WELCOME

Stormwater Session - 1

Managing a Stormwater Project with Ecology & EAGL Demo

June 28, 2022
8:30am to 12:00pm
Sarah Zehner  
Financial Management Services  
Water Quality Program  
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sarah.zehner@ecy.wa.gov

Melissa Conger  
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Water Quality Program  
360-706-4202  
melissa.conger@ecy.wa.gov

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Bellingham Field Office  
Water Quality Program  
360-749-9182  
shelby.giltner@ecy.wa.gov
Post Presentation - Survey Questions

1. Is there a subject we have not presented that you would find helpful?

2. Is there a technical or logistical aspect of this webinar series we can address that would make it better for you?

3. Are there any other comments you would like to share?
FY24 Funding Cycle Dates

• **August 9, 2022** - Application opens at 8:00am

• Applicant Workshops Webinars:
  - **August 23, 2022** – Stormwater Projects
  - **August 24, 2022** – Nonpoint/Onsite Projects
  - **August 25, 2022** – Wastewater Projects

• **October 12, 2022** - Applications due at 5pm

MARK YOUR CALENDARS!
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

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>State/Federal Funds</th>
<th>Grant/Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Water State Revolving Fund (CWSRF)</td>
<td>Federal</td>
<td>Loan</td>
</tr>
<tr>
<td>Section 319</td>
<td>Federal</td>
<td>Grant</td>
</tr>
<tr>
<td>Stormwater Financial Assistance Program (SFAP)</td>
<td>State</td>
<td>Grant</td>
</tr>
<tr>
<td>Centennial</td>
<td>State</td>
<td>Grant</td>
</tr>
<tr>
<td>National Estuary Program (NEP)</td>
<td>State</td>
<td>Grant</td>
</tr>
</tbody>
</table>
Grant Agreement Development
1. Application Funded
2. Agreement Development
3. Ecology and Recipient Review
4. Agreement Signing
5. Agreement Active!
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.
Communication is Key!

Grant Recipient

Ecology Project Manager

Ecology Financial Manager

Ecology Engineer
When to contact your Project Manager:

We are your main point of contact for questions.

Reach out if you:
- Are having trouble submitting a PRPR
- Need to change or add roles within EAGL
- Have questions about payment status or eligibility of certain costs
- Are wondering about your Cultural Resource Review status
- Have questions on your Design Deliverables and their review
- Know that your project is going to exceed task budgets or timelines
- Need to make design changes in project that may impact eligibility or water quality benefits
- Have ideas for retrofit facilities or programs that you would like to submit in future applications
Project Managers are here to help: Reach out
Stormwater Agreement Templates
Agreement Templates

**Facility Project**
- Design
- Construction
- Design & Construction

**Activity Project**
- Enhanced Maintenance Plan (EMP)
- 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
Project Dates

- **Effective Date**
  - First date that eligible project costs can be incurred. (ex. FY23 agreements = 07/01/2022)

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

This task is included in all Water Quality funded grant and loan projects to ensure that time and funding is built into the agreement to manage the requirements of the grant and/or loan.

**Deliverables**

- Recipient meetings with Ecology
- Payment Requests/Progress Reports (PRPR’s)
- Recipient Close Out Report (RCOR – EAGL Form)
- Task 1 budget equal to or less than 15% of total project cost
Task 2: Cultural and Environmental Reviews, and Permitting

Deliverables

- Ecology Cultural Resources Review Form
- Inadvertent Discovery Plan (IDP)
- SEPA Checklist and Final 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)*
- List of Project Permits acquired
  - WDFW, Shoreline, etc.
Task 2 Deliverable
Cultural Resources Review Process

Recipient submits an Ecology Cultural Resources Review Form & Inadvertent Discovery Plan (IDP)

Ecology Review & Preliminary Determination

Consultation: 30 day comment period

Ecology Final Determination*

*Additional cultural resource review may be needed

To Start Cultural Resources Review Process, contact your Ecology PM early in your project!
Task 2 Deliverable
Cultural Resources and Environmental Review Process

• Why do we protect cultural resources?
  • Special cultural, historical, and spiritual significance
  • Better understanding and partnerships between cultures
  • Educational value
Cultural Resources Review Form*

- Proposed project description specifies length, width, and depth of disturbance.

- Provide a detailed description of the Area of Potential Effect (APE) and proposed project.

- Include a map with a clearly defined APE.

*Please use the template and send the Cultural Resources Review form to your Ecology PM, do not upload to EAGL.
Check WISAARD for risk associated with APE
Inadvertent Discovery Plan (IDP)*

- IDP defines procedures in the event of a discovery of cultural resources or human remains in accordance with state and federal laws.

- IDP should be kept onsite at all times.

- Everyone onsite should know where to find the IDP and be familiar with it.

*Please use the template provided by your Ecology PM.
Task 2: Cultural and Environmental Reviews, and Permitting

Deliverables

Common Mistakes #1

• Not enough time in the schedule.
  • Plan at least 45 days for review and consultation.
  • A survey or monitor may be required – adding more time.
  • Review must be complete before any work that may impact the site.
    • This includes geotechnical investigations.
Task 2: Cultural and Environmental Reviews, and Permitting Cont.

Deliverables

Common Mistakes #2

- Lacking detail in the Cultural Resources Review form
  - Project description
  - Description of Activities
    - Indirect and direct effects
    - Physical, visual, auditory, and vibration impacts
    - Below and above ground disturbance
    - Length, width and depth of ground disturbance for both geotech and new facilities
  - Staging areas
Task 2:
Cultural and Environmental Reviews, and Permitting

Deliverables

Common Mistakes #2...Continued

• Lacking detail in the Cultural Resources Review form
  • Maps
    • Identifying features (roads, water, and trails)
    • Project boundary
    • Area of Potential Effect (APE)
    • Staging areas
    • Large and small scale
Task 2: Cultural and Environmental Reviews, and Permitting

Deliverables

Common Mistakes #3

• Not Including a Inadvertent Discovery Plan (IDP)
  • Describes steps to take if you unexpectedly find cultural resources on site
  • Use Ecology template
  • Email with Cultural Resources Review (CRR) form to your Project Manager
Ecology Cultural and Environmental Review Process

Training Workshop Available!

June 30, 2022

10:00am-11:00am: Environmental Review for projects receiving loan funds (SERP)

1:00pm – 3:00pm: Ecology Water Quality Cultural Resources Review Process
Stormwater Deliverables Guidance Document

• Guidance documents to assist in understanding the requirements of design deliverables prior to submittal to Ecology:
  • Stormwater Deliverables Guidance
  • Deliverables Checklist
  • Stormwater Grant Program Bid Specification Clause
  • Stormwater Grant Program Bid Insert
  • Stormwater Construction Completion Form

*Links to these documents can be found on the Ecology Website.*
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
Stormwater Deliverables Guidance

Stormwater Facility Design Deliverables Training
June 28th 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

• Signed and dated construction contract
• Stormwater Construction Completion Form
Task 6: Project Close Out

Deliverables

• Facility Operation and Maintenance Plan (O&M)
• Final, as constructed, equivalent new/redevelopment area determination
• Final, as constructed, project area shapefile, geodatabase file, or Ecology-approved equivalent
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 Stormwater Deliverables Document
Ecology Deliverable Review Times

- Take these times into consideration and add them to your project schedule:
  - **PRPRs** - 30 day review period
  - **SEPA** - Start early and expect an additional 7 days for SFAP Review
  - **Cultural Resources** -
    - Cultural Resources Review-estimated between 45 days for review and final determination depending on the project
    - Survey/Monitor required—could require an additional 15-25 days for review of the survey and/or monitoring plan
  - **Design Report** - 45 calendar days
  - **90% Design Package** - 45 calendar days
  - **Final Bid Package** - 15 calendar days
  - **Change Orders** - 10 calendar days
  - **Close Out Task** - Should be started about 3 months prior to the expiration date.
    - i.e. GIS file, Recipient Close Out Report, Final PRPR, Outcomes Summary
Funding Distribution (Budget)

Example 1: Grant Only (SFAP)

<table>
<thead>
<tr>
<th>SFAP</th>
<th>Task Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant and Loan Administration</td>
<td>$14,813.00</td>
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<tr>
<td>Design Plans and Specs, Environmental Review</td>
<td>$109,106.00</td>
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<td>Construction Management</td>
<td>$36,844.00</td>
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<tr>
<td>Construction</td>
<td>$1,560,599.00</td>
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</table>

Funding Distribution Summary

<table>
<thead>
<tr>
<th>Funding Distribution Name</th>
<th>Recipient Match %</th>
<th>Recipient Share</th>
<th>Ecology Share</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFAP</td>
<td>25.00 %</td>
<td>$430,340.50</td>
<td>$1,291,021.50</td>
<td>$1,721,362.00</td>
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<tr>
<td>Total</td>
<td></td>
<td>$430,340.50</td>
<td>$1,291,021.50</td>
<td>$1,721,362.00</td>
</tr>
</tbody>
</table>
### Funding Distribution (Budget)

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

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

#### Recipient/Ecology Share

<table>
<thead>
<tr>
<th>Funding Distribution</th>
<th>Recipient Match %</th>
<th>Recipient Share</th>
<th>Ecology Share</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFAP</td>
<td>0.00%</td>
<td>$0</td>
<td>$5,000,000.00</td>
<td>$5,000,000.00</td>
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<tr>
<td>SRF Loan</td>
<td>0.00%</td>
<td>$0</td>
<td>$3,247,000.00</td>
<td>$3,247,000.00</td>
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<tr>
<td>Total</td>
<td></td>
<td>$0</td>
<td>$8,247,000.00</td>
<td>$8,247,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Eligible Costs</th>
<th>Ecology Share</th>
<th>Recipient Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,247,000.00</td>
<td>$8,247,000.00</td>
<td>$0</td>
</tr>
</tbody>
</table>
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: Water Quality Grants and Loans
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.
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
As of October 2021, all Agreements/Amendments are sent for signature through DocuSign.

Authorized Signatory(ies) will receive an email from DocuSign with a link to their signature line in the document.

Click **Review Document** to open the agreement/amendment sent via email.

Review the document, find where to sign.

Click on the signature block. Select **Adopt and Sign**

Click **Finish**

The signatory will be prompted to log-in. Select the “No Thanks” option instead. The signing process is complete.
Reference Documents for Agreements*

• Administrative Requirements for Recipients of Ecology Grants and Loans
  • aka “Yellow Book”

• Funding Guidelines State Fiscal Year 2023: Water Quality Financial Assistance
  • Referred to as the “Funding Guidelines”

• EAGL User Manual
  • Accessible through EAGL

*Links to these documents can also be found on the Ecology Website.
Time for a break!
Ecology Administration of Grants and Loans (EAGL)
This is an EAGLE.

This is EAGL*.
Register for EAGL

- 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)
Access your Application/Agreement

Option 1:
Access your Application/Agreement

Option 2:
Organization Information

• Click on your organization to find profile information and members.
• 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.
EAGL Tips

• EAGL times-out after 20 minutes.
  • SAVE OFTEN!

• Don’t use ‘Back’ buttons.

• Use bread crumbs...
EAGL Roles
EAGL Levels

1. Organization

Recipients are assigned system roles at the organization level.

2. Parent Document

System roles are inherited by new documents.

3. Subdocument
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

<table>
<thead>
<tr>
<th>What my role allows me to do in EAGL:</th>
<th>Document Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authorized Official</td>
</tr>
<tr>
<td>Applications &amp; Amendments (Parent Documents)</td>
<td></td>
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<tr>
<td>Control Access to Applications</td>
<td>X</td>
</tr>
<tr>
<td>Read Application Forms</td>
<td>X X X X X X</td>
</tr>
<tr>
<td>Edit Forms when Application in Process</td>
<td>X X X X X</td>
</tr>
<tr>
<td>Initiate Applications</td>
<td>X X</td>
</tr>
<tr>
<td>Submit Applications</td>
<td>X</td>
</tr>
<tr>
<td>Cancel Applications</td>
<td>X</td>
</tr>
<tr>
<td>Payment Requests &amp; Progress Reports (Subdocuments)</td>
<td></td>
</tr>
<tr>
<td>Initiate Payment Request or Progress Report</td>
<td>X X X X</td>
</tr>
<tr>
<td>Read Payment Request or Progress Report</td>
<td>X X X X X X</td>
</tr>
<tr>
<td>Edit Payment Request or Progress Report</td>
<td>X X Progress Report Only</td>
</tr>
<tr>
<td>Submit Payment Request or Progress Report</td>
<td>X X</td>
</tr>
<tr>
<td>Cancel Payment Request or Progress Report</td>
<td>X X</td>
</tr>
<tr>
<td>Equipment Purchase Reports &amp; Closeout Reports (Sub-documents)</td>
<td></td>
</tr>
<tr>
<td>Initiate Sub-documents</td>
<td>X X</td>
</tr>
<tr>
<td>Read Sub-documents</td>
<td>X X X X X X X</td>
</tr>
<tr>
<td>Edit Sub-documents</td>
<td>X X</td>
</tr>
<tr>
<td>Submit Sub-documents</td>
<td>X X</td>
</tr>
<tr>
<td>Cancel Sub-documents</td>
<td>X X</td>
</tr>
<tr>
<td>Change the Status of Sub-documents</td>
<td>X X</td>
</tr>
</tbody>
</table>

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

Application
Organization
Role
Current Status

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.

Change the Status
Select the View Status Options button below to change the status of your application, submit your application and request amendments through the status options.

Access Management Tools
Select the View Management Tools button below to see tools and options available for your application, amendments, view, review, status history, role assignments, check for errors, create print versions, and access management tools.

Application Menu - Management Tools

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 for a 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.

Table of Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Authorized Official</th>
<th>Date</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Baruso</td>
<td>King County - Natural Resources and Parks Department</td>
<td>Authorized Official</td>
<td>10/14/2013</td>
<td>Grant System</td>
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<tr>
<td>Ms. Debi Walker</td>
<td></td>
<td>Authorizer</td>
<td>10/18/2013</td>
<td>Steve Baruso</td>
</tr>
<tr>
<td>Mark Henderson</td>
<td>Department of Ecology (Project Manager)</td>
<td>Evaluator</td>
<td>12/19/2013</td>
<td>Alissa Ferrell</td>
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<tr>
<td>Ms. Pam</td>
<td>King County - Natural Resources and Parks Department</td>
<td>Authorized Official</td>
<td>11/8/2013</td>
<td>Steve Baruso</td>
</tr>
</tbody>
</table>
Add or Edit Roles

Payment Request Menu - People

The functionality on this page will allow you to 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: [ ] SEARCH

Current People Assigned

- Person
- Organization(s)
- Role
- Active Dates
- Assigned By

For former staff or contractors:
- ☐ Enter Active end date.
- ☐ Don’t delete Active start date.
- ☐ Don’t uncheck the box.
EAGL Roles vs Recipient Contacts

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

<table>
<thead>
<tr>
<th>General Uploads</th>
<th>Payment Request Uploads</th>
<th>Progress Report Uploads</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All project deliverables</td>
<td>• Backup Documentation for payment</td>
<td>• Quarterly reports, such as sweeping reports</td>
</tr>
<tr>
<td>• Project pictures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Project schedule</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General Uploads

- 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 up to monthly.
  • Timeframes may be used multiple times.
  • Titles expire after 6 months.
  • Must submit a progress report even if there are no expenditures.

• Due 30 days after the end of the quarter.
### PRPR Roles

<table>
<thead>
<tr>
<th>What my role allows me to do in EAGL:</th>
<th>Document Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authorized Official</td>
</tr>
<tr>
<td>Payment Requests &amp; Progress Reports (Subdocuments)</td>
<td></td>
</tr>
<tr>
<td>Initiate Payment Request or Progress Report</td>
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<tr>
<td>Read Payment Request or Progress Report</td>
<td>X</td>
</tr>
<tr>
<td>Edit Payment Request or Progress Report</td>
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</tr>
<tr>
<td>Submit Payment Request or Progress Report</td>
<td>X</td>
</tr>
<tr>
<td>Cancel Payment Request or Progress Report</td>
<td>X</td>
</tr>
</tbody>
</table>

**Footnote:**
- X indicates that the role has access to the specified document role.
- Blank indicates that the role does not have access to the specified document role.
PRPR Process

PRPR Initiated

PRPR In Process

PRPR Submitted

PRPR In Screening

PRPR Approved or Active

PRPR Modifications Required

PRPR Modifications Submitted

Ecology

Recipient
Initiate a PRPR

Application Menu ➔ Examine Related Items ➔ Initiate a (quarter) Payment Request/Progress Report
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).
What Is Required With a PRPR?

Progress Report + Payment Request + Form D = PRPR
### Forms

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
<th>Note</th>
<th>Created By</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payment Request/Progress Report Guidance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Projects Only: Suspension and Debarment</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Instructions</td>
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<tr>
<td></td>
<td>Form D: Contractor Participation Report Instructions</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Payment Request / Progress Report Forms</td>
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<tr>
<td></td>
<td>Payment Request</td>
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<tr>
<td></td>
<td>Payment History</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Form D: Contractor Participation Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Progress Report and Mapping Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payment Request Progress Report Modification Comments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Recipient Project Manager completes the Progress Report form.

• Please include:
  • Details of the activities performed in each task.
    • Generally we need more than one sentence per task, unless very little progress has been made.
  • Dates are very helpful.
  • Make sure activities align with the expenditures.
  • Lists reasons for delay or other issues.
  • Do not upload deliverables here – upload to general Uploads
### Progress Report Lacking in Detail

<table>
<thead>
<tr>
<th>Task Title</th>
<th>Percent Complete</th>
<th>Summary of accomplishments for this reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Administration/Management</td>
<td>75 %</td>
<td>Continuing routine project administration</td>
</tr>
<tr>
<td>Design Plans and Specs, Environmental Review</td>
<td>100 %</td>
<td>Final Design Approved</td>
</tr>
<tr>
<td>Construction Management</td>
<td>75 %</td>
<td>Construction is underway and on schedule</td>
</tr>
<tr>
<td>Construction</td>
<td>75 %</td>
<td>Construction is underway and on schedule</td>
</tr>
</tbody>
</table>

**Description and reasons for delay**

N/A

---

### Progress Report with in Good Detail

<table>
<thead>
<tr>
<th>Task Title</th>
<th>Percent Complete</th>
<th>Summary of accomplishments for this reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Administration/Management</td>
<td>25 %</td>
<td>Staff have conducted most of the efforts necessary to secure the grant contract, as well as secure and upload the required documentation for grant compliance. An exception is timely submission of a previous progress report for the period ending on 12/31/2016. Remaining requirements are some uploads for remaining Ecology tasks, additional 43 of 2000</td>
</tr>
<tr>
<td>Design Plans and Specs, Environmental Review</td>
<td>100 %</td>
<td>Staff have completed and uploaded the required task deliverables, namely submission of the project SEP, DAHP EZ-1 Form, inadvertent discovery Plan, Design report, 50 percent design package, required permit and environmental review documents, responses to Ecology comments, and the Final Bid package. 303 of 2000</td>
</tr>
<tr>
<td>Construction Management</td>
<td>0 %</td>
<td>As the project bid is scheduled for April 2017, after conclusion of this reporting period (which ended 3/31), no items have been completed under this task. 155 of 2000</td>
</tr>
<tr>
<td>Construction</td>
<td>0 %</td>
<td>As the project bid is scheduled for April 2017, after conclusion of this reporting period (which ended 3/31), no items have been completed under this task. 155 of 2000</td>
</tr>
</tbody>
</table>
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).
# Progress Report

Use the boxes near the bottom of the progress report to add necessary details

<table>
<thead>
<tr>
<th>Description and reasons for delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project is within the timeframe identified in the grant agreement WQC-2018-UniGap-00048. The end of the grant agreement is June 30, 2021.</td>
</tr>
<tr>
<td>144 of 2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description and reasons for cost overruns</th>
</tr>
</thead>
<tbody>
<tr>
<td>There have been no changes in project cost during the most recent period.</td>
</tr>
<tr>
<td>73 of 2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The two page out come summary and recipient closeout report have been attached for reference.</td>
</tr>
<tr>
<td>95 of 2000</td>
</tr>
</tbody>
</table>
Payment Request

• On the Expenditures Form, answer the required * questions.

• Click “SAVE” and expenditure table will appear.
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.
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!

• Hitting enter adds 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.
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.

Payroll reports/timesheets must show:

- Name of staff person.
- Date(s) worked.
- Number of hours worked.
- How much is being charged.
• Instructions are on the Forms Menu.
• List each contractor and subcontractor on the backup documents.

Subcontractors must be listed separately!
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.

### Payment History

<table>
<thead>
<tr>
<th>Funding Title</th>
<th>Task Title</th>
<th>Cumulative Approved Cash Expenditures</th>
<th>Cumulative Approved In Kind Interlocal Expenditures</th>
<th>Cumulative Approved In Kind Other Expenditures</th>
<th>Total Cumulative Approved Expenditures</th>
<th>Task Budget</th>
<th>Budget Variance</th>
<th>Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFAP</td>
<td>Construction</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$300,000.00</td>
<td>$300,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>SFAP</td>
<td>Construction Management</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>SFAP</td>
<td>Design Plans and Specs,</td>
<td>$4,261.53</td>
<td>$0.00</td>
<td>$4,261.53</td>
<td>$130,738.48</td>
<td>$130,738.48</td>
<td>$4,261.53</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SFAP</td>
<td>Project Administration/Management</td>
<td>$563.95</td>
<td>$0.00</td>
<td>$563.95</td>
<td>$15,000.00</td>
<td>$14,436.05</td>
<td>$563.95</td>
<td></td>
</tr>
<tr>
<td>SFAP: Distribution Total</td>
<td></td>
<td>$4,825.48</td>
<td>$0.00</td>
<td>$4,825.48</td>
<td>$500,000.00</td>
<td>$495,174.53</td>
<td>$4,825.48</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$4,825.48</td>
<td>$0.00</td>
<td>$4,825.48</td>
<td>$500,000.00</td>
<td>$495,174.53</td>
<td>$4,825.48</td>
<td></td>
</tr>
</tbody>
</table>

### Disbursement History

<table>
<thead>
<tr>
<th>Payment Request #</th>
<th>Disbursement Amount</th>
<th>Payment Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0</td>
<td>Payment Request/Progress Report Active</td>
</tr>
<tr>
<td>2</td>
<td>$8,639.11</td>
<td>Payment Request/Progress Report In Process</td>
</tr>
</tbody>
</table>
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.
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.
Common Mistakes

#1 Previous PRPRs must be in active status before initiating a new PRPR.

- Task 1 Grant and Loan Administration is for Ecology-related administrative deliverables only!

- Charge deliverables to the correct tasks.
  - Look over the deliverables in your grant agreement.

- Make sure expenses line up with the work described in the progress report.

- Not enough detail in payroll reports or invoices.

- Accidentally initiating an amendment instead of submitting or re-submitting the PRPR.
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
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.
Requesting an Amendment In EAGL

1. Change the status of the agreement in EAGL

Click “Apply Status” under Amendment Requested.
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 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
  • Ecology Template provided
## RCOR Content

<table>
<thead>
<tr>
<th>Task Title</th>
<th>Summary of Accomplishments</th>
<th>Actual Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Admin</strong></td>
<td>1.1 Progress Reports&lt;br&gt;1.2 Recipient Closeout Report&lt;br&gt;1.3 Project Outcome Summary Report</td>
<td>Timely and complete submittal of [#] quarterly progress reports/payment requests, 1 RECIPENT closeout report and 1 project outcome summary report.</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td>2.1 SEPA determination documentation.&lt;br&gt;2.2 DAHP EZ-1 Form or Ecology Historic and Cultural Resource Project Review Form.&lt;br&gt;2.3 Inadvertent Discovery Plan.&lt;br&gt;2.4-2.6 Design Report, Responses, Acceptance Letter&lt;br&gt;2.7-2.9 90 percent Design Plans, Bid Specifications, and Engineer’s Estimate, Responses, Acceptance Letter, 2.10 List of permits acquired, and environmental review documents.&lt;br&gt;2.11 Proposed Construction Schedule. 2.12 Final Bid Package.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Construction Management</strong></td>
<td>3.1 Construction Quality Assurance Plan.&lt;br&gt;3.2 Pre-construction conference meeting minutes.&lt;br&gt;3.3 Project Schedule.&lt;br&gt;3.4 Revised Cash Flow Estimates when changes in construction schedule occur.&lt;br&gt;3.5 Change Order(s).&lt;br&gt;3.6 Facility Operation and Maintenance Plan.&lt;br&gt;3.7 Stormwater Construction Completion Form.&lt;br&gt;3.8 Project Area Shapefile or ECOLOGY-Approved Equivalent.</td>
<td>The recipient constructed the project on schedule and in accordance with accepted plans.</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>A. The RECIPENT in accordance with ECOLOGY-accepted plans and specifications, complete construction of the project. The construction project included [#] and name of BMPs. These</td>
<td>The constructed project mitigates runoff/pollution from [#] acre(s) of pollution generating impervious surfaces and provides reductions in</td>
</tr>
</tbody>
</table>
## Initiate Recipient Close Out Report (RCOR)

### Application Menu

**Document Information:** WQC-2016-Snoqualmie-090309

### View, Edit and Complete Forms

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

### Change the Status

Select the View Status Options button below to change the status of your application, funding agreement, document, 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. You can review status history, role assignments, check for errors, create print versions, and more.

### Examine Related Items

Select the View Related Items button below to initiate and view sub documents such as Payment Request, Agreement Close Out Reports, Equipment Purchase Report, and Close Out Reports.

### Document Details

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Apr - Jun 2014 Payment Request / Progress Report</td>
</tr>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Apr - Jun 2015 Payment Request / Progress Report</td>
</tr>
<tr>
<td>Equipment Purchase Report</td>
<td>Initiate a/an Equipment Purchase Report</td>
</tr>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Jul - Sep 2014 Payment Request / Progress Report</td>
</tr>
<tr>
<td>Payment Request</td>
<td>Initiate a/an Oct - Dec 2014 Payment Request / Progress Report</td>
</tr>
<tr>
<td>Recipient Close Out Report</td>
<td>Initiate a/an Recipient Close Out Report</td>
</tr>
<tr>
<td>Equipment Purchase Report</td>
<td>EPR-2014-AppOrg2_00043</td>
</tr>
<tr>
<td>Payment Request</td>
<td>PPRI-AprJun2014-AppOrg2_00109</td>
</tr>
</tbody>
</table>
Submit RCOR

• Submit RCOR the same way as a PRPR.

Make sure you’re in the RCOR Menu!
Outcome Summary

• Template and guidance documents available.

• Accuracy & quality.

• Clear project photos.

• Email a draft to Ecology Project Manager for review, before uploading to EAGL General Uploads.
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
Resources

On Ecology Water Quality Grants & Loans Webpage

- Funding recipient training and materials:
- Ecology Water Quality Contacts
- EAGL Uploads Guidance
- Managing EAGL Roles
- Stormwater (SW) Recipient Training Presentation
- Payment Request/Progress Report Guidance
- Stormwater Deliverables Checklist
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 Session 2: Stormwater Facility Design Deliverables
  - June 28 at 1:00-2:15pm with Doug Howie

- Stormwater Session 2: Planning Projects, GIS, Meet Your PMs
  - June 28 at 2:30-4:00pm with ECY Project Managers

- Environmental Review for CWSRF Loan Projects (SERP)
  - June 30 at 10:00-11:00am

- Ecology Water Quality Cultural Resources Review Process
  - June 30 at 1:00pm to 3:00pm
FY24 Funding Cycle Dates

• August 9, 2022 - Application opens at 8:00am

• Applicant Workshops Webinars:
  • August 23, 2022 – Stormwater Projects
  • August 24, 2022 – Nonpoint/Onsite Projects
  • August 25, 2022 – Wastewater Projects

• October 12, 2022 - 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!

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