

# Stormwater

## Recipient Grant and Loan Training

June 12 & 13, 2016

University of Washington -Tacoma

Big Bend Community College – Moses Lake

Sean Mellon

Layne Slone



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# Agenda

- Agreement Development
- Agreement Template
- Project Management
- Role Management
- Payment Requests/Progress Reports (PRPR)
- Amendments
- Project Closeout



# Funded!

- Final Offer List is now published.
- Double-check the final offer list for funded amount and any eligibility concerns (footnotes).
- Your Ecology Project Manager will contact you soon to start agreement development.





# Agreement Development

# It's All About Communication!

## Recipient Project Team

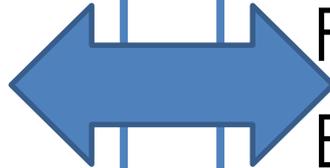
Project Manager

Billing Contact

Signatory

Other City/County

Staff



## Ecology Project Team

Project Manager\*

Financial Manager

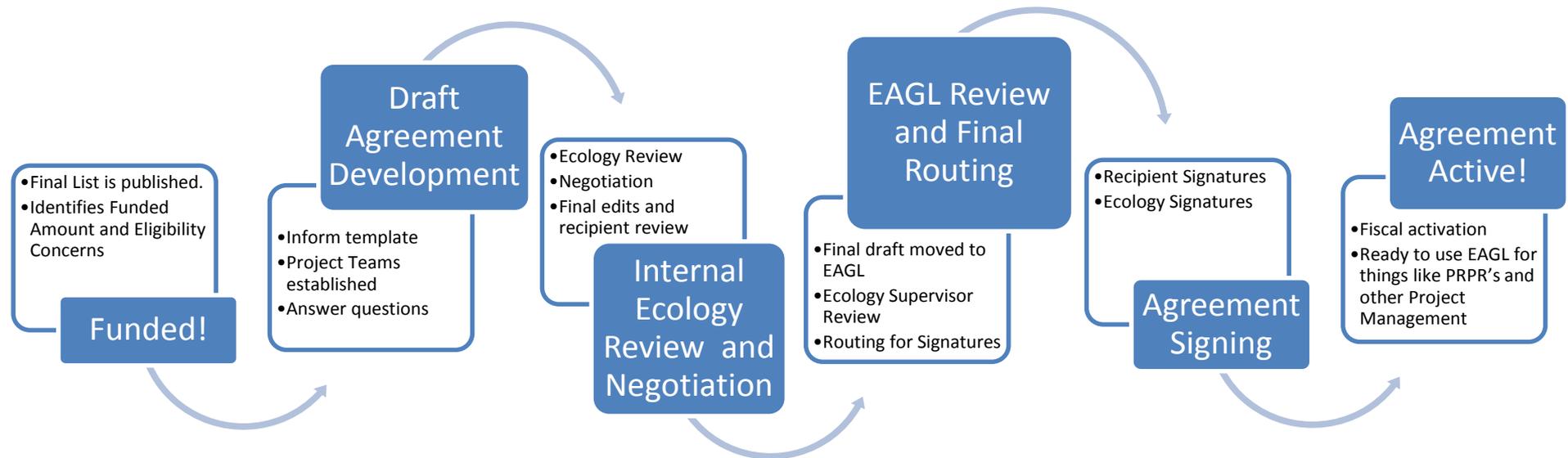
Engineer/Technical

Advisor

Other Ecology Staff



# Overview of the Agreement Development Process



# First Draft Development

- Ecology Project Manager will develop a first draft based on the application.
- Ecology Project Manager sends a draft agreement to the Recipient Project Manager for review and comment.
- Ecology PM addresses Recipient comments and initiates internal Ecology review. Edits are then made based on internal review and a draft is sent to the Recipient.
- Ecology Project Manager will set up a negotiation meeting.



# Negotiation and Final Draft Development

- Negotiation Meeting:
  - Face to face or via phone call.
  - Discuss the agreement components (ex. scope of work/deliverables, project schedule, project start/end dates, budget, Special Terms and Conditions).
  - Answer questions.
  - Ecology staff develop a final draft after negotiation and sends to Recipient.



# EAGL Review and Routing

- Ecology supervisors review.
- Formatting changes but should be substantively the same.
- Final checks for budget, scope of work, and eligibility.
- Any modifications suggested by Ecology are discussed with the Recipient Project Team.



# Agreement Signing

- Ecology Financial Manager notifies the Recipient that the agreement is ready for signature(s).
- EAGL will send an email as well.
- Recipient prints two copies of the agreement, signs them both, and mails back to Ecology Financial Manager.

**From:** [DoNotReplyEAGL@ecy.wa.gov](mailto:DoNotReplyEAGL@ecy.wa.gov) [mailto:DoNotReplyEAGL@ecy.wa.gov]

**Sent:** Tuesday, June 09, 2015 8:41 AM

**To:** [REDACTED]

**Subject:** Agreement WQC-2016-[REDACTED] requires signature

Agreement number WQC-2016-[REDACTED] is ready for signature. Please access the system, open the agreement and print 2 copies of the agreement report from the forms menu. Sign the documents and send them to the Ecology Financial Manager.



# Agreement Signing

- Ecology Financial Manager routes the agreement signed by the Recipient signatory to Ecology's Water Quality Program Manager for Signature.
- Once Ecology signs the agreement, the Ecology Financial Manager sends one fully signed agreement back to the Recipient.



# Agreement Active

- Ecology's Fiscal Office changes the status of the agreement to "Agreement Active". Now the real work begins!



DEPARTMENT OF ECOLOGY State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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## Application Menu

Document Information: [WQC-2015-Lind-00122](#)

Details

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

View, Edit and Complete Forms

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

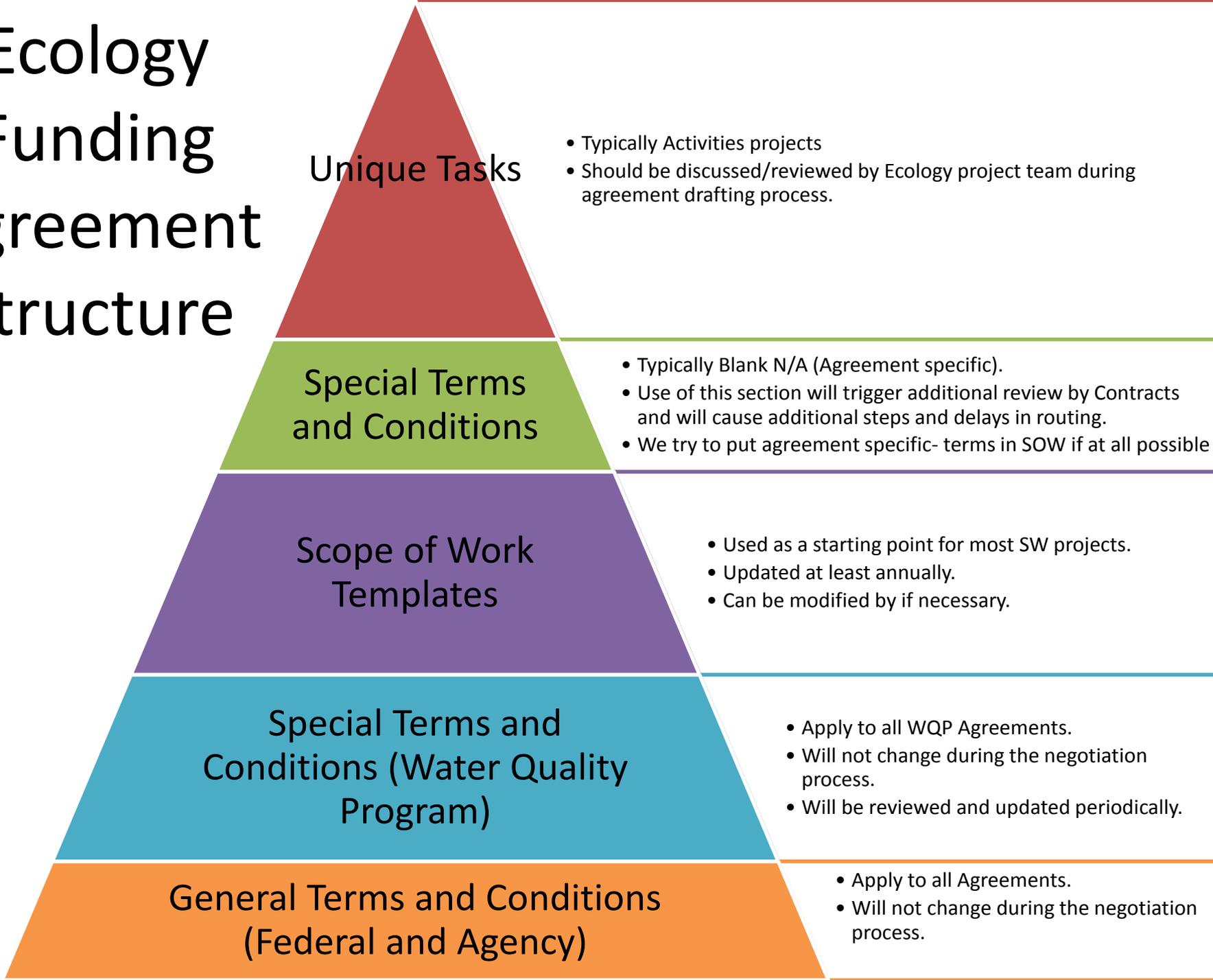
VIEW FORMS





# Agreement Template

# Ecology Funding Agreement Structure



# Agreement Template Stormwater Projects

- Agreement Templates
  - Stormwater **Facility** Template has standard boilerplate scope of work.
  - Stormwater **Activity** Template (ex. sweeping, private stormwater facility inspections, pollutant source tracing, SW planning) has no standard boilerplate scope of work language.



# Agreement Template

Agreement No: WQC-2016-  
Project Title:  
Recipient Name:

Page 1 of 45



## Agreement WQC-2016-

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

[RECIPIENT]

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



# Agreement Template

## GENERAL INFORMATION

Project Title:

Total Cost:

\$

Total Eligible Cost:

\$

Ecology Share:

\$

Recipient Share:

\$

The Effective Date of this Agreement is:

The Expiration Date of this Agreement is no later than:

Project Type:

Stormwater (Facility or Activity)

Project Short Description: (500 character limit, includes spaces)

This project will improve water quality in the (NAME OF WATER BODY) through installation of water quality facilities including (TYPE OF WATER QUALITY FACILITIES, IF KNOWN) at (PROJECT LOCATION) in the (CITY/COUNTY) of (NAME). This project will provide treatment for (Total Suspended Solids (TSS), Oil (Total Petroleum Hydrocarbons), Dissolved Copper, Dissolved Zinc, and Total Phosphorus) and will also reduce flows to (WATER BODY NAME) by increasing stormwater infiltration and/or providing stormwater detention. Additional benefits of this project include (LIST).

Project Long Description: (4,000 character limit, includes spaces)

MODIFY FROM DESCRIPTION PROVIDED IN APPLICATION, INCLUDE THE WHO, WHAT, WHERE, WHEN, WHY, and HOW.

Overall Goal: (1,000 character limit, includes spaces)

This project will help protect and restore water quality in Washington by reducing stormwater impacts from existing infrastructure and development.



# Agreement Template

## RECIPIENT INFORMATION

Organization Name:

Federal Tax ID:  
DUNS Number:

Mailing Address:

Physical Address:

Organization Email:

Organization Fax:

## Contacts

<b>Project Manager</b>	[Name] [Title]  [Address] [City, State Zip] Email: Phone:
<b>Billing Contact</b>	[Name] [Title]  [Address] [City, State Zip] Email: Phone:
<b>Authorized Signatory</b>	[Name] [Title]  [Address] [City, State Zip] Email: Phone:



# Agreement Template

## ECOLOGY INFORMATION

Mailing Address: Department of Ecology  
Water Quality  
PO BOX 47600  
Olympia, WA 98504-7600

Physical Address: Water Quality  
300 Desmond Drive  
Lacey, WA 98503

### Contacts

**Project  
Manager**

[Project Manager]

[Address]

[City, State Zip]

Email:

Phone:

**Financial  
Manager**

[Financial Manager]

[Address]

[City, State Zip]

Email:

Phone:

**Technical  
Advisor**

[Technical Advisor]

[Address]

[City, State Zip]

Email:

Phone:



# Agreement Template

**BUDGET** (EAGL WILL GENERATE THIS SECTION BASED ON PROJECT TYPE/PARAMETERS, ETC. IT MIGHT BE HELPFUL FOR THE RECIPIENT TO USE THE BUDGET TABLE TO PLAN OUT THEIR BUDGET).

## Funding Distribution

Funding Title:

Funding Type: Grant or Loan

Funding Effective Date:

Funding Expiration Date:

Funding Source: State – Stormwater Financial Assistance Program - ELSA

Recipient Match %: 25 or 15 (depending on hardship)

InKind Interlocal Allowed:

InKind Other Allowed:

Is this Funding Distribution used to match a federal grant?

Effective Interest Rate: %

Interest Rate: %

Admin Charge: %

Terms: years

Project Start Date:

Project Completion Date:

Estimated Initiation of Operation date:

Loan Security

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number:

SFAP	Task Total
1. Project Administration/Management	
2.	
3.	
4.	
	Total



# Agreement Template

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Washington State Department of Ecology

Recipient Name



Program Manager  
Heather Bartlett  
Water Quality

Date

SIGNATORY NAME  
TITLE

Date

# Agreement Template

- Special Terms and Conditions
  - Terms that are unique to projects funded under the Combined Water Quality Financial Assistance Program.
  - Be sure to read through the special terms and conditions and ask questions if you are unsure.
- General Terms and Conditions
  - Non-negotiable.
  - Terms that pertain to all Ecology-funded projects.
  - Be sure to read through general terms and conditions and ask questions if you are unsure.
- Agreement Specific Terms and Conditions
  - Terms that are unique to a particular agreement.
  - Requires additional review by Ecology staff.



# Standard Scope of Work for a Stormwater Facility Project

- Task 1: Project Administration/Management
- Task 2: Design Plans and Specs, Environmental Review
- Task 3: Construction Management
- Task 4: Construction



# Task 1: Project Administration/Management

- Submitting payment requests/progress reports.\*
- Closeout Report/Project Outcome Summary Report.\*
- Submitting amendment requests.
- Meetings with Ecology only for the grant agreement itself (ex., negotiation).
- Maintaining project record/file.

\*Required Deliverable



# Task 2: Design Plans and Specs, Environmental Review

- SEPA determination documentation. \*
- Cultural Resources documentation. \*
  - Ecology Cultural Resources form. \*  
**New Ecology 05-05/106 Project Review Form:**  
<https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070537.html>
  - Inadvertent Discovery Plan. \* \*Required Deliverable.  
<http://www.ecy.wa.gov/programs/wq/funding/FundPrgms/CWSRF/CWSRFres/TemplateInadvDiscPlan092815.doc>
  - Final determination letter from Ecology.



# Task 2: Design Plans and Specs, Environmental Review

- Design Report (includes complete equivalent new/redevelopment determination). \* (Ecology Engineer still needs one hard copy).
- Responses to Ecology Comments on Design Report. \*
- Ecology Design Report Acceptance Letter.\*
- Ecology Engineers developed guidance for design deliverables:  
<http://www.ecy.wa.gov/programs/wq/funding/Res/Foams/SWDesignDeliv081315.pdf>

\*Required Deliverable.



# Task 2: Design Plans and Specs, Environmental Review

- 90 percent design plans, bid specifications, and engineer's estimate. \* (Ecology Engineer still needs one hard copy).
- Responses to Ecology Comments on 90 percent design plans. \*
- Ecology 90 percent Design Acceptance Letter. \*

\*Required Deliverable.



# Task 2: Design Plans and Specs, Environmental Review

- List of permits and environmental review documents acquired. \*
- Proposed construction schedule. \*
- Final plans and specifications.
- Bid package containing [Bid Specification Clauses insert](#) \*
- Bid Advertisement must contain [Specifications Insert](#) in bid advertisement.

\*Required Deliverable.



# Task 3: Construction Management

- Construction quality assurance plan. \*
- Updated project schedule. \*
- [Revised cash flow projection](#) when changes in construction schedule occur. \*
- Change order(s). \*
- Facility operations and maintenance plan. \*
- [Stormwater Construction Completion Form](#) \*
- Project area shapefile. \* **(New requirement).**

\*Required Deliverable.



# Task 4: Construction

- Copy of the contract documents (bid announcement, bid award, and bid tabulations). \*
- Copy of signed and dated construction contract. \*
- Construction progress reports and photos.\*
- Completed equivalent new/redevelopment area determination. \* (New requirement).

\*Required Deliverable.





# Project Management

# Project Management

- Funding Guidelines are available here:  
SFY 2016: <https://fortress.wa.gov/ecy/publications/publications/1410045.pdf>  
SFY 2017: <https://fortress.wa.gov/ecy/publications/SummaryPages/1510033.html>
- Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL (formerly the Yellow Book).  
<https://fortress.wa.gov/ecy/publications/documents/1401002.pdf>
- Effective Date/Expiration Date.
- Site Visits – Please invite us out to see your project.
- Funding source-If fully or partially funded by federal \$, pay close attention to federal requirements. If not sure of your funding source, ask us!
- When you e-mail Ecology Project Team please include grant/loan number.
- Ask Us. We are here to help!



# Project Management

- Deliverables: Almost all required deliverables need to be uploaded to EAGL. Ecology does not need a hard copy of any deliverable except:
  - Design Report.
  - 90 percent plans, bid specifications and engineer's estimate.
- If you have any questions about deliverables contact your Ecology Project Team.





# EAGL Agreement and Roles

# Accessing EAGL

Link to EAGL through Secure Access Washington (SAW)

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



SAW SecureAccess WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)

- [Forgot your User ID?](#)
- [Forgot your password?](#)
- [Haven't received activation email?](#)
- [Activate your account](#)

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[Privacy Notice](#) [Help](#)



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

# Access your Application

DEPARTMENT OF ECOLOGY  
State of Washington

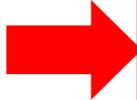
Ecology's Administration of Grants & Loans (EAGL)

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

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



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



## My Applications

Use the search functionality below to find a specific Application.

### Search Criteria

Application Types

Application Name

Person

Status

Organization

Year

Ecology Program

Hello Sean, please choose an o

## My Inbox

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

## My Tasks

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

### Search Results

Export Results to  Sort By  ASC

<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-Spokan-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-Spokan-00016</a>	Fund Coordinator Review	2017



# Recipient Contacts v. EAGL Roles

## RECIPIENT CONTACTS

### Instructions:

Please select an individual from your organization for each contact type.  
 Required fields are marked with a \*.  
 When done, click the SAVE button.

Project Manager

Matt Carlson \*

Matt Carlson  
 Stormwater Coordinator

PO BOX 160  
 Asotin, Washington 99402  
 (509) 243-2074

mcarlson@co.asotin.wa.us

Authorized Signatory

Jim Jeffords \*

Jim Jeffords  
 Asotin County Commissioner

PO Box 250  
 Asotin, Washington 99402  
 (509) 243-2070  
 (509) 243-2005

jjeffords@co.asotin.wa.us

Billing Contact

Barbara Cook \*

Barbara Cook  
 Office Admin. Manager

Asotin County Public Works  
 PO Box 160  
 Asotin, WA 99402  
 Asotin, Washington 99402-0160  
 (509) 243-2074

bcook@co.asotin.wa.us

### Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	
<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	10/7/2014 -	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. Ma Carlson

# Three Permission Levels

What my role allows me to do in EAGL:	System Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
<b>1) Applications &amp; Amendments</b>						
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Progress	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
<b>2) Payment Requests &amp; Progress Reports</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	Payment request		
Submit Payment Request or Progress Report	X		X	X		
Cancel Payment Request or Progress Report	X		X	X		
<b>3) Sub-documents: Equipment Purchase Reports &amp; Closeout Reports</b>						
Initiate Sub-documents	X		X			
Read Sub-documents	X	X	X	X	X	X
Edit Sub-documents	X		X			
Submit Sub-documents	X		X			
Cancel Sub-documents	X		X			
Change the Status of Sub-documents	X		X			



# How to verify, and add/edit roles

Application Menu

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

Info	Document Type	Organization	Role	Current Status	P	D
	Application	<a href="#">King County - Natural Resources and Parks Department</a>	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, request an amendment, 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



# 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:

## 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	





# Payment Requests/ Progress Reports (PRPRs)

# EAGL TIPS: Before starting PRPR

- “Active” agreement status.
- Previous PRPR must be “Active” prior to submitting new PRPR.
- Verify role.
- PRPR’s can be submitted monthly or quarterly.



# Who initiates?

- Recipient Project Manager, Recipient Financial Officer, or Authorized Official.
- Users have permissions at three levels
  1. Organization
  2. Document
  3. Subdocument
- Documents and Subdocuments will inherit the roles set at the higher level.



# Initiate a PRPR

## Application Menu

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

[Details](#)

Info	Document Type	Organization	Role
	Application	<a href="#">Burlington city of</a>	Financial Mana



### View, Edit and Complete Form

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

[VIEW FORMS](#)

### Change the Status

Select the **View Status Options** button below to change the status of 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 for managing your application and amendment. You can review status history, role assignments, check status, and request amendments.

[VIEW MANAGEMENT TOOLS](#)

### Examine Related Items

Select the **View Related Items** button below to initiate and view all related items including Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

Document Type	Name	Current Status	Period Date Date Due
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>	Equipment Purchase Report In Process	N/A - N/A 05/01/2025 12:00PM
Payment Request	<a href="#">PRPR-AprJun2014-AppOrq2-00109</a>	Payment Request/Progress Report Cancelled	N/A - N/A N/A



# Initiate a PRPR

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## Payment Request Menu

Note: Child/subdocument number is created

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

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

[Details](#)

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

## View, Edit and Complete Forms

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

[VIEW FORMS](#)

## Change the Status

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

[VIEW STATUS OPTIONS](#)

## Access Management Tools

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

[VIEW MANAGEMENT TOOLS](#)



# PRPR Progress Report

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

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

 [Details](#)

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

Status	Page Name
Payment Request / Progress Report Forms	
	<a href="#">Payment Request</a>
	<a href="#">Payment History</a>
	<a href="#">Progress Report</a>

## **PROGRESS REPORT**

### **Instructions:**

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

Progress Report Number: 4

\*Final:  Yes  No 

Report Period End Date: 03/31/15

### **\* By Task Progress**

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

130 of 2000

# PRPR Progress Report

- 1) Save often.
- 2) Enter % work completed for each task.
- 3) Enter reporting period timeframe.
- 4) Enter activities and deliverables completed.
- 5) Enter quantitative info, if applicable.
- 6) Upload associated files (ex., site photos).
- 7) Click “Save.”
- 8) Click Global Errors.



# PRPR Payment Request

## Payment Request Menu - Forms

Please complete all required forms below.

Document Information: [PRPR-AprJun2015-AppOrg2-00037](#)

Parent Information: [WQC-2015-AppOrg2-00235](#)

 [Details](#)

### Forms

Status	Page Name
Pay Request Progress Report forms	
	<a href="#">Payment Request</a>
	<a href="#">Payment History</a>

Click:



# PRPR Payment Request

## Payment Request

Please fill in the appropriate fields.

Required fields / columns are marked with an \*.

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

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

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

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

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

Payment Request Number: 2 \* Final:  Yes  No

Billing Period Start Date: 7/1/2014 \* Billing Period End Date:

Ecology Project Manager Approval:  Cumulative Expenditure Entered: \$7,780.50

\* Do you have expenditures to report?  Yes  No

## Expenditures

Page 1 of 1

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



# PRPR Payment Request

- Payment request back-up documentation
  - Upload in order of listed expenditures.
  - Name document for easy identification.
  - Call attention to grant-eligible items.
  - Don't upload credit card info or copies of warrants/checks.

## 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 \*



# PRPR Payment Request

- List eligible expenses (necessary to accomplish project scope of work).
- If part of a larger project only SW components are eligible – track separately!
- May charge up to 25% overhead on RECIPIENT salaries and benefits.
- Cannot charge more than 10% of the Total Eligible Cost above the original task budget. Otherwise, a formal amendment is needed.
- **Only cash match.**



# PRPR Payment Request

Ineligible costs:

- Overtime (can charge at regular pay rate/hr.).
- Equipment, training, and property acquisition (unless negotiated in the scope of work).
- Meals that don't qualify for per diem.
- Items not related to water quality goals (i.e., street lighting, aesthetic details).
- See guidelines for more examples.



# PRPR Payment Request

Next, review payment history.

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

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

 [Details](#)

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



Status	Page Name
	Payment Request / Progress Report Forms
	<a href="#">Payment Request</a>
	<a href="#">Payment History</a>



# PRPR Payment Request

- Review payment history:

**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
Centennial Grant	Construction Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00	\$0.00
SRF Loan	Construction Engineering Management	\$0.00	\$0.00	\$0.00	\$0.00	\$1,394,810.00	\$1,394,810.00	\$0.00

**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
3	\$0	Payment Request/Progress Report Denied

- EAGL lists all prior PRPR totals by task.
- Then "Save."



# Submitting your PRPR

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

## → Change the Status

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

[VIEW STATUS OPTIONS](#)

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

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	<a href="#">Applicant Organization</a> 2	Authorized Official	Payment Request/Progress Report Submitted	N/A - N/A N/A





# Amendments

# Amendments Needed for:

- Change in scope of work.
- Time extension.
- Reduce/increase funds  
(i.e., change orders, bid overruns).
- Moving funds between tasks when the amount exceeds more than 10% of the project Total Eligible Cost.



# Who can initiate an amendment?

- Authorized Official (**NOT** the same as the Authorized Signatory). Authorized Official can assign/change roles. Good idea to have 2+ Authorized Officials per organization.
- Or, Ecology.



# Amendments

## Status change

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Applicant Organization 2</a>	Authorized Official	Amendment Requested	N/A - N/A 12/31/2023 5:00AM PST

From the application menu click:

 [View, Edit and Complete Forms](#)

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

[VIEW FORMS](#)

Then select “Amendment Request”:

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



# Amendment Justification

\* Describe the type and reason for amendment.

Ecology Comments





# Project Closeout

# When to initiate EAGL Recipient Closeout Report?

- Ecology funded portions of the project are complete.
- Final deliverables are submitted, including:
  - Construction completion form
  - O&M plan
  - Recipient Closeout Report (EAGL form)
  - Project Outcome Summary Report (2 page summary)
- Final PRPR is submitted.



# Closeout Tips

- Please submit final PRPR within 30 days after grant expiration date.
- Ecology may withhold up to 10% of the Total Eligible Cost grant reimbursement until final deliverables are received.



# How to initiate project closeout?

- Recipient Project Manager.
- Click “Examine Related Items” in the parent document (Agreement WQC#) main menu.

• Click:

Recipient Close  
Out Report [Initiate a/an Recipient Close Out  
Report - 2015](#)

- Go back to the main menu and click “View, Edit and Complete Forms”.
- Complete “Close Out Report” form and “Save.”



# Project Closeout

- Go back to the main menu and click “Change Status.”

- Click:

Possible Statuses

**RECIPIENT CLOSE OUT REPORT CANCELLED**

**APPLY STATUS**

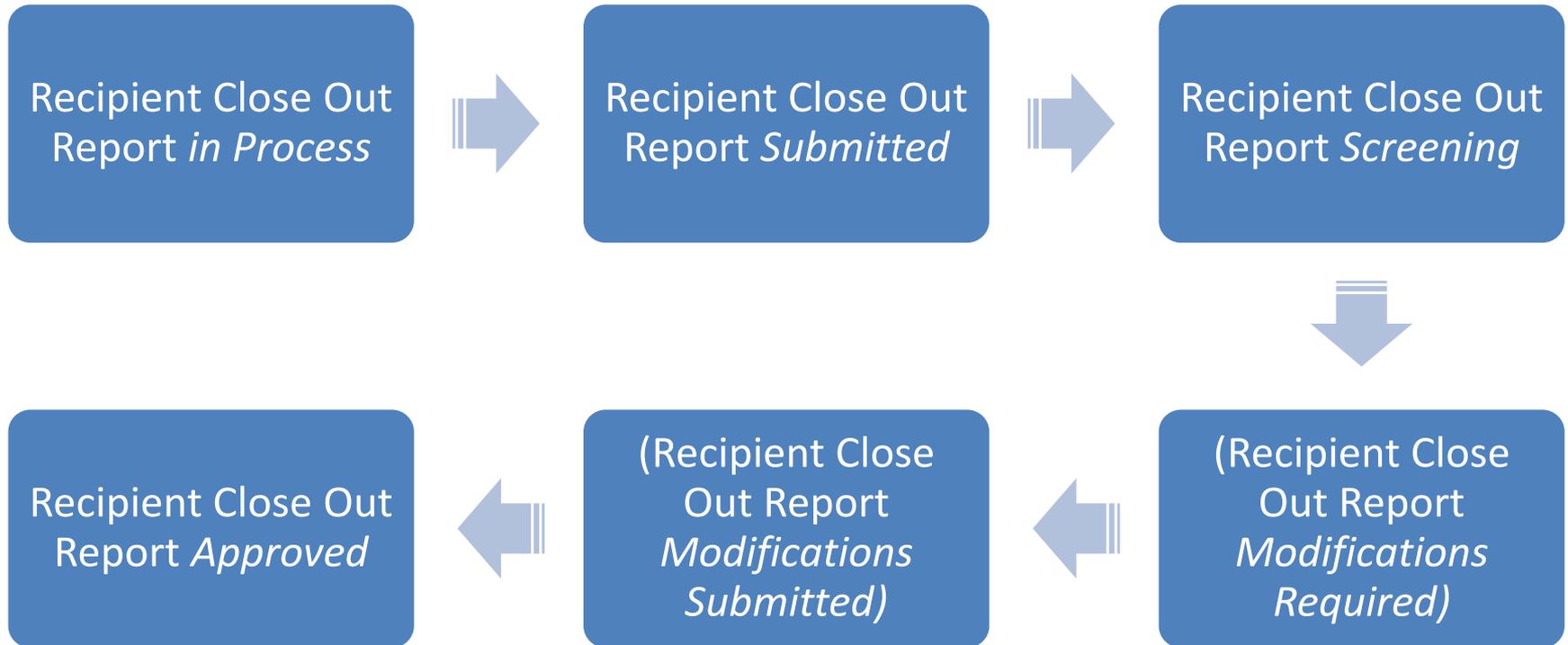
**RECIPIENT CLOSE OUT REPORT SUBMITTED**

**APPLY STATUS**

- EAGL will email the ECY PM that the Recipient Closeout Report is submitted.



# EAGL Closeout Process/Status



# Resources

- EAGL

<http://www.ecy.wa.gov/funding/EAGL.html>

- WQ Grant and Loan Resources

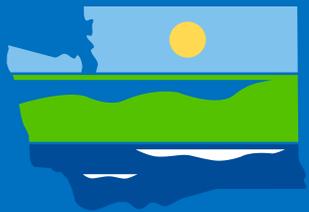
<http://www.ecy.wa.gov/programs/wq/funding/Res/Resources.html>

Including:

- FY 2017 Funding Guidelines
- Administrative Requirements (EAGL Yellow Book)
- Trainings to Manage your Grant or Loan in EAGL



# Questions or Comments?



DEPARTMENT OF  
**ECOLOGY**  
State of Washington



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

**THANK YOU!**