecology - WQ"/>	*
Short Name	<input type="text" value="EcyWQ"/>	*
Statewide	<input type="text"/>	

# Organization Information

- Click on your organization to find profile information and members.

[Back](#)

## Application Menu

Document Information: [WQC-2021-EcyWQ-00040](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Department of Ecology - WQ</a>	Fiscal Analyst	Agreement Active	05/01/2019 - N/A N/A

[Back](#)

## Organization - Department of Ecology - WQ

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

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

### Organization Information

**Name**  \*

**Short Name**  \*

# EAGL Resources

- User Manual
  - Found under “My Training Materials” at top of page.
  - Extremely helpful with clickable table of contents.
- EAGL Grants & Loans Webpage
  - YouTube tutorials.
  - 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

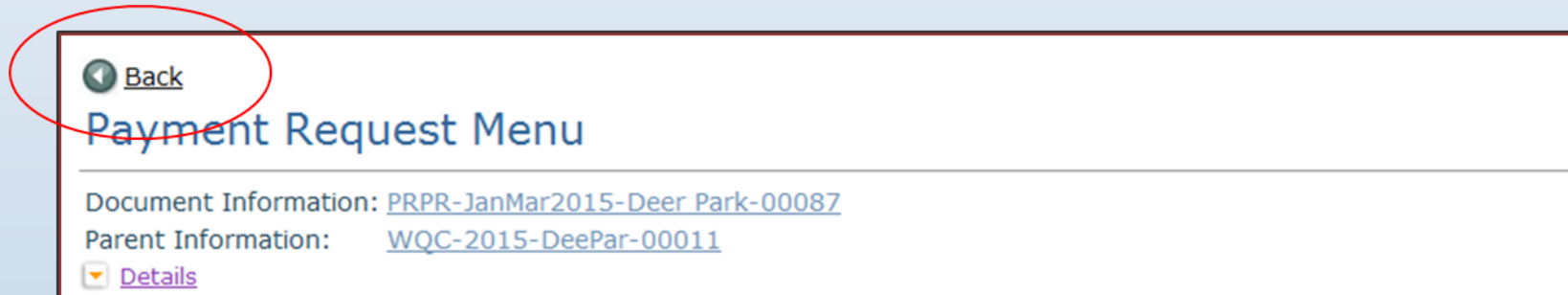
**My Training Materials**  
[User Manual](#)

CLOSE

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Applicant Organization 2</a>	Fund Coordinator	Application Under Review	N/A - N/A N/A

# EAGL Tips

- EAGL times-out after 20 minutes.
  - **SAVE OFTEN!**
- Don't use 'Back' buttons.



- Use bread crumbs...





# EAGL Roles



# EAGL Levels

## 1. Organization



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

[Back](#)

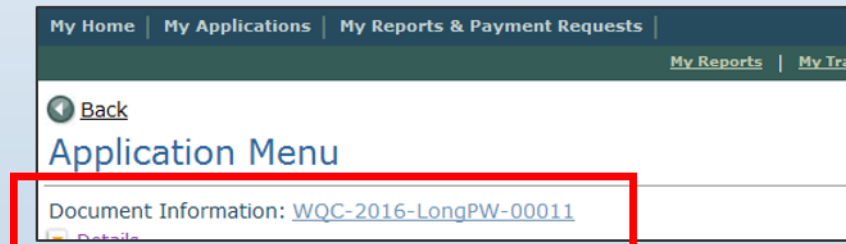
Organization - Longview city of - Public Works Department

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

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

Recipient contacts are assigned system roles at the organization level.

## 2. Parent Document



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

[Back](#)

Application Menu

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

[Details](#)

System 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?

- EAGL is a role-based system.
  - A role gives you certain powers within EAGL.
- You must have a SAW account and EAGL access to be a contact on the project or to access the agreement.
- You as an organization decide who is in each role.



# Permission Levels

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 Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
<b>Payment Requests &amp; Progress Reports (Subdocuments)</b>						
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		
<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			

## Tips:

- Assign 2+ Authorized Officials.
- Assign contractors to Writer role.
- This table can be found in the EAGL User Manual.

# Add or Edit Roles

### Application Menu

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

Info	Document Type	Organization	Role	Current Status	P	D
	Application	<a href="#">King County - Natural Resources and Parks Department</a>	Reviewer	Agreement Active	N	11

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



# Add or Edit Roles

## Payment Request Menu - People

The functionality on this page will allow you add, delete or edit people on this document.  
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.  
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.  
After you perform your modifications, remember to select the **SAVE** button to save your changes.

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

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

[Details](#)

### Person Search

Enter a name or partial name:

For former staff or contractors:

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

### Current People Assigned

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

# EAGL Roles vs Recipient Contacts

Application Menu - People  
Current People Assigned

**EAGL Roles**

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

**RECIPIENT CONTACTS**

Project Manager:    
Matt Carlson  
Stormwater Coordinator

Authorized Signatory:    
Jim Jeffords  
Asotin County Commissioner

Billing Contact:    
Barbara Cook  
Office Admin. Manager

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

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



# Document Management and Uploading Guidance



# Uploading Documents

## General Uploads

- All project deliverables
- Project pictures
- Project schedule

## Payment Request Uploads

- Backup Documentation for payment

## Progress Report Uploads

- Quarterly reports, such as sweeping reports



# General Uploads

## Application Menu

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

Info	Document Type	Organization	Role	Current Status
	Application	<a href="#">Snoqualmie city of</a>	Financial Manager	Agreement Active

---

### View, Edit and Complete Forms

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

[VIEW FORMS](#)

---

### Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and other documents. You can also submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

---

### Access Management Tools

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

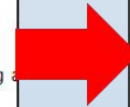
[VIEW MANAGEMENT TOOLS](#)

---

### Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment 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](#)

**Agreement**

- [Agreement Information](#)

# General Uploads

3.2 Preconstruction Conference I	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 33-FifePreConMinutes.pdf</a>
3.2 Preconstruction Meeting Sigr	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 34-SignInSheet.pdf</a>
2.4 Design Report	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 35-SR99DesignReportWQC00054.pdf</a>
2.7 90% Cost Estimate	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 36-SR9990PERCENTCOSTESTIMATEWQC00054.pdf</a>
2.7 90% Plans Vol 1	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 37-SR9990PERCENTPlansVOL1WQC00054.pdf</a>
2.7 90% Plans Vol 2	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 38-SR9990PERCENTPlansVOL2WQC00054.pdf</a>
2.7 90% Plans Vol 3	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 39-SR9990PERCENTPlansVOL3WQC00054.pdf</a>
2.7 90% Plans Vol 4	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 40-SR9990PERCENTPlansVOL4WQC00054.pdf</a>
2.7 90% Specs	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 41-SR9990PERCENTSPECSWQC00054.pdf</a>
2.11 Project Schedule	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 42-SR99ProjectScheduleWQC00054.pdf</a>
2.5 Design Report Responses	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 43-SR99CommentResponsesWQC00054.pdf</a>
2.12 Conformed Plans Volume 1	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 884823 44-00054SR99-ConformedPlansVolume1.pdf</a>
2.12 Conformed Plans Volume2	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 884823 45-00054SR99-ConformedPlansVolume2.pdf</a>
2.12 Conformed Specs Volume 1	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 884823 46-13064SPECS VOLUME1 CONFORMED.pdf</a>
2.12 Conformed Specs Volume2	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 884823 47-13064SPECS VOLUME2 CONFORMED.pdf</a>
3.1 Quality Assurance Plan	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">Upload/8657 884823 48-CMPlanFife.docx</a>
SAM for Johansen	<input type="text" value="Browse..."/> <input type="checkbox"/> DELETE <a href="#">8657 884823 49-SAMforJohansen.pdf</a>
<input type="text"/>	<input type="text" value="Browse..."/>

- Upload from the bottom.
- Don't overwrite previous uploads.
- Don't delete previous uploads.
- Use descriptive file names and avoid spaces and symbols (~ & %).
- Start description name with task and deliverable number.
- Notify Ecology when deliverables are uploaded.

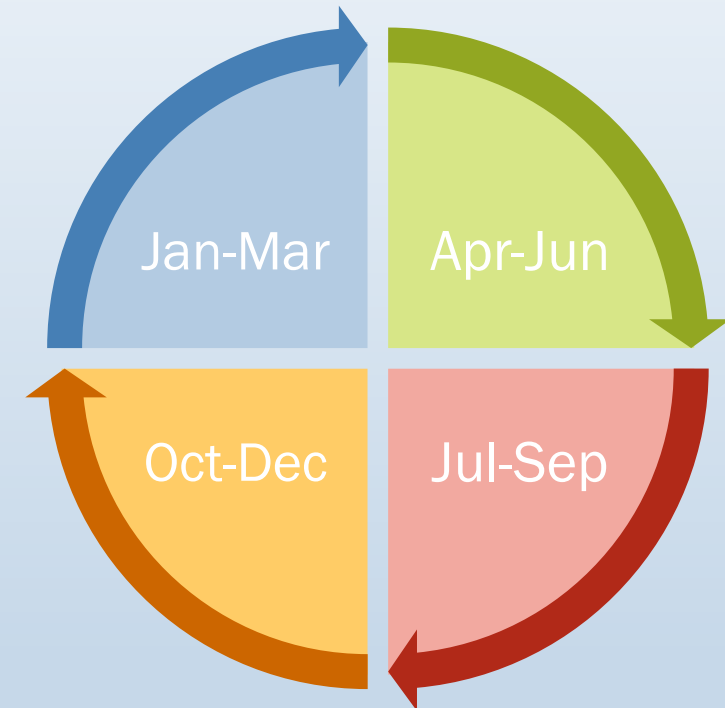


# Payment Requests/ Progress Reports (PRPRs)



# Before You Begin

- Agreement and previous PRPR must be in “Active” status.
- PRPRs are required quarterly, but may submit monthly.
  - Timeframes may be used multiple times.
  - Must submit a progress report even if there are no expenditures.
- Due 30 days after the end of the quarter.

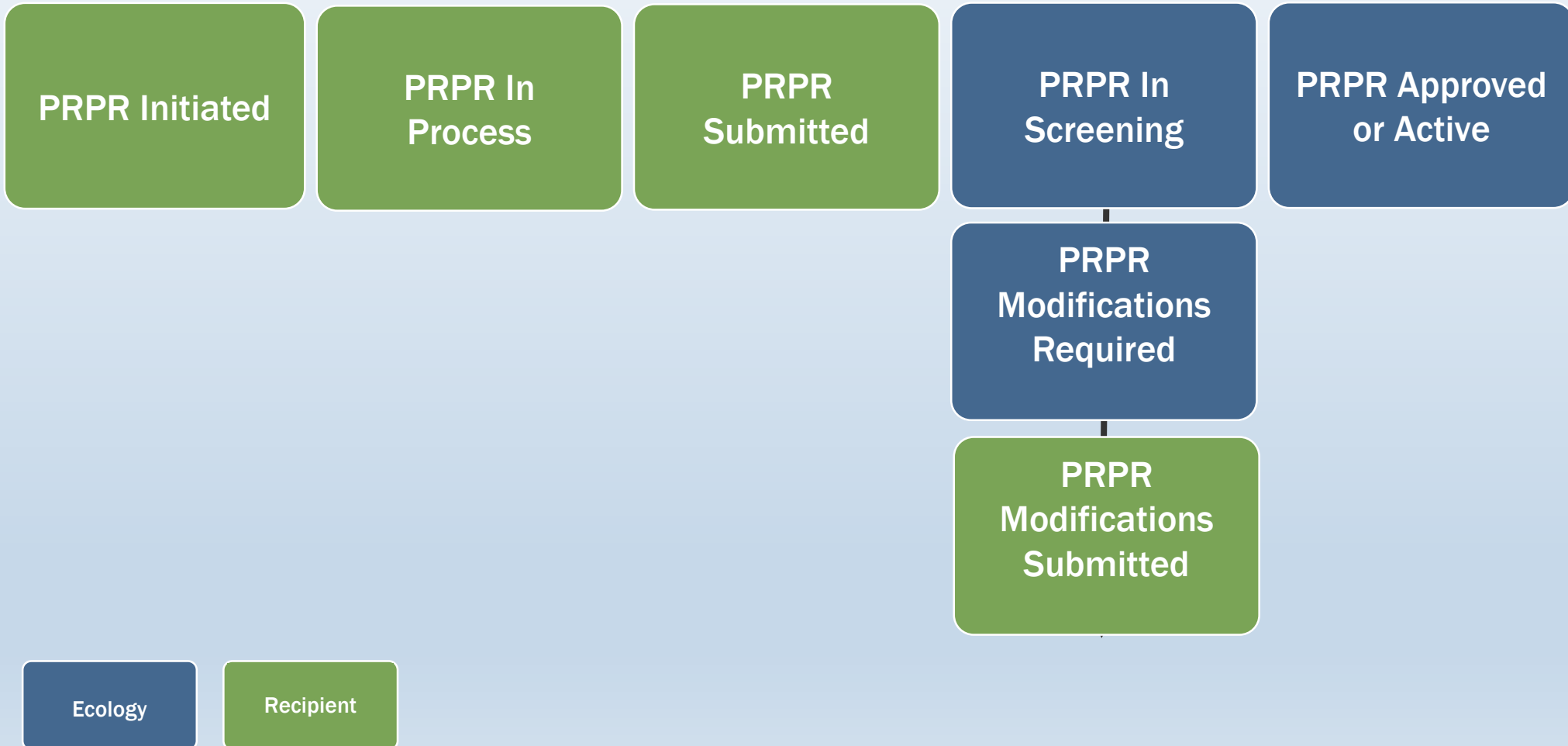




# PRPR Roles

What my role allows me to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
<b>Payment Requests &amp; Progress Reports (Subdocuments)</b>						
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		

# PRPR Process



# Initiate 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

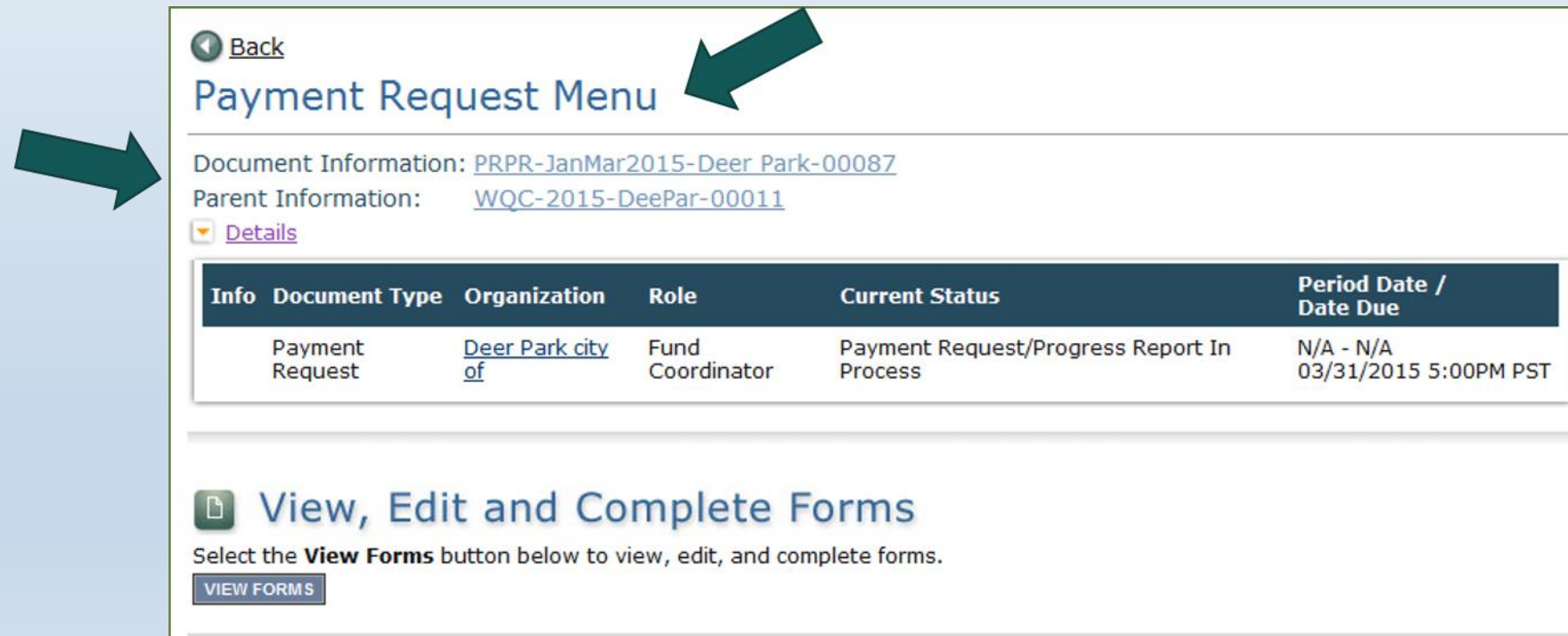
Sort search results by:  Filter by Document Type:  [GO](#)

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



# Payment Request/Progress Report

- Similar menu as the main agreement.
  - Top will say Payment Request Menu instead of Application Menu.
  - Be sure menu 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](#)

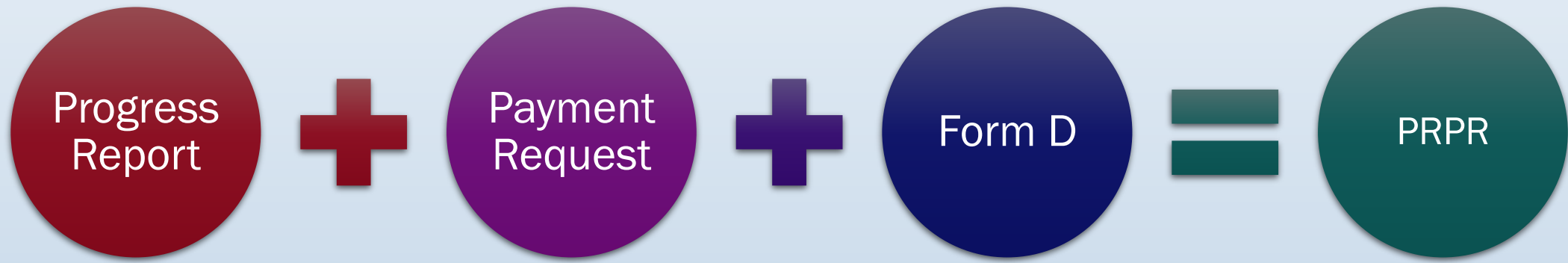
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	<a href="#">Deer Park city of</a>	Fund Coordinator	Payment Request/Progress Report In Process	N/A - N/A 03/31/2015 5:00PM PST

 **View, Edit and Complete Forms**

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








[VIEW FORMS](#)

# What Is Required With a PRPR?



# PRPR Forms

## Forms

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

# Progress Report

- Recipient Project Manager completes the Progress Report form. Please include:
  - Details of the activities performed in each task.
  - Make sure activities align with the expenditures.
  - Reasons for delay or other issues.
  - Do not upload deliverables here – upload to general Uploads

Progress Report Number: 3 \*Final:  Yes  No [?](#)

Report Period End Date: 11/30/17

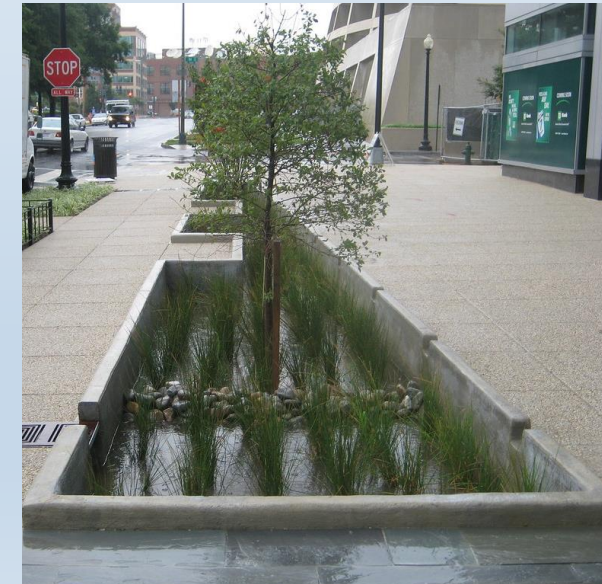
**\* By Task Progress**

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Project Administration/Management	16 %	Time included communications with Ecology regarding funding distribution for EAGL reporting and completing the PRPR #2. <div style="text-align: right;">119 of 2000</div>
Design Plans and Specs, Environmental Review	80 %	This task included modifications to the plans and specifications prior to distribution for bidding. Task also included modifications to the Scope and budget to conform to Ecology requirements. Specifications and plans were modified to reflect comments received from Ecology that needed to be completed and prior to bidding. Time for this task also <div style="text-align: right;">387 of 2000</div>
Construction Management	10 %	Document preparation for potential bidders, prepare pre-bid documents, agenda, plan holders lists, distribute plans and specs. Prebid meeting conducted on November 30, 2017 at 2:00 PM

# Progress Report

## Requirement For Loans Only:

- 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 Request

- 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:	3	* Final:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Billing Period Start Date:	1/1/2019	* Billing Period End Date:	<input type="text" value="6/21/2019"/>
Cumulative Expenditure Entered:	\$245,165.45	Cumulative Expenditure Approved:	\$225,165.45

Ecology Project Manager Approval:

I have reviewed the progress report and expenditures. To the best of my knowledge, the work performed and the costs incurred are reasonable, necessary, and consistent with the scope of work.

Approved by: Jill Scheffer on 7/15/2019

\* Do you have expenditures to report?  Yes  No

# Payment Request



- **Recipient Financial Officer enters expenditure details:**
  - Funding Distribution – Most will have only one to choose from, unless there is loan funding.
  - Task Title – In which task did work occur?
  - Item Category and Item Description - What is the reimbursement for?
  - Payee – Person or entity that was paid for the item or service (Not your organization).
  - Date Incurred Start and End – Either the dates the work occurred or the date of purchase.
  - Amount – Enter 100% of the cost.
  - Expenditure Type – Cash is only option.

Expenditures

Page 1 of 1

	Item #	Detail #	Funding Distribution	Task Title	Item Category	Item Description	Payee
<input type="checkbox"/>	1	143147	SFAP [EG200350] ▼	Design Plans and Specs, Environmental Review ▼	Contracts ▼	Design Fees	Aspect Consulting
<input type="checkbox"/>	2	143182	SFAP [EG200350] ▼	Design Plans and Specs, Environmental Review ▼	Contracts ▼	Design Fees	Aspect Consulting

ADD ROW

Invoice #	Date Incurred Start	Date Incurred End	Amount	Expenditure Type	Approved / Denied / Modified	Authorized Amount	Comr
37009	3/28/2020	4/24/2020	\$15,462.55	Cash ▼	▼		
37280	4/25/2020	5/29/2020	\$15,508.00	Cash ▼	▼		

# Payment Request Tips

- Date your first payment request back to the beginning of the agreement.
- Report 100% of your expenditure. EAGL will automatically hold the match and reimburse 75% of the cost (or 85% if hardship).
- If using a loan for match, split the costs over two lines. Charge 75% to the grant and 25% to the loan.
- If part of a larger project, only SW components are eligible – track separately!
- Do not hit enter – it will add a row.
- Remember to SAVE often!!!



# Payment Request Uploads

## Backup documentation:

- Upload in order of listed expenditures.
- Name document for easy identification.
- Must be legible and easy to understand.
- Must support all expenses on the payment request.
- Call attention to grant-eligible items.

### 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 \*

# Backup Documentation

## Receipts/invoices should include:

- Date(s) the service was provided or date(s) of purchase
- Description of item including how many purchased/hours worked, etc.
- Place of purchase/name of service provider.
- Price of item.

## No credit card statements or copies of checks.

- Not sufficient documentation.
- Also, remember EAGL is public information.

## Time accounting must show:

- Name of staff person.
- Date(s) worked.
- Number of hours worked.



# Form D: Contractor Participation Report

- Instructions are on the Forms Menu.
- List each contractor and subcontractor on the backup documents.

**Subcontractors must be listed separately!**

**FORM D: CONTRACTOR PARTICIPATION REPORT**

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

Yes  No

Please complete the table. All fields are required.

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

# Review Payment History

- Must view and save before submitting, or you will get error message.
- Shows previous payment request totals.
  - Will update totals when PRPR is approved.

<b>PAYMENT HISTORY</b>								
<b>Cumulative Approved Expenditures</b>								
NOTE: Any Expenditures not yet approved are not included in the table below.								
Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
SFAP	Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	\$0.00
SFAP	Construction Management	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
SFAP	Design Plans and Specs, Environmental Review	\$4,261.53	\$0.00	\$0.00	\$4,261.53	\$135,000.00	\$130,738.48	\$4,261.53
SFAP	Project Administration/Management	\$563.95	\$0.00	\$0.00	\$563.95	\$15,000.00	\$14,436.05	\$563.95
<b>SFAP: Distribution Total</b>		<b>\$4,825.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,825.48</b>	<b>\$500,000.00</b>	<b>\$495,174.53</b>	<b>\$4,825.48</b>
<b>Grand Total</b>		<b>\$4,825.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,825.48</b>	<b>\$500,000.00</b>	<b>\$495,174.53</b>	<b>\$4,825.48</b>

<b>Disbursement History</b>		
Payment Request #	Disbursement Amount	Payment Request Status
1	\$0	Payment Request/Progress Report Active
2	\$3,619.11	Payment Request/Progress Report In Process

# Budget Changes

## Need a change to your budget?

- First, always contact your Ecology PM to discuss.
- <10% of the Total Eligible Cost = No formal amendment needed
- >10% of the Total Eligible Cost = Needs formal amendment



# Submit PRPR

- Be sure you are in the PRPR Menu, not the Application Menu!
- PRPR Menu → Change the Status
- Ecology PM and FM will be notified through EAGL.

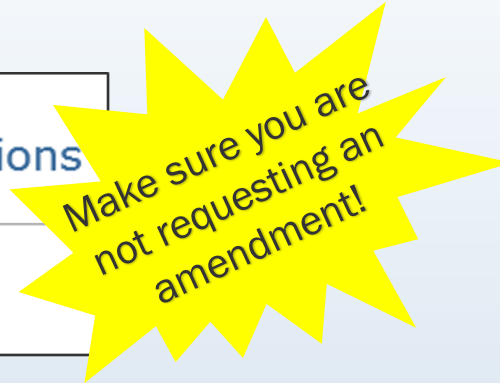
[Back](#)

## Payment Request Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [PRPR-AprJun2019-EcyWQ-07411](#)  
Parent Information: [WQC-2021-EcyWQ-00040](#)

[Details](#)



## Change the Status

Select the **View Status Options** button below to perform actions such as

[VIEW STATUS OPTIONS](#) ←

### Possible Statuses

Select a status below to change the status of this Payment Request/

**Note to Recipients:** If your agreement was recently signed, you must wait before you may submit the first payment. Until this time, only the Payment Agreement Active status, the Payment Request/Progress Report Submitted







**PAYMENT REQUEST/PROGRESS REPORT SUBMITTED** ←  
[APPLY STATUS](#)


**PAYMENT REQUEST/PROGRESS REPORT CANCELLED** 😞  
[APPLY STATUS](#)

# PRPR Modifications

- Ecology can send a PRPR back for modifications.
- EAGL will send a notification email.
- Check the Payment Request Progress Report Modification Comments form for explanation.
- Make edits and re-submit by changing status to submitted.

Forms

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





# Time for a break!



# Amendments



# Amendments Needed for:

Time Extension

Reduction/Increase  
in Funding

To Deobligate  
Remaining Funds

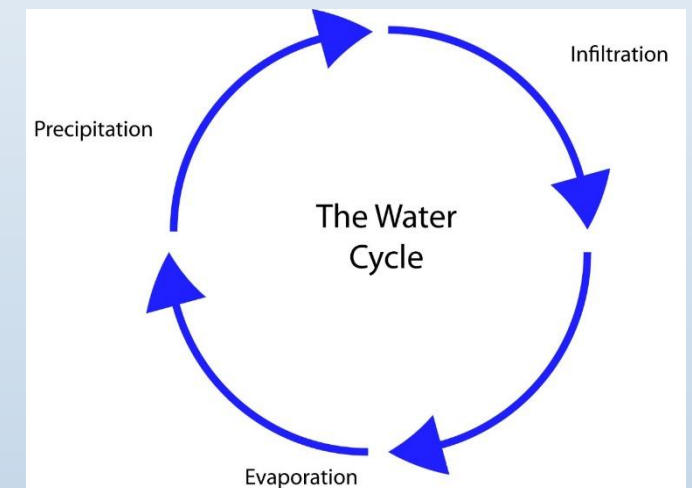
Task Budget Changes

To Close a Loan

Changes in Scope of Work

# Amendments Requests

- **Discuss with your Ecology Project Manager**
  - 3 months prior to agreement expiration date
  - Why is an amendment needed?
- **Information Ecology will need:**
  - Updated project budget
  - Updated project schedule

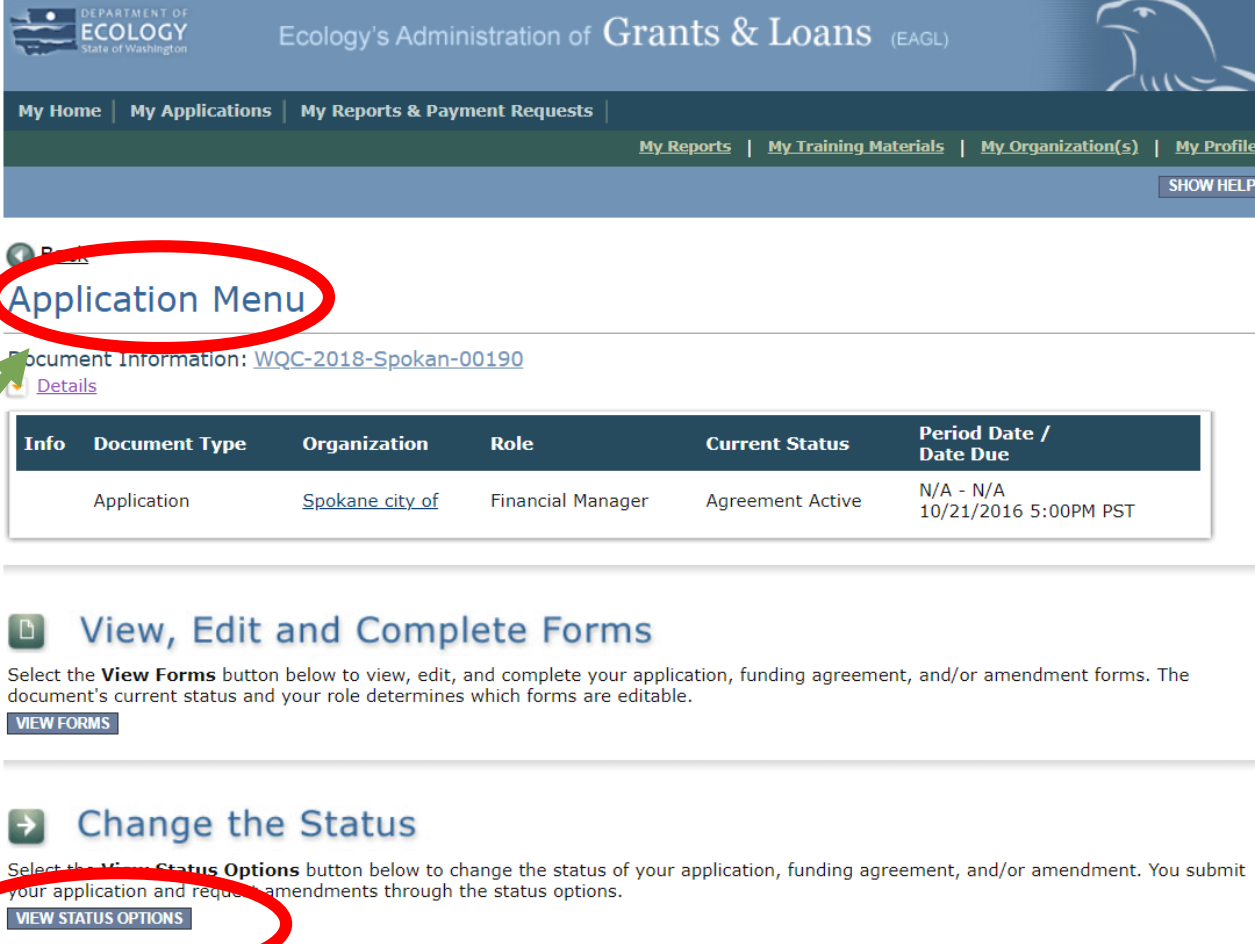


# Requesting an Amendment In EAGL

## 1. Change the status of the agreement in EAGL

- Only the Authorized Official or Ecology can request an amendment.

In EAGL Application Menu -  
View Status Options.



DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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

**Application Menu**

Document Information: [WQC-2018-Spokane-00190](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Spokane city of</a>	Financial Manager	Agreement Active	N/A - N/A 10/21/2016 5:00PM PST

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

**Change the Status**  
Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.  
[VIEW STATUS OPTIONS](#)



# Requesting an Amendment In EAGL

1. Change the status of the agreement in EAGL

Click “Apply Status” under Amendment Requested.



The screenshot shows the EAGL (Ecology's Administration of Grants & Loans) interface. At the top, there is a navigation bar with the Department of Ecology logo and the text "Ecology's Administration of Grants & Loans (EAGL)". Below this is a menu with options: "My Home", "My Applications", "My Reports & Payment Requests", "My Reports", "My Training Materials", "My Organization(s)", and "My Pro". A "SHOW H" button is visible on the right.

The main content area starts with a "Back" button. The title is "Application Menu - Status Options" with the instruction "Select a button below to execute the appropriate status push." Below this, the document information is displayed as "Document Information: [WQC-2018-Spokane-00190](#)" with a "Details" link.

The "Possible Statuses" section is divided into two categories:

- AGREEMENT IN CLOSEOUT/TERMINATION**  
[APPLY STATUS](#)
- AMENDMENT REQUESTED**  
[APPLY STATUS](#)

A green arrow points from the text "Click 'Apply Status' under Amendment Requested." to the "APPLY STATUS" button under the "AMENDMENT REQUESTED" category.

# Amendment Request in EAGL

## 2. Reason for amendment request

- Describe the type and reason for amendment
- Save

Go back to Application Menu -  
View Edit Completed Forms -  
Click on the Amendment Request form.

**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

# Amendment Tips

- **Make sure you don't have any PRPRs in process.**
  - This will stop you from completing the amendment steps.
- **Describe your amendment request as thorough as possible.**
  - Provide supporting documents i.e. updated schedule



# Amendment Status In EAGL

**Amendment  
Requested**

**Amendment  
Initiated**

**Amendment  
in Review**

**Amendment  
Requires  
Signature**

**Amendment  
Executed**

**Agreement  
Active**

# Project Close Out





# Close Out Tips

- **Complete project by the agreement expiration date.**
  - Build time in project schedule to complete final deliverables before expiration date.
  - Ecology may withhold up to 10% of the grant budget or final payment until all deliverables are submitted and accepted.
- **Ecology Project Manager may coordinate a final site visit.**
- **Refer to Task 1 & Task 6 of agreement for closeout deliverables.**



# Final Deliverables & Close Out Documents

- A Final Payment Request/Progress Report (PRPR)
- Any remaining deliverables
- Recipient Close Out Report (RCOR) in EAGL
  - Ecology Template provided
- Project Outcome Summary Report (2 page summary)
  - Ecology Template provided



# Initiate Recipient Close Out Report (RCOR)

**Application Menu**

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

Info	Document Type	Organization	Role	Current Status
	Application	<a href="#">Snoqualmie city of</a>	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 Request, Site Visit Reports, and Close Out Reports.  
[VIEW RELATED ITEMS](#)

Document Type	Name
Payment Request	<a href="#">Initiate a/an Apr - Jun 2014 Payment Request / Progress Report</a>
Payment Request	<a href="#">Initiate a/an Apr - Jun 2015 Payment Request / Progress Report</a>
Equipment Purchase Report	<a href="#">Initiate a/an Equipment Purchase Report</a>
Payment Request	<a href="#">Initiate a/an Jul - Sep 2014 Payment Request / Progress Report</a>
Payment Request	<a href="#">Initiate a/an Oct - Dec 2014 Payment Request / Progress Report</a>
Recipient Close Out Report	<a href="#">Initiate a/an Recipient Close Out Report</a>
Equipment Purchase Report	<a href="#">EPR-2014-AppOrq2-00043</a>
Payment Request	<a href="#">PRPR-AprJun2014-AppOrq2-00109</a>

# RCOR Content



RECIPIENT CLOSE OUT REPORT		
By Task Summary		
Task Title	Summary of Accomplishments*	Actual Outcome*
Project Administration/Management	1.1 Progress Reports 1.2 Recipient Closeout Report 1.3 Project Outcome Summary Report 89 of 2000	Timely and complete submittal of [#] quarterly progress reports/payment requests, 1 RECIPIENT closeout report and 1 project outcome summary report. 147 of 2000
Design Plans and Specs, Environmental Review	2.1 SEPA determination documentation. 2.2 DAHP EZ-1 Form or Ecology Historic and Cultural Resource Project Review Form. 2.3 Inadvertent Discovery Plan. 2.4-2.6 Design Report, Responses, Acceptance Letter 2.7-2.9 90 percent Design Plans, Bid Specifications, and Engineer's Estimate, Responses, Acceptance 448 of 2000	The project met the requirements set forth by the State Environmental Policy Act, cultural resource protection requirements, ECOLOGY water quality facility design standards, and all other applicable federal, state and local laws and regulations. 0 of 2000
Construction Management	.1 Construction Quality Assurance Plan. 3.2 Pre-construction conference meeting minutes. 3.3 Project Schedule. 3.4 Revised Cash Flow Estimates when changes in construction schedule occur. 3.5 Change Order(s). 3.6 Facility Operation and Maintenance Plan. 368 of 2000	The recipient constructed the project on schedule and in accordance with accepted plans. 0 of 2000
Construction	The RECIPIENT completed construction of the project in accordance with ECOLOGY-accepted plans and specifications. The construction project included [BMPs]. These BMPs have equivalent area values of [#] acre(s) for Flow Control and [#] acre(s) for Treatment. 403 of 2000	The constructed project mitigates runoff/pollution from [#] acre(s) of pollution generating impervious surfaces and provides reductions in [Total Suspended Solids (TSS), Oil (Total Petroleum Hydrocarbons), Dissolved Copper, Dissolved Zinc, and Total Phosphorus] to [waterbody]. Additional benefits include _____. 314 of 2000

**Overall Summary**

Lessons Learned \*

List of documents prepared under this agreement

General Comment

**Upload Supporting Document**  
  DELETE

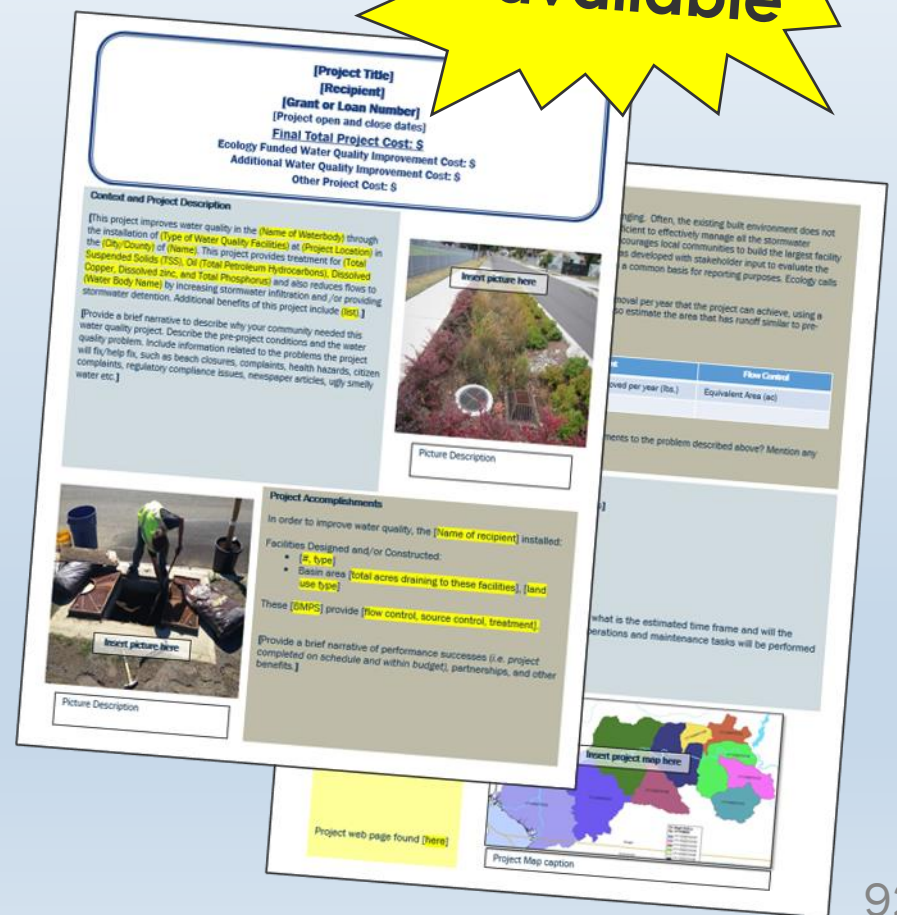
**Mapping Information**  
 If you would like to modify the mapped locations associated with your project, go to the editor map. Please **save** your work on this form before modifying.  
 If you modified your mapped locations, please describe the changes in the

**Add/Modify Location(s)**

Two-page outcome summary goes here!

# Two-Page Outcome Summary

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





# Submit RCOR

- Submit RCOR the same way as a PRPR.

[Back](#)

## Recipient Close Out Report Menu

Document Information: [RCOR-2019-Fife-01411](#)  
Parent Information: [WQC-2016-Fife-00054](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Recipient Close Out Report	<a href="#">Fife city of</a>	Financial Manager	Recipient Close Out Report Mods Required	N/A - N/A 01/31/2020 5:00PM PST

[View, Edit and Complete Forms](#)  
Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

[Change the Status](#)  
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Make sure you're in the RCOR Menu!

# Elements of a ~~Good~~ Great Project

Stay on  
schedule

Remain  
within budget

Submit  
PRPRs on  
time

Submit stormwater related  
change orders for review

Communicate  
often with ECY  
PM

Follow through with project Operations &  
Maintenance Plan



# Additional Resources

- [Water Quality Funding Guidelines & Forms](#)
- [Ecology Administrative Requirements \(Yellow Book\) & PRPR Trainings](#)
- [EAGL User Manual](#)
  - Found under “Are you managing a grant/loan in EAGL?”
- Your Ecology Project Manager

# Additional Training Sessions

- **Stormwater Facility Design Deliverables**
  - July 14 at 1:00-2:15pm with Doug Howie
- **Tips for Successful Grant Management**
  - July 14 2:30-4:00pm with ECY Project Managers
- **Ecology Water Quality Cultural Resources Review Process**
  - July 15 9:00am to 11:30pm
- **Environmental Review for CWSRF Loan Projects (SERP)**
  - July 15 1:00-3:30pm



# FY23 Funding Cycle Dates

- **August 10, 2021** - Application opens at 8:00am
- Applicant Workshops Webinars:
  - **August 24, 2021** – Stormwater Projects
  - **August 25, 2021** – Nonpoint/Onsite Projects
  - **August 26, 2021** – Wastewater Projects
- **October 12, 2021** - Applications due at 5pm



**MARK YOUR  
CALENDARS!**

# We value your feedback!

- Please take our survey!
- We really do use your feedback to craft the next year's training.
- Survey will pop up when you leave this session.





# Questions?

STORMDRAINS CONNECT *our*  
STREETS *to our* WATERS

IT'S LIKE  
WE ALL  
HAVE  
WATERFRONT  
PROPERTY!

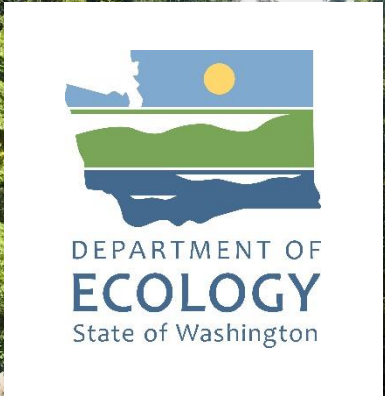


Fill out  
survey

Michelle Myers  
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(360) 407-6564

Sarah Zehner  
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Thank You!



# Questions?

Contact info

