



RECIPIENT TRAINING FY 2017 Funding Cycle

WATER QUALITY PROGRAM

Facility Projects Agenda

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- Important Dates to Remember
- Grant and Loan Agreements
 - ▣ Scope of Work
 - ▣ Budget/Funding Distributions
- SRF Loan Conditions
- Pre-requisites to Signing a Funding Agreement
- Amendments
- Closeout
- Bid Process
- Payment Requests/Progress Reports

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Important Dates

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- Agreements must be signed by both parties within **6 months** of the publication date of the combined Final Offer and Applicant List.
- Work on the project must begin within **10 months** after the publication date of the combined Final Offer and Applicant List.
- The project must be completed within **5 years** of the publication date of the combined Final Offer and Applicant List.

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Grant & Loan Agreements

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Funding Agreements evolve from Applications

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- Project Description
- Recipient Contacts and Signatory
- Start and Completion Dates
- Scope of Work
- Budget

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Scope of Work

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- Task Title
- Task Cost
- Task Description (Facilities Template Language)
- Task Goal Statement
- Task Expected Outcome
- Deliverables (Facilities Template Language)

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Budget

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- Funding Distribution Number
- Funding Title
- Funding Type
- Funding Effective Date
- Funding Expiration Date
- Funding Source
- Interest Rate & Terms
- Project Start Date/Completion Date/1 of O Date
- Loan Security



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Example Funding Distribution

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FUNDING DISTRIBUTION

Instructions:
Please fill in the appropriate fields. Required fields are marked with an *.
When done, click the SAVE button.
To add a new Funding Source or Task row, enter a Funding Source or Task and click the save button.
After Save, a new row will appear. Repeat for each Funding Source and Task.

Funding Number: EL150110

Funding Title: SRF Standard Loan

Funding Type:

Funding Category: Water Quality Combined Funding

Recipient Match %: 0.00%

Indirect:

Interfederal Allowed: Yes No

Indirect Other Allowed: Yes No

Agreement is match for a Federal Grant?

Indirect Rate:

Federal Funding:

Approved Federally Recognized Indirect Costs Rate per 2 CFR Part 200 Appendix IV and V

De Minimis Rate per 2 CFR §200.414

Approved Rate Negotiated Between ECOLOGY and RECIPIENT

State Funding:

Approved State Indirect

*Rate: 25.00%

Example Funding Distribution

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FUNDING DISTRIBUTION SUMMARY

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

By Task Funding Distribution

Task Title	Centennial Grant	SRF Standard Loan	Total
Project Administration/Management	\$2,009.88	\$105,374.44	\$107,384.32
Construction Management	\$200,201.63	\$202,668.33	\$402,870.96
CNI Construction (Bid Schedule A)	\$2,428,766.73	\$5,172.22	\$2,433,938.95
Lined Drain System (Bid Schedule A.1)	\$215,311.24	\$536,914.40	\$752,225.64
CNI Construction (Alternative Address Lagoon 4)	\$ -	\$0.00	\$0.00
UAS Underground Construction (Bid Schedule B)	\$280,172.80	\$0.00	\$280,172.80
CNI Underground Construction (Bid Schedule C)	\$1,244,545.46	\$0.00	\$1,244,545.46
ECME - Pump Station Materials	\$165,708.26	\$0.00	\$165,708.26
CNI Electrical Service Fee	\$ -	\$0.00	\$0.00
Change Order Allowance	\$163,234.00	\$381,650.52	\$544,884.52
Rate Study and Fee Adaption	\$ -	\$0.00	\$0.00
Public Works Trust Fund Refinance	\$ -	\$3,856,629.77	\$3,856,629.77
Total	\$5,000,000.00	\$7,209,502.00	\$12,209,502.00

Recipient/Ecology Share

Funding Distribution	Recipient Match %	Recipient Share	Ecology Share	Total
Centennial Grant	0.00%	\$0	\$5,000,000.00	\$5,000,000.00
SRF Standard Loan	0.00%	\$0	\$7,209,502.00	\$7,209,502.00
Total		\$0	\$12,209,502.00	\$12,209,502.00

Total Eligible Costs	Ecology Share	Recipient Share
\$12,209,502.00	\$12,209,502.00	\$0

SRF Loan Conditions

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- American Iron and Steel
- Davis-Bacon
- Fiscal Sustainability Plan
- Sewer Use Ordinance
- User Charge System
- Disadvantaged Business Enterprise
- Suspension and Debarment

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American Iron and Steel

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- All Iron and Steel products used in the project must be produced in the United States.
 - Lined Or Unlined Pipes Or Fittings; Manhole Covers; Municipal Castings; Hydrants; Tanks; Flanges; Pipe Clamps And Restraints; Valves; Structural Steel; Reinforced Precast Concrete*; And Construction Materials.
- "Iron and Steel" does not include mechanical or electrical components
- ALL manufacturing processes must take place in the united states
- Waivers are available

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Davis Bacon

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- Identify the correct wage determination for your project
- Include wage requirements in bid package and construction contract
- Spot check contractors certified payroll
- Conduct wage rate interviews
- Certify with each PRPR that Davis-Bacon requirements are being met.

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Fiscal Sustainability Plan

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The plan must include the following elements

- An inventory of critical assets that belong to the utility.
- An evaluation of the condition and performance of the critical assets.
- A plan to maintain, repair, and replace the critical assets and to fund those activities.
- A process to evaluate and implement water and energy conservation efforts as part of the plan.

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SRF Loan Conditions (Equivalency)

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- What is "Equivalency"
 - RECIPIENT Population more than 25,000.
 - You will be notified if you are Equivalency.
- Requirements:
 - A&E Procurement
 - Consultation under Federal Cross-Cutters

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Required Forms & Documentation

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- The following must be completed, signed (if applicable), and submitted before a SRF LOAN agreement can be signed by Ecology:
 - Financial Capability Assessment Documentation
 - Opinion of Legal Council (form available on website)
 - Copy of Ordinance or Resolution
 - SRF Initial Data Reporting Form (form in EAGL)
 - Federal Accountability & Transparency Act (FFATA) Form (for equivalency projects only)

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Amendments

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- Requires Both Ecology and Recipient's Signatures
- Can be Initiated by Either Ecology or the Recipient
- Extensions: Submit Request 3 Months Prior to Expiration Date
- Scope of Work and Budget Modifications that Effect Deliverables
- Project Close-Out
- Process in EAGL is Similar to Developing an Agreement

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Project Close-out

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- Up to 10% of the Grant Amount May Be Held Until All Deliverables Are Submitted and Approved.
- Final Payment Requests and All Required Financial, Performance, and Other Deliverables (Final Project Report) Must Be Submitted No Later Than **45 Days** After the Funding Agreement Expiration/Completion Date.
- A Final Amendment Along With a Final Amortization Schedule Must Be Completed to Officially Close-out a Loan.

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Questions?

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RESPONSIBILITIES DURING BID, AWARD, AND PRE - CONSTRUCTION

Important

- American Iron & Steel (Buy American)
- Davis Bacon
- Disadvantaged Business Enterprises (DBE)
- Suspension and Debarment

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Engineering Services

Planning, Design, Construction Oversight.

- Follow State law
- Use Ecology Contract Inserts
- Upload Contract for Engineering Services (before you can get paid)
 - Cost Effectiveness
 - Energy Efficiency Audit
 - SERP

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Construction

- Bid
- Award
- Start of Work
- Throughout Construction

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Bid process

- Advertisement for Bids (submit to Ecology)
- Specification Inserts
 - Davis-Bacon
 - Suspension and Debarment
 - Disadvantaged Business
 - Equal Employment Opportunity
- Follow State Procurement Laws.
- All Addenda (Add Ecology to Bidders list)

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Award (Deliverables)

- Bid Tabulations
- Bid Proposal From the Successful Low Bidder
- SAM Reports for Contractor and Subcontractors
- Notice of Award
- Executed Contract with Contractor
- All Other Contracts
 - Construction Oversight
 - Engineering Services
 - Force Account

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Start of Work

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- Pre-construction Meeting (Invite Ecology)
- Construction Quality Assurance Plan
- Schedule of Values
- Notice to Proceed
- Construction Schedule

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Construction

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- All Change Orders to the Construction Contract
 - Required Before Ecology Can Pay For the Work.
 - "Significant" Change Orders Must Be Pre-approved
- Notify Ecology at Initiation of Operation
- Operation and Maintenance Manual
- Substantial Completion by Owner
- Declaration of Construction Completion.
- Record Drawings
- Final Acceptance by Owner

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Questions for Dave?

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GETTING PAID: FILLING OUT THE PR/PR

Payment Request/Progress Reports (PRPR)

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- Parent Document Looks Like:
WQC-2016-CoPW-00037

Application Menu

Document Information: WQC-2016-CoPW-00037

Info	Document Type	Organization	Role	Current Status	Printed Date / Start Date
Application	Construction	Public Works	Reciprocal Manager	Application Active	6/15/2016 11:28:00 AM

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 determine which forms are available.

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PRPR (cont.)

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- Sub or Child Document Looks Like:
PRPR-AprJun2016-CoPW-01055

- 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 determine which forms are available.
- Change the Status**
Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You select the application and request amendments through the status options.
- Access Management Tools**
Select the **View Management Tools** button below to view tools and options available for your application, funding agreement, and/or amendment. The tool shows status history, role assignments, check for errors, create print versions, and more.
- Examine Related Items**
Select the **View Related Items** button below to create and view sub-documents such as Payment Request/Progress Reports, Equipment Purchase Agreements, Site Visit Reports, and other related reports.

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PRPR (cont.)

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□ Progress Reports

Progress Report Number: 1 *Final Check # 10/21
Report Period End Date: 06/30/16

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Project Administration/Management	100%	The design/construct contract was approved and complete. Design is done, with the contractor phase remaining.
Final Design and Permitting	100%	The permit design and construction package is complete. Project permitting and starting to look pending the issuance to the US Army Corps of Engineer permit.
Construction Management	0%	N/A
Construction	0%	N/A
Change Order Allowance	0%	N/A

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PRPR (cont.)

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Description and reasons for delay
There has been a slight delay in getting the project bid. We are waiting for a Corps permit.

04 of 2000

Description and reasons for cost overruns
None

0 of 2000

General Comments
None

0 of 2000

Ecology Comment

0 of 4000

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PRPR (cont.)

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View, Edit and Complete Forms

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

Change the Status

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

Access Management Tools

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

Examine Related Items

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

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Final Questions?

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