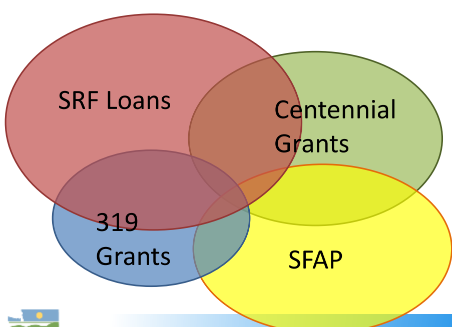
FY17 WATER QUALITY RECIPIENT TRAINING

DEPARTMENT OF
ECOLOGY
State of Washington

Welcome and Introductions

Water Quality Integrated Funding



Outline

- Cultural Resources
- Negotiation
- The "GROAN"
- Managing Roles in EAGL
- Document Management
- Payment Request / Progress Report (PRPR)
- ETF
- Breakout!

Questions?

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

What's in the Packet

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

Updated Environmental Review Guidance.

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

DEPARTMENT OF ECOLOGY
State of Washington

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:

NEGOTIATION PROCESS

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 signature

   (i.e. Financial Capability, Initial Reporting Form, etc.)

Negotiation Process

- ***ECOLOGY Financial Manager uses negotiation worksheet and develops a DRAFT AGREEMENT***

4. Review the DRAFT AGREEEMENT
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

Negotiation Process

10. Print two copies of the final agreement and sign both, mail both back to Financial Manager
11. Upload FFATA form (LOANS and 319)
12. Upload Required Forms and Documentation

- ***ECOLOGY signs and execute the agreement***
- ***ECOLOGY mails you a congratulations letter and a copy of the agreement with both signatures***
- ***ECOLOGY Fiscal office activates the agreement***

OVERVIEW OF THE "GROAN"

Overview of the GROAN

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

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

Overview of the GROAN

- PROJECT SPECIFIC TERMS AND CONDITIONS (rare)
- SPECIAL TERMS AND CONDTIONS
  - 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 CONDTIONS (1-2)
  - Debarment and Suspension
  - FFATA
- GENERAL TERMS AND CONDITIONS (1-29)
  - Agency wide conditions

HOW TO MANAGE ROLES

How to Manage your roles

- Why are "roles" important?
  - Your role gives you certain powers within EAGL
  - They 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

How to Manage your roles

- What are the roles?
  - Authorized official
  - Contractor
  - Recipient Project Manager
  - Recipient Financial Manager
  - Writer
  - Reader

How to Manage your roles

What can each role do?

- Authorized official
  - **Assign roles**
  - **Update organization records**
  - Create and **Submit** applications
  - **Initiate** amendments
  - Edit applications
  - Initiate <u>and</u> submit PRPR
  - Initiate and submit closeout

How to Manage your roles

What can each role do?

- Contractor
  - Create an application
  - Edit applications

How to Manage your roles

What can each role do?

- Recipient Project Manager
  - Edit applications
  - Initiate and submit PR/PR
  - Edit progress report
  - Initiate and submit closeout

How to Manage your roles
What can each role do?

- Recipient Financial Manager
  - Initiate and submit PR/PR
  - Edit payment request
- Writer
  - Can edit applications
- Reader
  - Can view applications

How to Manage your roles

- There are roles for your:
  - organization,
  - application/agreement, and
  - sub documents.
- You can assign different people at different levels
- Roles are inherited, but can be changed by an Authorized Official

How to Manage your roles

- Default System Roles:
  - My Organizations>Organization Members
- Roles on a Parent Document:
  - Application Menu>Access Management Tools>Add/Edit People
- Roles on a Subdocument:
  - Application Menu>Examine Related Items>Select the specific document>Access Management Tools>Add/Edit People

DOCUMENT MANAGEMENT AND UPLOADING GUIDANCE

Document Management and Uploading Guidance

- What do you upload?
  - Deliverables
  - Backup for payment requests
- Where should you upload docs?
  - Deliverables: Application Menu → "View Forms" → "Uploads" Form
  - Payment Request Backup: Payment Request Menu → "View Forms" → "Payment Request" Form → "Uploads" link → "Upload Backup Documents" box
  - Photos: Payment Request Menu → "View Forms" → "Progress Report" Form → "Upload Supporting Documents" box

Document Management and Uploading Guidance

- How big can a file be?
  - 35 MB.
  - You can:
    - Break large document into small ones
    - Reduce image quality (dpi) when scanning
    - "Optimize for size" in Word

Document Management and Uploading Guidance

- What file types are allowed?
  - doc, docx
  - xls, xlsx
  - ppt, pptx
  - vsd, vsdx
  - txt
  - pdf
  - bmp, tif, gif, jpg, png
  - mov, avi, mp4, wmv
  - spd
  - xml
  - zip

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.)
  - DO NOT USE SYMBOLS (~, &, #, etc.)
  - DO NOT USE SYMBOLS (~, &, #, etc.)

Good or Bad file name?

✓ BidTabsAndNoticeToProceed.pdf
✗ Scanned_File11752128931752018963.jpg
✓ AcmeConstructionPayEst_4.pdf
✗ Untitled Document3.docx
✗ WQC-2016-MyCity-00001_Payment Request2Backup_July2015.pdf
✗ Payment#01~SAMS@3-15-2015.pdf
✓ CurrentBudget_July2015.xlxs
✓ ContractForEngineeringServices.pdf

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Questions?

Check Ecology website for resources