

FY18 WATER QUALITY APPLICANT TRAINING EAGL OVERVIEW



DEPARTMENT OF
ECOLOGY
State of Washington

Questions?

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



FY16 Recipient Training

Questions?

- Ask anytime
- Contact Sheet
- We're really nice



FY16 Recipient Training

SAW, EAGL, & resources

<https://secureaccess.wa.gov/>
<http://www.ecy.wa.gov/programs/wq/funding/funding.html>



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HOW TO MANAGE ROLES



EAGL "roles"

- 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



What Roles are in EAGL

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



Managing roles in EAGL

- 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



DOCUMENT MANAGEMENT AND UPLOADING GUIDANCE



Uploaded Documents

- Specific technical documents and approvals
- Detailed budget and supporting documentation
- Map(s) of the project area
- Project Schedule
- Any other supporting information



Maximum File Size

- 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



What file types are allowed?

- | | | |
|-------------|------------------|-------|
| • doc, docx | • bmp, tif, gif, | • spd |
| • xls, xlsx | jpg, png | • xml |
| • ppt, pptx | • mov, avi, | • zip |
| • vsd, vsdx | mp4, wmv | |
| • txt | | |
| • pdf | | |



Document Management and Uploading Guidance

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



Questions?

Check Ecology website for resources

Breakout Sessions Start Downstairs in 15 minutes

- Nonpoint Grant Activities
- Wastewater Facilities/Loans
- Stormwater Grant Funded

